



# ASOTIN COUNTY HEALTH DISTRICT

102 1ST STREET - P.O. BOX 306 - ASOTIN, WASHINGTON 99402  
 (509) 243-3344 - FAX: (509) 243-3345 - www.ac-hd.org

## Asotin County Local Board of Health Meeting March 25, 2019 at 1:00 PM Asotin County Courthouse Annex Commissioners' Chambers

Present: Jim Jeffords (Chair), Monika Lawrence (Vice Chair), Brian Shinn, Skate Pierce, Chris Seubert, Vikki Bonfield

Absent:

ACHD Staff: Brady Woodbury, Shannon Jones, Sundie Hoffman, Dr. Lutz via Phone

Public: Lincoln Middle School Kindness Club

The regular Board Meeting was called to order by Jim Jeffords @ 1:01 PM

Issue / Concern	Discussion	Follow-up / Action						
Health Education / Vaping Discussion	<p>S Hoffman, Public Health Educator working with Audrie Clark on a program with 7<sup>th</sup> &amp; 8<sup>th</sup> graders that promotes healthy behavior. Recent Youth-2-Youth Prevention Summit addressed vaping issues and Lincoln Middle School Kindness Club, consisting of:</p> <table border="0"> <tr> <td>Audrie Clark, Leader</td> <td>Taryn Demers</td> <td>Sienna Newhouse</td> </tr> <tr> <td>Payton Brown</td> <td>Laney Benton</td> <td>Ciara Greer</td> </tr> </table> <p>The Club presented their 'Fight the Vape' video they made, including an interview of Sundie Hoffman, Public Health Educator (PHE), with credit to the EPIC Coalition. Club shared concerns about the proximity of a vape shop on 6<sup>th</sup> St, Clarkston to the school and are advocating for a change in policy addressing the issue. Youth will submit their video at the May 2019 WA ST Prevention Summit addressing vaping and its affects.</p> <p>Monika Lawrence asked if the video had been presented to students at the schools and encouraged the club to do so. Skate Pierce asked if vaping was an issue on the bus, and the PHE stated it was. Mr. Pierce suggested that Intervention Office randomly hop on buses once a month to see if it helps.</p>	Audrie Clark, Leader	Taryn Demers	Sienna Newhouse	Payton Brown	Laney Benton	Ciara Greer	
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<b>Minutes Approval</b>								
Approval of the 02-25-2018 BOH minutes	<p><b>Vikki Bonfield</b> Moved to approve the BOH minutes of February 28, 2019, as presented.</p> <p><b>Brian Shinn</b> Seconded</p> <p>Motion Passed Unanimously</p>	Motion Passed						
<b>Financial Report</b>								
Feb 2019 Financials –	<p>Actual February net revenue &lt;\$23,852&gt;, budgeted \$5,554, variance &lt;-\$29,406&gt;, see Budget vs. Actual Recap for.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>REVENUE VARIANCE(S):</b></p> <ul style="list-style-type: none"> <li>&gt; Revenue under budget due to receiving \$20,000 Lower Columbia Valley Health Foundation Needle Exchange Grant in December 2018 vs January 2019 (after Budget adopted)</li> <li>&gt; Did not receive \$12,500 landfill payment, ConCon payment</li> <li>&gt; Did not generate budget Dept of Ecology amount</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>EXPENDITURE VARIANCE(S):</b></p> <ul style="list-style-type: none"> <li>&gt; Professional Services under budget due to most of WA St Auditor's expense being paid in December 2018 vs. January 2019. Budgeted \$12,000 for Jan.</li> </ul> </div>							



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	<p>See Budget vs. Actual Recap for details by BARS code category.</p> <table border="1" data-bbox="347 361 1205 781"> <thead> <tr> <th colspan="2">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&amp;R (656.000)</td> <td style="text-align: right;">\$18,231.86</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;">\$246,282.77</td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td style="text-align: right;">\$24,900.15</td> </tr> <tr> <td>    Less Encumbered Leave Accrual Liability</td> <td style="text-align: right;">(\$30,643.64)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$258,771.14</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;">\$23,135.14</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$281,906.28</td> </tr> </tbody> </table> <p><b>Chris Seubert</b> Moved to approve February 2019 Financials edited "August" to February as presented.  <b>Vikki Bonfield</b> Seconded          Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,231.86	Treasurer's Health District (657.000)	\$246,282.77	Treasurer's Health District Audit Acct (657.001)	\$24,900.15	Less Encumbered Leave Accrual Liability	(\$30,643.64)	Total Unencumbered Balances in Funds	\$258,771.14	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$23,135.14	Total Balance All Accounts	\$281,906.28	<p>Motion Passed</p>
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<p>February / March 2019 Expense Voucher Approval</p>	<p>There was a delay in completing Accounts Payable in time for the Board of Health Meeting. By consensus Board members approved to delay recording of voucher and warrant approval until April 2019 meeting.</p>																	
<p>February 2019 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the <a href="#">February 2019</a> Draw Pay Register Packet <a href="#">PYPKT01423</a> in the Employer Amount of <a href="#">\$273.87</a>, and Payroll Detail Register Packet <a href="#">PYPKT01456</a>, in the Employer amount of <a href="#">\$35,710.82</a>, for a total Employer payroll amount of <a href="#">\$35,984.69</a> processed by the Asotin County Auditor's Office, based on approved time sheets entered into Tyler Tech Payroll Module by the Asotin County Public Health District's Fiscal Administrator, based on District's on-line electronic time sheets maintained daily by each employee and approved weekly by Supervisor(s) or Administrator, is approved.</p> <p>Detail Register Payroll Summary for draw pay and monthly payroll packets provided.</p> <p><b>Brian Shinn</b> Moved to approve the <a href="#">February 2019</a> Payroll Detail Register Packet as noted above.  <b>Vikki Bonfield</b> Seconded          Motion passed Unanimously</p>	<p>Motion passed</p>																
<p><b>Program Statistics</b></p>																		
<p>Agency Stats</p>	<p>Administrator routed year to date stats.</p> <ul style="list-style-type: none"> <li>WIC numbers fell due to snow cancellations (18 in one day). This month we've had some sick staff which may affect numbers for March.</li> <li>Flu in WA State is the H3n2 string, Flu B is also being seen</li> <li>Food handler cards not available due to Cable One internet issues. Dropped 3 days last week and all of this morning.</li> <li>Inspections for food – trying to ensure all establishments are inspected this year</li> </ul>																	



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<b>Unfinished Business</b>		
<p>Public Health Policy Bills Presented to Legislature</p>	<ul style="list-style-type: none"> <li>• FPHS passed with solid Yes votes in the Senate, and now in Rules – getting strong support.</li> <li>• Tobacco 21 – passed House 66 to 30 and passed Senate Ways and Means, but has not made it to Rules.</li> <li>• Senate Bill requiring Mobile 49 – 0, no</li> <li>• HB1638 – MMR – Exemption cannot be used 57 to 40</li> <li>• Modernizing Vital Records – Passed</li> <li>• HB5077 restricts use of plastic straws 27 to 21 without LHJ enforcement language. Executive action has not yet been taken.</li> </ul> <p>Last Wednesday State indicated a \$300 million tax revenues over projections and today figure was revised to \$500 million tax revenues over projections. Brian Shinn stated Representative Joe Schmick stated excess was more than \$5 billion as compared to last budget, which is much higher than \$500 million noted above.</p>	
<p>Syringe Exchange Program</p>	<p>ACHD had an all-staff training by Dept. of Health (DOH) two weeks ago. Clients themselves will dispose of needles in Sharps Container, staff will NEVER touch needles. DOH recommends we have Naloxone to distribute. District, under Dr. Lutz’s license, is working with Pharmacy to partner with to provide Naloxone.</p> <p>Supplies for program are funded by DOH and St Joseph Hospital, and staff time paid with fund from Lewis-Clark Valley Healthcare Foundation.</p> <p>Will begin advertising the dates soon. Set days will likely be Thursdays to begin with and possibly Tuesdays in the future.</p>	
<b>New Business</b>		
<p>Food Program Fee Re-structure Discussion &amp; Proposal</p>	<p>Administrator, Fiscal Administrator, and Public Health Educator presented new Food Safety Permit Fee Schedule based on USDA/FDA’s preferred method of food risk categories vs. District’s current food type and seating capacity method. District staff walked through process of:</p> <ul style="list-style-type: none"> <li>• listing food risk criteria,</li> <li>• development of a scoring system for each criteria based on highest to lowest risk,</li> <li>• assigning criteria to each food establishment based on its submitted permit application,</li> <li>• computing their score,</li> <li>• tying score to the UDSA/FDA’s risk category, which determines # of inspections annually,</li> <li>• assessing program direct costs and overhead, and</li> <li>• deriving a proposed 2020 Food Safety Permit Fee Schedule and annual inflationary increases.</li> </ul> <p>Fees have not been evaluated or raised since prior to 2011 and current fees do not cover cost of program. As a result, proposed fees for 2020 increased considerably in comparison to 2011 – current rates. Discussion included suggestions for a “phase-in” approach, needed communication to food establishments, increased costs related to increased number of inspections required by risk categories, and ended with the question of how much do the</p>	



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	<p>increases affect each establishment? Board asked staff to provide list of establishments, current rates, proposed rates and difference before next Board meeting. Timeframe for adoption of a new schedule was discussed. Fiscal Administrator stated that early adoption would be necessary to allow time to communicate new schedule a few times to all FSEs and schools who prepare their budgets in the summer as well as time need to update database with fee schedule before year-end.</p>	
<p>Open Fiscal Administrator Position</p>	<p>February 21, 2019 Fiscal Administrator, Shannon Jones provided verbal notice of resignation          February 25 – March 13, 2019 Board of Health meeting called to discuss and formulate plan. Decision by Board to pursue filling vacancy. Job description reviewed by Board members and approved by Administrator and Chair to advertise, open until filled.          March 14, 2019 Via ApplicantPro, job was posted on major job boards such as indeed, CareerBuilder, etc., was sent to Walla Walla Community College Clarkston &amp; WW branches and WSU, advertised in the Lewiston Tribune and Spokesman Review 1 Sunday each, posed on District's website, Facebook page and Chair's LinkedIn page, and emailed to all WA State Health District's and WSALPHO.</p> <p>Members of Board all agreed that employment offers and hiring decision lies with Administrator.</p>	
<p><b>Announcements and Reports</b></p>		
<p>WIC Satellite Day</p>	<p>Adding a WIC Satellite Day at the Early Head Start building on 6<sup>th</sup> St, on 4<sup>th</sup> Thursday of each month.</p>	
<p>Solid Waste</p>	<p>Jim Jeffords stated that the solid waste condition of property on 16<sup>th</sup> &amp; Chestnut is getting much worse. Administrator will ensure that Jeff Hagen follows up. May be issue with County's 'Junk Ordinance' as well and wants all entities, including Health District, Sheriff Office, and County Personnel to work together to get it cleaned up.</p>	
<p>Jeffords/Woodbury/McKay</p>	<p>Race came in 3<sup>rd</sup> and 1<sup>st</sup> as a Team for 6 years in a row.</p>	
<p>Executive Session</p>	<p>None</p>	
<p><b>Scheduled Meetings</b></p>		
<p>April 22, 2019 Board of Health Meeting</p>	<p>Scheduled for April 22, 2019 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.</p>	
<p>Meeting Adjournment</p>	<p>2:55 mtg adjourned after all agenda items discussed.</p>	