



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
November 25, 2019 at 1:00 PM

Asotin County Courthouse Annex Commissioners' Chambers

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

The regular Board Meeting was called to order by Jim Jeffords @ 1:00 PM


Topic	Discussion	Action / Follow-up	Document																
Minutes Approval																			
Approval of the 10-28-2019 BOH minutes	<p>Brian Shinn Moved to approve October 30, 2019 Meeting Minutes as presented. Chris Seubert Seconded Motion passed Unanimously</p>	Motion Passed	 2019.10.28 Meeting Minutes With Embedc																
Financial Report																			
October 2019 Financials	<p>Actual October net revenue \$10,257, budgeted <\$41,438>, variance \$51,695.</p> <p>See Budget vs. Actual Recap for details by BARS code category and for year to date figures. Complete October Transaction Detail report provided to members of Board.</p> <table border="1" data-bbox="311 1102 1058 1549"> <thead> <tr> <th colspan="2">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&R (656.000)</td> <td style="text-align: right;">\$18,218</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;">\$212,342</td> </tr> <tr> <td>Treasurer's Health District Audit Acct (657.001)</td> <td style="text-align: right;">\$24,900</td> </tr> <tr> <td>Less Encumbered Leave Accrual Liability</td> <td style="text-align: right;">(\$33,674)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$221,787</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;">\$24,672</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$246,459</td> </tr> </tbody> </table> <p>Chris Seubert Moved to approve October 2019 Financials as presented. Brian Shinn Seconded Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,218	Treasurer's Health District (657.000)	\$212,342	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$33,674)	Total Unencumbered Balances in Funds	\$221,787	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$24,672	Total Balance All Accounts	\$246,459	Motion Passed	 2019.10 Budget Vs Actual.pdf  2019.10 Transaction Report.pdf
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November 2019 Expense Voucher Approval	<p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the November 2019 voucher/warrant packet # APPKT02804, Voucher # 233, in the amount of \$9,308.36, 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>		 Expense Voucher & Transmittal.pdf																



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	<p>Copy of Expense Voucher presented at Board meeting detailing all expenses included for reimbursement.</p> <p>Brian Shinn Moved to approve the November 2019 Expense Voucher as presented</p> <p>Chris Seubert Seconded</p> <p>Motion passed Unanimously</p> <p>No Further discussion</p>	<p>Motion Passed</p>	
<p>October 2019 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the October 2019 Draw Pay Register Packet PYPKT02315 in the Employer Amount of \$350.37, and Payroll Detail Register Packet PYPKT02328, in the Employer amount of \$36,623.43, for a total Employer payroll amount of \$36,973.80 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 October 2019 Payroll Detail Register Packet as noted above.</p> <p>Chris Seubert Seconded</p> <p>Motion passed Unanimously</p>	<p>Motion Passed</p>	 2019.10 Payroll Registers (BOH).pdf
<p>Program Statistics</p>			
<p>Agency Stats</p>	<p>Agency program stats distributed to members of BOH.</p> <p>WIC numbers increased to 430 including satellite office caseload, 480 is goal. WIC staff have been incredibly busy due to new Debit Card roll-out, Cacades training, staff with new baby and resignation of WIC Clerk/Receptionist. District was approved to request gas cards for clientele to get to medical appointment and WIC appointments. Card made available through ACH and Jolene at Tri-State is administering the cards. Must be an Asotin County resident and have appointment verification. Members of Board share concerns about accountability of card distribution.</p> <p>Chlamydia and gonorrhea cases active in our area. District reporting accordingly.</p> <p>Food inspections and OSS are slower due to vacancy but staff working steadily to meet client needs.</p>		
<p>Unfinished Business</p>			
<p>On-Site Future Issues and Plans</p>	<p>Vacant Environmental Health Specialist position update: 4 applicants from new pool of applicants and one has OSS including designing of OSS, food, pool, and solid waste experience. References have been called and offer is being drafted.</p> <p>Prior employee unemployment may end due to him being hired in Oregon per Facebook post.</p> <p>Results of Administrator's test results still unknown.</p> <p>Whitman Co has ended their EH contract with Garfield Co. Administrator will explore opportunities to contract with Garfield County for OSS & Food services. Both Garfield and Columbia get the same amount of FPHS funding as Asotin, so there are funds available. Commissioners shared</p>		



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	<p>concern about past unpaid court costs and ask that District be very clear with any contract or agreement.</p>																																								
<p>2020 Budget – Draft #2</p>	<p>Second draft of 2020 Budget recap along with line item detail and comparison between 2019 and 2020 were provided and discussed. Significant changes form first draft: COLA reduced to 2%, Environmental Health Specialist wage reduced, mortgage increased due to expected contract with Janice Stockard to extend current term 5 years and absorb balloon payment to eliminate need to refinance loan in 2024.</p> <div style="text-align: center;"> <p>Asotin County Public Health District</p> <p>2020 PROPOSED BUDGET - Draft # 1</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #008000; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">REVENUE</th> </tr> <tr> <td style="padding: 2px;">320. LICENSES & PERMITS</td> <td style="text-align: right; padding: 2px;">\$ 88,563</td> </tr> <tr> <td style="padding: 2px;">330. INTERGOVERNMENTAL REVENUE</td> <td style="text-align: right; padding: 2px;">\$ 559,648</td> </tr> <tr> <td style="padding: 2px;">340. CHARGES FOR GOOD & SERVICES</td> <td style="text-align: right; padding: 2px;">\$ 3,217</td> </tr> <tr> <td style="padding: 2px;">360. MISCELLANEOUS REVENUE</td> <td style="text-align: right; padding: 2px;">\$ 12,300</td> </tr> <tr> <td style="padding: 2px;">380. NON-REVENUES</td> <td style="text-align: right; padding: 2px;">\$ -</td> </tr> <tr> <td style="text-align: right; padding: 2px;">TOTAL REVENUE</td> <td style="text-align: right; padding: 2px;">\$ 663,728</td> </tr> <tr style="background-color: #ff0000; color: white;"> <th colspan="2" style="text-align: left; padding: 2px;">EXPENSES</th> </tr> <tr> <td style="padding: 2px;">10 SALARIES/WAGES</td> <td style="text-align: right; padding: 2px;">\$ 370,103</td> </tr> <tr> <td style="padding: 2px;">20 PERSONNEL BENEFITS</td> <td style="text-align: right; padding: 2px;">\$ 140,426</td> </tr> <tr> <td style="padding: 2px;">30 SUPPLIES</td> <td style="text-align: right; padding: 2px;">\$ 20,499</td> </tr> <tr> <td style="padding: 2px;">40 SERVICES</td> <td style="text-align: right; padding: 2px;">\$ 123,847</td> </tr> <tr> <td style="padding: 2px;">60 CAPITAL OUTLAY</td> <td style="text-align: right; padding: 2px;">\$ 25,000</td> </tr> <tr> <td style="padding: 2px;">70 DEBT SERVICE PRINCIPAL</td> <td style="text-align: right; padding: 2px;">\$ 6,200</td> </tr> <tr> <td style="padding: 2px;">80 DEBT SERVICE INTEREST</td> <td style="text-align: right; padding: 2px;">\$ 8,692</td> </tr> <tr> <td style="text-align: right; padding: 2px;">TOTAL EXPENSES</td> <td style="text-align: right; padding: 2px;">\$ 694,767</td> </tr> <tr> <td style="padding: 2px;">SUB-NET REVENUE (Draw Against Carry Forward Funds)</td> <td style="text-align: right; padding: 2px;">\$ (31,039)</td> </tr> <tr> <td style="padding: 2px;">PROJECTED AVAILABLE FUNDS (ERR, Audit, HD Funds)</td> <td style="text-align: right; padding: 2px;">\$ 218,015</td> </tr> <tr> <td style="padding: 2px;">FINAL NET REVENUE</td> <td style="text-align: right; padding: 2px;">\$ 186,976</td> </tr> </table> <p>\$100,000 FPHS funding provided by vaping sales, is included in budget, but there is a risk of funds decreasing due to recent vaping bans. WASLHO is not sure if small counties will get full \$100,000 but are really fighting for it and is making it a priority. News reports indicate that several hundred vape shops have gone out of business since the ban. According to Administrator, there is a big push to get tobacco settlement funds back into the public health funding.</p> <p>Needle Exchange Program update: Likelihood that District will eventually had off program to Blue Mountain Heart to Heart who received funding District hoped to receive. Public Health Educator stated that most of the individuals who have been seen are women and several referrals have been made on their behalf.</p> <p>Monika Lawrence Moved to approve the 2020 Budget as presented. Brian Shinn Seconded Motion passed Unanimously</p>	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	<p>Draft 2 - 2020 Budget Combined.pdf</p>	<p>Motion Passed</p>
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<p>Parking Lot Lease Agreement</p>	<p>Copies of the current lease, draft of recommended changes to lease and final lease showing changes be adopted were provided at October's meeting. District is requesting addition of snow removal to be done by county employees in lieu of lease payment increase. Consensus of Board was that exchange. Brian Shinn provided copies to attorney and public works department for review, which is still pending.</p>																																								
<p>Dept of Ecology Solid Waste / Code</p>	<p>Proposed Interlocal Agreement between District, Asotin Co Sherriff's Office, and Dept of Ecology Solid Waste grant to support Code Enforcement Officer time spent on District assigned solid waste cases, has been</p>																																								



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approved by Dept of Ecology, but is still pending Board approval.
 Administrator will get copy of agreement to Sheriff for review.

Looking for approval in December with effective date of 1/1/2020.
 According to Commissioners, County is looking at employee working 24 hours/week, partially paid for by Building & Zoning Dept.

According to M Lawrence, City is hiring a part time Code Enforcement Officer in 2020, who will be employed by Police Department.

Discussion among all regarding Code Enforcement hours, position, transition of cases, support needed, etc.

Solid Waste Issues:

1125 14th St.. 3 letter delivery attempts made. All were refused.
 Concerned about rodents, including rodents like Deer mice that carry hantavirus-- (sits on urine, surface, feces) and 38% die. Fines can be assessed and misdemeanor criminal offense. We just need more teeth in ordinances and policies and prosecuting attorney needs to be on board.
 Chair suggests that Administrator be involved in discussion regarding adding teeth.

New Business

Vaping Data

Per Public Health Educator:

- 2,290 reported nationwide medical cases resulting from vaping
- 47 deaths in 25 states and more under investigations
- 29 specimens obtained & all have had E acetate in lung
- 120 day emergency vaping ban while more data and research is obtained, with possibility of ban extension
- There has not been a lot of pushback on the E acetate ban
- Dec 1 deadline for ingredient disclosures by producers to LCB
- Vaping it is an aerosol (chemical compound) not smoke or water vapor.
- Hookah is similar but doesn't go into body as hot as with current vaping techniques.

M Lawrence asked about 2nd hand vaping issues. Public Health Educator stated that there is serious concern about 2nd hand and even 3rd hand due to residual on surfaces.

Announcements and Reports

Food Fee Schedule Modification

While preparing for 2020 and entering new codes and fees into systems, District personnel felt it was necessary to clarify penalties fees for food establishment who engage in activities prior to being properly permitted. District proposed a penalty of 1.5 times the applicable permit fee. For example if permit fee is \$300.00, establishment would be assessed \$450.00 for any noncompliance.

Chris Seubert Moved to approve the District's proposal as presented
 Lori Loseth Seconded
 Motion passed Unanimously

Motion Passed

Food Inspections

Public Health Educator briefly discussed the Clarkston Craft Show inspection. There were 17 food booths, and several were not permitted despite PHE communicating requirement to Coordinator. M Lawrence stated those fairs really don't need food sales booths.

Executive Session

None



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Scheduled Meetings			
December 30, 2019 Board of Health Meeting	Scheduled next meeting for December 30, 2019 at 1:00 PM; Commissioners' Chambers at Asotin County Annex. Chair J Jeffords will be absent. M Lawrence will serve as Chair.		
Meeting Adjournment	Chair adjourned meeting at 2:37 PM after all agenda items discussed.		

FINAL