



## Asotin County Public Health

PO Box 306 Asotin WA. 99402

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Asotin County Local Board of Health Meeting

**September 30, 2019 at 1:00 PM**

**Asotin County Courthouse Annex Commissioners' Chambers**

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


Absent: Vikki Bonfield, Skate Pierce

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 08-26-2018 BOH minutes	<p><b>Brian Shinn</b> Moved to approve August 2019 Meeting Minutes as presented. Monica Lawrence requested her name be spelled correctly consistently.</p> <p><b>Chris Seubert</b> Seconded</p> <p>Motion passed Unanimously</p>	Motion Passed																
<b>Financial Report</b>																		
August 2019 Financials	<p>Actual August net revenue <b>\$73,926</b>, budgeted <b>&lt;\$7,033&gt;</b>, variance <b>\$80,959</b>, see Budget vs. Actual Recap for.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>REVENUE VARIANCE(S):</b></p> <p>LGFA LCL Gov Assist funds (nearly \$80k) budgeted to be received in July was received this month</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>EXPENDITURE VARIANCE(S):</b></p> <p>Under budget by \$14k</p> </div> <p>See Budget vs. Actual Recap for details by BARS code category and for year to date figures.</p> <p>Complete August Transaction Detail report provided to members of Board.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <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;"><b>\$18,269</b></td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;"><b>\$219,716</b></td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td style="text-align: right;"><b>\$24,900</b></td> </tr> <tr> <td style="padding-left: 20px;">Less Encumbered Leave Accrual Liability</td> <td style="text-align: right;"><b>(\$31,794)</b></td> </tr> <tr> <td><b>Total Unencumbered Balances in Funds</b></td> <td style="text-align: right;"><b>\$231,091</b></td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;"><b>\$22,902</b></td> </tr> <tr> <td><b>Total Balance All Accounts</b></td> <td style="text-align: right;"><b>\$253,993</b></td> </tr> </tbody> </table> <p><b>Chris Seubert</b> Moved to approve August 2019 Financials as presented.</p> <p><b>Monika Lawrence</b> Seconded</p> <p>Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	<b>\$18,269</b>	Treasurer's Health District (657.000)	<b>\$219,716</b>	Treasurer's Health District Audit Acct (657.001)	<b>\$24,900</b>	Less Encumbered Leave Accrual Liability	<b>(\$31,794)</b>	<b>Total Unencumbered Balances in Funds</b>	<b>\$231,091</b>	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	<b>\$22,902</b>	<b>Total Balance All Accounts</b>	<b>\$253,993</b>	Motion Passed
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 <p>September 2019 Expense Voucher Approval</p>	<p>In accordance with the adopted revised Purchasing Policy, Procedure &amp; Approval Process, the <a href="#">September 2019</a> voucher/warrant packet # <a href="#">APPKT02625</a>, Voucher # <a href="#">231</a>, in the amount of <a href="#">\$12,983.57</a>, 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 shall be emailed to members of the Board due to being completed this morning.</p> <p><b>Brian Shinn</b> Moved to approve the <a href="#">September 2019</a> Expense Voucher as presented  <b>Monika Lawrence</b> Seconded  Motion passed Unanimously  No Further discussion</p>	<p>Motion Passed</p>
<p>August 2019 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the <a href="#">August 2019</a> Draw Pay Register Packet <a href="#">PYPKT01991</a> in the Employer Amount of <a href="#">\$350.37</a>, and Payroll Detail Register Packet <a href="#">PYPKT02002</a>, in the Employer amount of <a href="#">\$33,977.95</a>, for a total Employer payroll amount of <a href="#">\$34,328.32</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>Monika Lawrence</b> Moved to approve the <a href="#">August 2019</a> Payroll Detail Register Packet as noted above.  <b>Chris Seubert</b> Seconded  Motion passed Unanimously</p>	<p>Motion Passed</p>
<p><b>Program Statistics</b></p>		
<p>Agency Stats</p>	<p>Administrator will email year to date stats.</p> <ul style="list-style-type: none"> <li>WIC numbers continue to decrease due to training and WIC Coordinator's absence and especially because of Cascades roll-out. (Cascades is the debit-type card WIC is moving to).</li> <li>One new HepC case.</li> </ul> <p>According to B Shinn, Charlett Tuttle requested to attend the Board of Health meeting to discuss an event where some of the vendors were shut down. Administrator confirmed that Food Inspector did shut down some vendors this year due to operating without a permit. Coordinator of event was told repeatedly that permits were required. Board agreed that these types of issues should be referred back to Food Inspector at Health District.</p>	
<p><b>Unfinished Business</b></p>		
<p>On-Site Future Issues and Plans</p>	<p>Administrator's OSS test is this Friday and results usually takes up to 2 months to receive.</p> <p>Administrator again shared his concerns regarding State's requirement for separation of duties and District's current practice of allowing homeowner to be "designer" of their own OSS, and due to lack of knowledge and expertise and/or lack of designers in our area, consults with the same installer who then installs system. This results in a conflict of interest and lack of segregation of duties.</p> <p>One example; Administrator was talking with a prominent citizen who wants to build a cabin in Anatone, where most soil is clay. When asked who was going to have install the system, he said he couldn't tell Administrator, because he is no longer a licensed installer. Point is that we are allowing systems to be put in that don't follow</p>	



DOH standards and installs are being completed without licensed installers.

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Recommendation over time is to follow Washington code, so that all OSS are designed by licensed designer and installed by licensed installer. Brian Shinn stated we do need to ensure compliance once we get the correct staff in place at the District. For 30 years we have performed the good-ol'-boy things and have violated laws in the past so expect push-back. B Shinn stated to stick with the policy, as it makes things easier for everyone over the long run and reduces liability. Administrator agreed and provided a couple of examples to prove the point that discretionary application of the policy does not work, confuses clients and complicates everything in addition to increasing liability.

**New Business**

Flu Vaccine	Administrator stated the CDC believes the vaccine is a good match to this year's strain. Albertson's is pushing the 2-step shingles shot.	
BARS Updates / Reasons	Budget Accounting Recording System codes are changing in order to track FPHS spending in a standard way across the state. District will be working on developing new Chart of Accounts and crosswalk between new and current codes.	
Columbus Day Holiday / Day After Thanksgiving	Health District has exchanged the Columbus Day holiday for the Friday after Thanksgiving for many years. Health District is closed on Fridays and is recommending to allow one additional floating holiday for staff to accommodate holiday. Board agrees to allow for the holiday and either continue to make it a third floating holiday or define it on Columbus Day depending on what County does.	

**Announcements and Reports**

Executive Session	None	
Governor Inslee's	<p>By Governor Executive Order outlawing menthol &amp; other flavor vaping products.</p> <p>Department of Health (DOH) is activated in response to vaping-associated lung injuries focusing on:</p> <ul style="list-style-type: none"> <li>Identifying resources to support disease outbreak investigation and reporting across the state for a sustained investigation period.</li> <li>Coordinating processes to receive reports from partners, supporting requests for investigation assistance, and acquiring and shipping product and device samples to FDA and/or bio specimen samples to CDC.</li> <li>Coordinating with partner state agencies related to investigation and potential regulatory action</li> </ul> <p>By Health Officer's authority and requirements, Health District is to post notification in shops of all vendors affected. Dr. Lutz is developing the notification this week.</p>	

**Scheduled Meetings**

October 28, 2019 Board of Health Meeting	Scheduled next meeting for October 28, 2019 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Chairman adjourned meeting at 1:52 PM after all agenda items discussed.	Motion Passed