



Asotin County Public Health

PO Box 306 Asotin WA. 99402

Phone: 509.243.3344 Fax: 509.243.3345 www.asotincountypublichealth.org

Asotin County Local Board of Health Meeting

October 28, 2019 at 1:00 PM

Asotin County Courthouse Annex Commissioners' Chambers

Present: Jim Jeffords (Chair), Brian Shinn, Chris Seubert, Skate Pierce, Monika Lawrence (Vice Chair)
 Absent: Vikki Bonfield,
 ACHD Staff: Dr. Robert Lutz, Brady Woodbury, Shannon Jones, Sundie Hoffman
 Public: Jason Ewing

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

Topic	Discussion	Action / Follow-up																
Minutes Approval																		
Approval of the 09-30-2019 BOH minutes	<p>Monika Lawrence Moved to approve September 30, 2019 Meeting Minutes as presented. Chris Seubert Seconded Motion passed Unanimously</p>	Motion Passed																
Financial Report																		
September 2019 Financials	<p>Actual September net revenue <\$18,367>, budgeted <\$30,343>, variance \$11,976. Consolidated contract only 1 month in arrears.</p> <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="margin: 10px auto; border-collapse: collapse; text-align: right;"> <thead> <tr> <th colspan="2">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&R (656.000)</td> <td>\$18,218</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td>\$201,249</td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td>\$24,900</td> </tr> <tr> <td>Less Encumbered Leave Accrual Liability</td> <td>(\$33,674)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td>\$210,693</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td>\$22,902</td> </tr> <tr> <td>Total Balance All Accounts</td> <td>\$233,595</td> </tr> </tbody> </table> <p style="text-align: center;"> 2019.09 Budget Vs Actual.pdf </p> <p>Brian Shinn Moved to approve September 2019 Financials as presented. Skate Pierce Seconded Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,218	Treasurer's Health District (657.000)	\$201,249	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$33,674)	Total Unencumbered Balances in Funds	\$210,693	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$22,902	Total Balance All Accounts	\$233,595	Motion Passed
FUND BALANCES																		
Treasurer's Health District ER&R (656.000)	\$18,218																	
Treasurer's Health District (657.000)	\$201,249																	
Treasurer's Health District Audit Acct (657.001)	\$24,900																	
Less Encumbered Leave Accrual Liability	(\$33,674)																	
Total Unencumbered Balances in Funds	\$210,693																	
Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$22,902																	
Total Balance All Accounts	\$233,595																	
October 2019 Expense Voucher Approval	In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the October 2019 voucher/warrant packet # APPKT02717 , Voucher # 232 , in the amount of \$12,675.47 , as presented, is approved. Payment may be processed by the Asotin County Auditor's Office to replenish the Asotin County																	



Asotin County Public Health

Public Health District's revolving Imprest Expense Account before the end of the month.
 PO Box 306 Asotin WA 99402
 Phone: 509.243.3344 Fax: 509.243.3345 www.asotincountypublichealth.org

Copy of Expense Voucher presented at Board meeting detailing all expenses included for reimbursement.

Skate Pierce Moved to approve the **October 2019** Expense Voucher as presented
Monika Lawrence Seconded
 Motion passed Unanimously
 No Further discussion

Motion Passed

September 2019 Payroll Expenses Approval

In accordance with Chapter 42.24 RCW, the **September 2019** Draw Pay Register Packet **PYPKT02166** in the Employer Amount of **\$350.37**, and Payroll Detail Register Packet **PYPKT02177**, in the Employer amount of **\$33,902.53**, for a total Employer payroll amount of **\$34,252.90** 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.

Detail Register Payroll Summary for draw pay and monthly payroll packets provided.

Brian Shinn Moved to approve the **September 2019** Payroll Detail Register Packet as noted above.
Chris Seubert Seconded
 Motion passed Unanimously

Motion Passed

Program Statistics

Agency Stats

Agency program stats distributed to members of BOH.

WIC caseload still down for reasons stated in previous months. No WIC being offered this week due to extended leave and staff attending Cascade training in the Tri Cities.

Recently reported lime disease case in Asotin County turned out to be a false alarm, according to Administrator. According to Dr. Lutz, Spokane County has its 1st reported case this year. Brian Shinn commented on recent lime disease advertising.

The 7 follow-up EH Solid Waste calls is a result of District working closely with new Code Enforcement Officer, Ed Hulbert. Administrator expressed interest in using some of the District's Dept of Ecology grant funds to increase hours to help support enforcement of some of the long-term, recurring issues. This would require a Memorandum of Understanding between District and County. Fiscal Administrator is will prepare MOUs for County review and consideration.

Unfinished Business

On-Site Future Issues and Plans

2269 Appleside, Clarkston - Roseta Latham is the owner, squatter on land who refuses to leave, is dumping sewage waste on the ground. Wells Fargo has taken possession and has assigned a Property Prevention Team to assess and deal with situation. Property has no power, a lot of garbage, and several dogs. Lori from Sheriff's office suggests a similar letter written to a prior case on 20th be sent to owner and tenant. S Pierce asked if a trespassing citation be filed against tenant.



Asotin County Public Health

Administrator's OSS certification test results still pending, usually takes up to 2 months to receive. He took advantage of the "comment sheet" to provide feedback regarding the poorly written test.

Vacant Environmental Health Specialist position update:

7 applicants:

- 1 Skype interview, 2nd interview schedule for 11/25/19
- 2 Face-to-face interviews
- 2 Pending interview decision from Administrator
- 1 Accepted another position
- 1 Not qualified for position

Considering reposting should 1st round not produce viable candidate.

Brief discussion regarding wages and possible need to reclass position to a higher level with higher pay.

Food Program Updates

Owner of a City of Clarkston licensed Sushi business near the Moose Building in Clarkston, is experiencing challenges trying to set up a permittable kitchen in an old donated building. Owner has been advertising his product on Facebook. After numerous conversations and email messages among all parties, Food Inspector sent him a FB message that he cannot sell online without proper permit. Since then, she has been working with County, Jason Ewing with the City of Clarkston, and Fire Chief Ryan Baskett and all have made several recommendations and requirements to improve the kitchen, clean the area, remedy sanitary concerns, fix plumbing concerns, address galvanized wall usage, address product usage, inappropriate passage of non-restaurant people through kitchen, electrical issues non-commercial refrigeration, location of oil, gas and other shed items in adjacent room with door to kitchen, among other issues. Other discussions regarding ownership of building, living arrangements, parking (unless Clarkston free parking available), denial of access to building have also occurred.

Owner has asked District to make exception until he can meet code and Food Inspector and City have told him no. Unfortunately, he got the business license from the City for the business. Monica Lawrence stated City will do a better job in the future of knowing exactly where the location is before licenses are issued.

Public Health Educator suggested the owner take some Walla Walla Community College classes regarding running a business, so that he better understands costs vs. income, and suggested he investigate possible use of WWCC's permitted kitchen.

Fire Chief Ryan Basket noted a beam that is resting on form that is failing and is concern business owner's family is living in the building. According to Jason Ewing, City is considering marking the building, 'closed for repairs' (not condemning), but not in use. This suggestion would have to be reviewed and approved by Attorney Richardson. Brian Shinn suggested it be red flagged.

Skate Pierce asked the District and City provide a list of minimal requirements for a commissary kitchen so owner can see that the location is not a viable option and until he meets all the conditions, the answer will remain 'no'. Food Inspector reviewed requirements with owner in the past and has sent such a letter. Brian Shinn asked if the building met living requirements, and Jason Ewing stated it does not. Brian suggested they work with the Fire Chief and the Department of Social and Health Services. Sounds like building may be Hepatitis ripe.

Per Board consensus, Jason Ewing and Sundie Hoffman will prepare a written list of what needs done before any inspection or permit will be considered, present to the owner, have him sign that he received it and acknowledges that the answer will remain no until conditions are met.



Asotin County Public Health

On-line sales: PO Box 306 Asotin WA. 99402
 Several people are preparing food in-home and selling food online. Food Inspector is working with Spokane Regional Health District to develop policies and how to enforce them. Asotin County Health District does not currently have a permit fee for this activity. District will recommend fee be added to Fee Schedule at next BOH meeting.

New Business

Vaping Issues
 WA State – Dr. Lutz

Dr. Lutz presented on vaping. Double click on picture to see PowerPoint presentation:



Brief discussion regarding marketing to adults and youth. Public Health Educator (PHE) pointed out that oils are permeable so enough oil on a young child could be lethal.

The # of youth beginning to vape has increased over 30% since 2014. Tobacco industry is literally addicting the next generation. Less than 1% of market share is for non-juice products.

According to Dr. Lutz, there has been 34 deaths in USA and WA State has 12 non-death cases.

Monica Lawrence asked if Dr. predicted an uptick in legal products? Dr. stated it will likely drive an underground market, but authorities will control what we can.

According to PHE – Asotin school district students are communicating among each other how stupid vaping is due to the chemicals and reporting of harmful effects.

Other Dr. Lutz News:

Out of 85 cases (can't remember what type of cases) state-wide, Spokane has 50 cases, mostly affecting homeless and substance users.

Administrator and Dr. Lutz attending an opioid meeting with Tri-state providers and will be partners in the fight against opioid crisis.

Staff Changes

Leslie S. has resigned from the WIC Clerk / Receptionist position she was recently hired for, effective 11/6/19, stating she didn't really like the job. District will not rehire position, at this time, due to budget revenue reductions and unknow future FPHS funding. Fortunately, Fiscal Administrator has not made any transitions of duties yet due to WIC staff extended leave, Cascade trainings and implementation, and Navigation training. M Nicholson will move back to the front desk for all duties except Navigator.

Parking Lot Lease Agreement

Copies of the current lease, draft of recommended changes to lease and final lease should changes be adopted were provided. District is requesting addition of snow removal be done by county employees in lieu of lease payment increase. Consensus of Board is that exchange a is reasonable request. Brian Shinn will send to attorney and public works for input and approval to form.



Asotin County Public Health

PO Box 306 Asotin WA. 99402

Phone: 509.243.3344 Fax: 509.243.3345 www.asotincountypublichealth.org

2020 Budget
Draft #1

2020 Budget recap along with line item detail and comparison between 2019 and 2020 were provided and discussed. Jim Jeffords stated the County is considering a COLA of 2% vs. 2.5%. Brief discussion regarding increase in wages due to possible reclass of Environmental Health Specialist position in an effort to recruit and retain a qualified and experienced candidate.



Asotin County Public Health District

2020 PROPOSED BUDGET - Draft # 1

REVENUE	
320. LICENSES & PERMITS	\$ 88,563
330. INTERGOVERNMENTAL REVENUE	\$ 559,648
340. CHARGES FOR GOOD & SERVICES	\$ 3,217
360. MISCELLANEOUS REVENUE	\$ 12,300
380. NON-REVENUES	\$ -
TOTAL REVENUE	\$ 663,728
EXPENSES	
10 SALARIES/WAGES	\$ 370,103
20 PERSONNEL BENEFITS	\$ 140,426
30 SUPPLIES	\$ 20,499
40 SERVICES	\$ 123,847
60 CAPITAL OUTLAY	\$ 25,000
70 DEBT SERVICE PRINCIPAL	\$ 6,200
80 DEBT SERVICE INTEREST	\$ 8,692
TOTAL EXPENSES	\$ 694,767
SUB-NET REVENUE (Draw Against Carry Forward Funds)	\$ (31,039)
PROJECTED AVAILABLE FUNDS (ERR, Audit, HD Funds)	\$ 218,015
FINAL NET REVENUE	\$ 186,976

Brief discussion regarding pros and cons of grant funding, hiring to meet deliverables and layoffs when funding discontinues.

Reviewed unemployment claim of former Environmental Health Specialist. District submitted petition against claim which was reviewed by Enduris's personnel attorney but claim was awarded to employee.

Announcements and Reports

Executive Session	None
-------------------	------

Scheduled Meetings

November 25, 2019 Board of Health Meeting	Scheduled next meeting for November 25, 2019 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.	
Meeting Adjournment	Chairman adjourned meeting at 3:07 PM after all agenda items discussed.	Motion Passed