



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
 April 22, 2019 at 1:00 PM
 Asotin County Courthouse Annex Commissioners' Chambers**

Present: Jim Jeffords (Chair), Monika Lawrence (Vice Chair), Brian Shinn, Chris Seubert, Loseth

Absent:

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

Public:

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

Topic	Discussion	Action / Follow-up																
Minutes Approval																		
Approval of the 03-25-2018 BOH minutes	<p>Brian Shinn Moved to approve the BOH minutes of March 25, 2019, as presented. Monika Lawrence Seconded Motion Passed Unanimously</p>	Motion Passed																
Financial Report																		
Mar 2019 Financials –	<p>Actual March net revenue <\$920>, budgeted <\$35,497>, variance \$34,577, see Budget vs. Actual Recap for.</p> <div style="border: 1px solid black; padding: 5px;"> <p>REVENUE VARIANCE(S): > Revenue over budget due to receiving 2 months of ConCon payments</p> <p>EXPENDITURE VARIANCE(S): > Salaries/Wages under budget due to Fiscal Administrator working less hours</p> <p>> Supplies under budget due to not ordering computer replacements until April rather than early March.</p> </div> <p>See Budget vs. Actual Recap for details by BARS code category.</p> <table border="1" data-bbox="342 1476 1109 1898"> <thead> <tr> <th colspan="2">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&R (656.000)</td> <td align="right">\$18,235.94</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td align="right">\$246,043.03</td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td align="right">\$24,900.15</td> </tr> <tr> <td>Less Encumbered Leave Accrual Liability</td> <td align="right">(\$32,275.59)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td align="right">\$256,903.53</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td align="right">\$23,953.05</td> </tr> <tr> <td>Total Balance All Accounts</td> <td align="right">\$280,856.58</td> </tr> </tbody> </table> <p>Annual BARS Report was submitted timely on April 15, 2019, to the Department of Health.</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,235.94	Treasurer's Health District (657.000)	\$246,043.03	Treasurer's Health District Audit Acct (657.001)	\$24,900.15	Less Encumbered Leave Accrual Liability	(\$32,275.59)	Total Unencumbered Balances in Funds	\$256,903.53	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$23,953.05	Total Balance All Accounts	\$280,856.58	
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	<p>Monika Lawrence Moved to approve March 2019 Financials as presented. Chris Seubert Seconded Motion passed Unanimously</p>	Motion Passed
February / March 2019 Expense Voucher Approval	<p>There was a delay in completing Accounts Payable in time for the Board of Health Meeting last month. By consensus Board members approved to delay recording of voucher and warrant approval until April 2019 meeting.</p> <p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the February / March 2019 voucher/warrant packet # APPKT02033, Voucher # 225, in the amount of \$10,217.73, as presented, is approved. Payment was processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account on March 26, 2019 Warrant #287481</p> <p>Copy of Expense Approval Register and detailed Voucher provided.</p> <p>Chris Seubert Moved to approve the February / March 2019 Expense Voucher as presented and paid per prior consensus. Brian Shinn Seconded Motion passed Unanimously No Further discussion</p>	Motion Passed
March / April 2019 Expense Voucher Approval	<p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the March / April 2019 voucher/warrant packet # APPKT02115, Voucher # 226, in the amount of \$8,305.10, as presented, is approved and payment may be processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account.</p> <p>Copy of Expense Approval Register and detailed Voucher provided.</p> <p>Chris Seubert Moved to approve the March / April 2019 Expense Voucher as presented. Brian Shinn Seconded Motion passed Unanimously No Further discussion</p>	Motion Passed
March 2019 Payroll Expenses Approval	<p>In accordance with Chapter 42.24 RCW, the March 2019 Draw Pay Register Packet PYPKT01520 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT01551, in the Employer amount of \$35,088.87, for a total Employer payroll amount of \$35,362.74 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>Brian Shinn Moved to approve the March 2019 Payroll Detail Register Packet as noted above. Monika Lawrence Seconded Motion passed Unanimously</p>	Motion passed



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Program Statistics		
Agency Stats	Administrator routed year to date stats. <ul style="list-style-type: none"> • WIC numbers • No outliers for vital records • Nothing to report with communicable diseases • Since January 2019 three deaths by firearms with a possibility of six after reviews from coroner's report not yet verified 	
Unfinished Business		
Public Health Policy Bills Presented to Legislature	<p>HB 1638 promotes immunity against vaccine preventable diseases by stating the philosophical and personal exemption cannot be used to exempt a child from the measles, mumps or rubella vaccines. Passed the House 57-40 and the senate striker (removal of House floor amendments) passed the Senate 25-22. The bill goes back to the House for concurrence. Expected to go into effect 90 days after signed.</p> <p>SB 5986 (Sen. Braun) establishes a tax on vapor and heated tobacco products to fund cancer research and support local public health. Revenue would be evenly split (50/50) between the Andy Hill Cancer Research Fund and a new account for Foundational Public Health Services. The bill is in Rules and is considered NTIB. 50/50 split between cancer research fund and local health.</p> <p>HB 1873 (Rep. Pollet) creates a new account, Essential Public Health Services Account where in 2019-21, 75% of the revenue is directed into the account for foundational public health and prevention services. The bill has been considered NTIB and a new striker will be heard in House Appropriations on Monday, April 22. Funding amounts still TBD. This now an established part of the budget which is progress.</p> <p>SB 5077 restricts the use of single use plastic straws and makes them available only upon request and requires that enforcement be administered by the LHJ. Passed the Senate 27-21 and was not approved by the Senate before cutoff. Presumed dead for session.</p> <p>SB 5503 concerns SBOH rules regarding on-site sewage systems. Passed the Senate 47-0. Executive action was taken in House Environment and approved by the House, 93-0. It was signed by the Governor with a partial veto and will be effective July 28, 2019. This bill basically changes some parts of the RCW to allow OSS to be repaired, if possible, instead of replaced. The bill addresses some access issues and clarifies some LHJ involvement and accessibility in OSS. Also, this bill addresses Health Districts getting proper permissions or a court order to enter a person's private property.</p>	
Syringe	We are scheduled to have a CPR certification training on May 2, 2019.	



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Exchange Program		
Food Program Fee Re-structure Discussion & Proposal	<p>Last month 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"> • listing food risk criteria, • development of a scoring system for each criteria base on highest to lowest risk, • assigning criteria to each food establishment based on its submitted permit application, • computing their score, • tying score to the UDSA/FDA's risk category, which determines # of inspections annually, • assessing program direct costs and overhead, and • deriving a proposed 2020 Food Safety Permit Fee Schedule and annual inflationary increases. <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 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><u>Today's meeting:</u></p> <p>The proposal included a cost analysis of what are current costs to run the program with a new risk-based inspection. There is a strategic plan to send out three notifications that explain we have adopted a risk-based fee schedule. The Health District is empathetic to the process for licensing and permitting as well as the requirements for food establishments in Washington and will be diligent in giving significant notification prior to the 2020 permitting year. Brian Shinn asks if there is a restaurant counsel that we could address or meet with. If there is, it is not known to the Health District. Brian Shinn suggest that we remind businesses that there has not been an increase in 8 years and perhaps spread the increase over two years. Lori Loseth suggested a phase in model similar to WSU that would be implemented over a three-year period of 1/3 1/3 and 1/3. Monika Lawrence would not be in favor of drawing it out over three years. Chris Suebert agrees with Monika. Asotin County Public Health Administrator states If we increase fees over multiple years we would have to take the expense to run the food program out of overhead and foundational funding. The new fee schedule would still leave the Asotin Public Health District with over \$15,000 in expenses not covered by food permitting fees. This expense would need to be covered by overhead and possible foundational funding. Inspections are regulated by WAC code 246-215-08400 (see below)</p> <p>Jim Jeffords asked if implementing 50% the 1st year and the residual the following</p>	



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	<p>year. Lori Loseth states concern that this may be difficult to calculate.</p> <p>Administrator, Brady Woodbury, states we can approve this today and vote on the written resolution next month. In the future the fee would be adjusted annually by the CPI.</p> <p>Motion: Brian Shinn made a motion to adopt a risk based fee Structure/ Schedule over a two-year period 1st year fees at 50% of the increase 2nd year fully implemented fee schedule including the CPI. Chris Seubert seconded MOTION PASSED</p> <p>Discussion Loseth- increase is hard to accept if the increase is 200%</p> <p>Monika thinks this makes it to complicated and we should just do it all the first year.</p> <p>WAC 246-215-08400</p> <p>Frequency—Establishing inspection interval (2009 FDA Food Code 8-401.10).</p> <p>(1) Except as specified in subsections (2) and (3) of this section, the REGULATORY AUTHORITY shall inspect a FOOD ESTABLISHMENT at least once every six months.</p> <p>(2) The REGULATORY AUTHORITY may increase the interval between inspections beyond six months if:</p> <p>(a) The FOOD ESTABLISHMENT is fully operating under an APPROVED and validated HACCP PLAN as specified under WAC 246-215-08215 and 246-215-08120 (1) and (2);</p> <p>(b) The FOOD ESTABLISHMENT is assigned a less frequent inspection frequency based on a written RISK-based inspection schedule developed by the REGULATORY AUTHORITY, or set by state or federal LAW, and uniformly applied throughout the jurisdiction; or</p> <p>(c) The establishment's operation involves only coffee service and other UNPACKAGED or prePACKAGEDFOOD that is not POTENTIALLY HAZARDOUS FOOD such as carbonated BEVERAGES and snack FOOD such as chips, nuts, popcorn and pretzels.</p> <p>(3) The REGULATORY AUTHORITY shall inspect a TEMPORARY FOOD ESTABLISHMENT during its PERMIT period, unless the REGULATORY AUTHORITY develops a written RISK-based plan for exempting certain categories of TEMPORARY FOOD ESTABLISHMENTS from inspection that is uniformly applied throughout the jurisdiction.</p> <p>[Statutory Authority: RCW 43.20.050 and 43.20.145. WSR 13-03-109, § 246-215-08400, filed 1/17/13, effective 5/1/13.]</p>	
<p>Solid Waste Program Update</p>	<p>February BOH Meeting: Jim Jeffords stated that the solid waste condition of property on 16th & 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</p>	



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	<p>cleaned up.</p> <p><u>Today's meeting:</u></p> <p>Asotin County Public Health Environmental Health Registered Sanitarian, Jeff Hagen, has visited this site six times. He has spoken with property owner, owner's son, and others working on the property to address the solid waste concerns. EH staff has also spoken with owner at the Public Health office and on the phone. EH staff has worked with Prosecutor's office to mitigate this issue. There are approximately six aggressive dogs on the property that adds to the difficulty of approaching the residence. At this point there is a court date set for Wednesday, April 24th, with a summons and a complaint, misdemeanor charges.</p> <p>Jim Jeffords started receiving complaints two years ago regarding the property. When contacts were made by county officials' previously property owners/occupiers would begin moving items around, but no real cleanup was accomplished.</p> <p>Brian Shinn states they have received complaints regarding 2033 Third Ave. This property has roosters, many dogs, and manure everywhere that runs off during raining times. Brady Woodbury states that Public Health can address solid waste issue regarding runoff as an issue from rainwater and manure.</p>	
<p>Open Fiscal Administrator Position</p>	<p>Discussed at February's meeting:</p> <ul style="list-style-type: none"> 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 & 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>Members of Board all agreed that employment offers and hiring decision lies with Administrator.</p> <p><u>Today's Update:</u></p> <p>Total of 13 applications received. 2 individuals interviewed. 1 didn't know Excel, which is an essential job requirement. Offer of employment extended to the other interviewed applicant who asked for 2 extensions to decide and declined the position twice.</p> <p>Position opened for 8 weeks. Only one application had the qualifications. We interviewed three times and offered the position. Applicant declined twice. Second interviewee did not have all the qualifications we require for the position. Hiring a position that will take over many tasks of what Maurine does and move Lora and Maurine into different positions or promote them from within. The total impact to the Health District would be about \$8,000/year.</p> <p>The only requirement we would have PEBB and payroll taxes. Lora and Maurine would change job descriptions. We want to reference like- job descriptions salaries</p>	



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	<p>and what the impact looks like to the budget. First applicant denied the offer due to payscale and would endure a huge pay cut if accepted also, the applicant wanted more flexibility to work from home. Monika-Do we anticipate Shannon do this permanently. Brady states Shannon wants to retire within five to seven years. Jim Jeffords reminded the BOH that Shannon is a resource who bounces many items off her spouse who is the CEO of Benton Franklin Health District.</p> <p>Special meeting next week for the job description and the finance information to present to board.</p>	
New Business		
Mortgage Proposal for Public Health Building	<p>Fiscal Administrator contacted both the State Auditor's office and the MSRC for guidance in regard to real estate lending for a municipality. Per RCW 70.46.100 the District has a right to obtain bank financing for land/building used for purpose of the District. However, most lenders and banks are not set up to accommodate loans involving municipalities.</p> <p>Two local banks are willing to consider our application and Twin River Bank responded with the following proposal:</p>	

DRAFT



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Jackie Hough
 509-243-8848 phone
 509-243-8849 fax
 201 2nd St. Asotin, WA 99402
jackie@twinriver.bank

LOAN PROPOSAL

Asotin County Health District

Loan Payment Calculator

Loan Amount	Number of Payments	Interest Rate	Monthly Payment	Type of Interest Rate
\$170,850.00	180	6.50% WSJP + 1%	\$1,488.29	Adjusts Every 5 Years

Our loans are fully amortizing, with no balloon payments due, or the need to re-underwrite/re-qualify the loan after the fixed rate period. Additionally, there are no prepayment penalties.

Loan Collateral Valuation & Estimated Funds

Estimated Payoff of Current Contract*	\$167,500.00
Finance in Closing Costs	\$3,350.00
Amount Financed	\$170,850.00

Estimated Collateral Value	\$250,000.00	68.34%	Loan to Value
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Estimated Loan Closing Costs

Loan Fee	1	1.00%	\$	1,675.00
Credit Report Fee - Business	1	\$	\$	-
UCC Filing	1	\$	\$	-
UCC Search	1	\$	\$	-
Doc Processing Fee	1	\$	100.00	\$ 100.00
Deed of Trust Filing Fee	1	\$	110.00	\$ 110.00
Title Insurance Policy - estimate*	1	\$	950.00	\$ 950.00
Appraisal - Property Evaluation **	1	\$	500.00	\$ 500.00
Appraisal - Business **	1	\$	-	\$ -
Flood Hazard Determination Fee	1	\$	15.00	\$ 15.00
Total Fees			\$	3,350.00

*An actual payoff has not yet been requested nor was an estimate requested from the title company for title insurance. Upon your approval of this proposal we can move forward with ordering the necessary documentation.

**A property evaluation and appraisal will not both be needed, and ideally an evaluation will be the only necessary valuation tool for the loan; up to \$999,999.99.

Current Owner Contract info:



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		Account Info	Account History	Impound Activity
		2010000001471		
Payor	Setup Date	4/23/2015	P&I	\$1,240.72
Asotin County Health District Board of Health	Paid To Date	5/1/2019	Fees	\$4.00
P O Box 306	Interest Paid To	4/1/2019	Reserves Payment	\$0.00
Asotin, WA 99402	Next Due Date	6/1/2019	Other Payments	\$0.00
	Payment Per Year	12	Total Payment	\$1,244.72
Auto Debit Scheduled for 5/1/2019				
Recipient	Sales Price	\$0.00	Due in Full date	5/1/2025
Janice Stockard	Down Payment	\$0.00	Current Late Charges	\$0.00
	Beginning Balance	\$211,500.00	Accrued Late Charges	\$0.00
	Current Balance	\$165,028.78	Accrued Interest**	\$0.00
	Reserve Balance	\$0.00	Interest Rate	5.000 %
	Principal YTD	\$2,233.98		
	Interest YTD	\$2,712.90		
Legal Description				
Property Notes 102 1st St Asotin WA 99402				
ACPH is seeking guidance and approval to talk to current owner to see if she would continue to carry the current loan. Board agrees it is a good idea to contact current lien holder.				

Announcements and Reports

Executive Session	None
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Scheduled Meetings

June 24, 2019 Board of Health Meeting	Forgo May 2019 meeting due to Memorial Day holiday and scheduled next meeting for June 24, 2019 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.
Meeting Adjournment	2:54 mtg adjourned after all agenda items discussed.