



## Asotin County Public Health

PO Box 306 Asotin WA. 99402

Phone: 509.243.3344 Fax: 509.243.3345 [www.asotincountypublichealth.org](http://www.asotincountypublichealth.org)

### Asotin County Local Board of Health Meeting August 26, 2019 at 1:00 PM Asotin County Courthouse Annex Commissioners' Chambers

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

Absent: Skate Pierce, Vikki Bonfield,

ACHD Staff: Brady Woodbury, Shannon Jones

Public:

The regular Board Meeting was called to order by Jim Jeffords @ 1:07 PM

Topic	Discussion	Action / Follow-up																
<b>Minutes Approval</b>																		
Approval of the 06-24-2018 BOH minutes	Brian Shinn Moved to approve June 2019 Meeting Minutes as presented. Monika Lawrence Seconded Motion passed Unanimously	Motion Passed																
Approval of the 07-29-2018 BOH minutes	Brian Shinn Moved to approve July 2019 Financials as presented. Monika Lawrence Seconded Motion passed Unanimously	Motion Passed																
<b>Financial Report</b>																		
July 2019 Financials	<p>Actual July net revenue &lt;\$35,427&gt;, budgeted \$104,139, variance &lt;\$139,566&gt;, see Budget vs. Actual Recap for.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>REVENUE VARIANCE(S):</b></p> <p>LGFA LCL Gov Assist funds (nearly \$80k) budgeted to be received in July but was not received until August</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>EXPENDITURE VARIANCE(S):</b></p> </div> <p>See Budget vs. Actual Recap for details by BARS code category and for year to date figures.</p> <p>Complete July Transaction Detail report provided to members of Board.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&amp;R (656.000)</td> <td style="text-align: right;">\$18,248</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;">\$147,185</td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td style="text-align: right;">\$24,900</td> </tr> <tr> <td style="padding-left: 20px;">Less Encumbered Leave Accrual Liability</td> <td style="text-align: right;">(\$32,879)</td> </tr> <tr> <td><b>Total Unencumbered Balances in Funds</b></td> <td style="text-align: right;"><b>\$157,455</b></td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;">\$24,881</td> </tr> <tr> <td><b>Total Balance All Accounts</b></td> <td style="text-align: right;"><b>\$182,335</b></td> </tr> </tbody> </table> <p>Monika Lawrence Moved to approve July 2019 Financials as presented. Chris Seubert Seconded Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,248	Treasurer's Health District (657.000)	\$147,185	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$32,879)	<b>Total Unencumbered Balances in Funds</b>	<b>\$157,455</b>	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$24,881	<b>Total Balance All Accounts</b>	<b>\$182,335</b>	Motion Passed
FUND BALANCES																		
Treasurer's Health District ER&R (656.000)	\$18,248																	
Treasurer's Health District (657.000)	\$147,185																	
Treasurer's Health District Audit Acct (657.001)	\$24,900																	
Less Encumbered Leave Accrual Liability	(\$32,879)																	
<b>Total Unencumbered Balances in Funds</b>	<b>\$157,455</b>																	
Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$24,881																	
<b>Total Balance All Accounts</b>	<b>\$182,335</b>																	



## Asotin County Public Health

PO Box 306 Asotin WA 99402

Phone: 509.743.3474 Fax: 509.743.3445 www.asotincountypublichealth.org

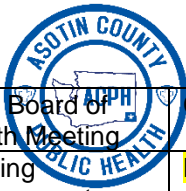
<p>August 2019 Expense Voucher Approval</p>	<p>In accordance with the adopted revised Purchasing Policy, Procedure &amp; Approval Process, the August 2019 voucher/warrant packet # APPKT02528, Voucher # 290, in the amount of \$7,328.70, as presented, is approved. Payment may be processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account before the end of the month.</p> <p>Copy of Expense Approval Register and detailed Voucher provided.</p> <p><b>Brian Shinn</b> Moved to approve the August 2019 Expense Voucher as presented  <b>Monika Lawrence</b> Seconded          Motion passed Unanimously          No Further discussion</p>	<p>Motion Passed</p>
<p>July 2019 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the July 2019 Draw Pay Register Packet PYPKT01856 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT01864, in the Employer amount of \$46,275.01, for a total Employer payroll amount of \$46,548.88 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>Chris Seubert</b> Moved to approve the July 2019 Payroll Detail Register Packet as noted above.  <b>Monika Lawrence</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 have decreased the last few months for same reasons reported in prior meetings. Numbers expected to increase once District is trained and live with new debit cards system vs. current check voucher system.</li> <li>• District had one pertussis case and followed required protocol.</li> <li>• Food Handler Card stat has been corrected and zeros on stats sheet explained.</li> <li>• Solid Waste follow-ups unknown due to termination of employee. Administrator is trying to get everything organized and stay on top of demands.</li> </ul>	
<p><b>Unfinished Business</b></p>		
<p>Syringe Exchange Services</p>	<p>Administrator stated ACHD has had two syringe exchanges. First one exchanged 2 needles and the second exchanged 150 needles. Goal is to educate and connect clients to services available in the community. The second client stated that "everyone was aware of the program" and brought a list of concerns and probable reasons why people aren't taking advantage of the program. One major reason is the proximity to the police station and sheriff's office.</p> <p>District is working with Behavioral Health and Dr. Kanwar at Tri-State Hospital regarding making services available to these clients.</p> <p>Administrator did apply for additional funding with the Lewis-Clark Valley Healthcare Foundation funding. Brian Shinn reiterated that there may be up to \$250,000 plus an additional monthly amount available. Monika Lawrence stated she had a conversation with one of the LCVHF board members and took the opportunity to explain that there is much more to the program other than needle exchange.</p>	



## Asotin County Public Health

PO Box 206 Asotin, WA 99403

<b>New Business</b>	
<p>On-Site Septic Future Issues &amp; Plans</p>	<p>The Administrator passed the OSS pre-test and continues to prepare for the official test on October 4, 2019. It is a 100-question test, written for engineers, with a lot of math and measurements. The answers to questions are all correct, but testee is to choose the most correct answer. There are other LHJs Administrators who have this credential. Administrator provided name of those he thought did.</p> <p>District will advertise for an Environmental Health Specialist and informed the Board that if a candidate presents with a higher level of experience and expertise that can demonstrate the ability to really manage all EH programs, District will raise the hiring level to an Environmental Health Director or similar title. Administrator stated that according to a colleague in Benton-Franklin County, private environmental health workers/employees are paid around \$40/hour. This along with needed experience, education, and licensure, make it a unique position and hard to recruit and retain qualified staff. A new hire can work under the Administrator's certification indefinitely as long as he/she keeps trying to pass test.</p> <p>J Hagen did apply for unemployment. District filed petition for waiver after attorney's review.</p>
<p>General Public Health Activities</p>	<ul style="list-style-type: none"> <li>• Parejas Winery – Administrator spoke with owner who was very confused based on prior EHS's previous instruction. Sundie Hoffman worked well with him and provided answers to his questions. He is now permitted to operate.</li> <li>• News is reporting that acute respiratory disease is being caused from vaping and DOH wants it to be included as a reportable disease. There is now one known death due to vaping. Jim Jeffords heard that vaping may be linked to popcorn lung, a rare condition that causes airway scarring due to inflammation and eventually lung damage. While treatments exist to limit and manage symptoms, currently there is no cure for popcorn lung, and it is considered life-threatening. Administrator explained that one major concern is the THC that is being vaped.</li> <li>• Administrator asked member of the Board what the best way to go about scheduling some time to being working with the new part-time Code Enforcement Officer? Commissioners stated that the position is employee of the Sheriff's Department and recommended they go through Sheriff or Under Sheriff, Jody Brown, who can instruct their employee accordingly.</li> <li>• WASMS allowed a service dog to sit at the counter where they serve food and a complaint was filed. The owner of the dog told WASMS that the dog has been trained to sit on her lap and alert her of cardiovascular issues. There was discussion regarding allowable and non-allowable service animal protocol. District's Public Health Educator is including important information regarding this issue with the 2020 FSE letter. There are specific things that organizations can and cannot ask an owner. On the other hand, there is a \$500 fine for false use of an animal as a service dog. Brian Shinn stated there is now a community member in Asotin County that works with State of WA Human Rights Commission and they handle complaints and enforce compliance.</li> </ul>
<b>Announcements and Reports</b>	
<p>Executive Session</p>	<p>None</p>
<p>St Joseph RMC's CEO</p>	<p>Brian Claypool, CEO for St Joseph Regional Medical Center has resigned.</p>
<b>Scheduled Meetings</b>	
<p>September 30,</p>	<p>Scheduled next meeting for September 30, 2019 at 1:00 PM, Commissioners'</p>



## Asotin County Public Health

PO Box 306 Asotin WA. 99402

Phone: 509.243.3344 Fax: 509.243.3345 [www.asotincountypublichealth.org](http://www.asotincountypublichealth.org)

2019 Board of Health Meeting	Chambers at Asotin County Annex.	
Meeting Adjournment	<b>Monika Lawrence</b> Moved to adjourned meeting at 1:55 PM after all agenda items discussed. <b>Chris Seubert</b> Seconded Motion passed Unanimously	Motion Passed

FINAL