



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
December 30, 2019 at 1:00 PM

Asotin County Courthouse Annex Commissioners' Chambers

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

The regular Board Meeting was called to order by Monika Lawrence 1:03 PM

Topic	Discussion	Action / Follow-up	Document																
Minutes Approval																			
Approval of the 11-25-2019 BOH minutes	<p>Brian Shinn Moved to approve November 25, 2019 Meeting Minutes with following correction: Page 2 "han" should be hand under needle exchange section.</p> <p>Chris Seubert Seconded</p> <p>Motion passed Unanimously</p>	Motion Passed																	
Financial Report																			
November 2019 Financials	<p>Actual November net revenue <\$31,558>, budgeted <\$6,105>, variance <\$25,453>. Year to date variance is only \$4,121.</p> <p>See Budget vs. Actual Recap for details by BARS code category and for year to date figures.</p> <p>Complete November Transaction Detail report provided to members of Board.</p> <p>NOTE: Public Health Educator paid retro to 1/1/19 for difference in Environmental Health Specialist & Public Health Educator wages for 417.50 hours performing EHS task. Total payout for 10 months was \$901.99. L.Loseth asked if revising PHE job description might be necessary. Fiscal Administrator and Administrator stated that duties performed in Environmental Health are temporary while a suitable candidate is found for position.</p> <table border="1" style="width: 100%; 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&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;">\$179,964</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;">(\$34,175)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$188,907</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;">\$50,364</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$239,271</td> </tr> </tbody> </table> <p>Brian Shinn Moved to approve November 2019 Financials as presented. Lori Loseth Seconded Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,218	Treasurer's Health District (657.000)	\$179,964	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$34,175)	Total Unencumbered Balances in Funds	\$188,907	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$50,364	Total Balance All Accounts	\$239,271	Motion Passed	
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<p>December 2019 Expense Voucher Approval</p>	<p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the December 2019 voucher/warrant packet # APPKT02896, Voucher # 234, in the amount of \$8,024.59, 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 Voucher presented at Board meeting detailing all expenses included for reimbursement.</p> <p>Chris Seubert Moved to approve the December 2019 Expense Voucher as presented Brian Shinn Seconded Motion passed Unanimously No Further discussion</p>	<p>Motion Passed</p>	
<p>November 2019 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the November 2019 Draw Pay Register Packet PYPKT02459 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT02470, in the Employer amount of \$32,034.02, for a total Employer payroll amount of \$32,307.89. 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 November 2019 Payroll Detail Register Packet as noted above. Lori Loseth Seconded Motion passed Unanimously</p>	<p>Motion Passed</p>	
<p>Program Statistics</p>			
<p>Agency Stats</p>	<p>Agency program stats distributed to members of BOH.</p> <p>WIC numbers increased to 433 including satellite office caseload, 480 is goal. November and December pose challenges due to all of the holidays.</p> <p>Chlamydia and gonorrhea cases have gone up significantly. When we had nursing staff and a contract with North Central Health District, we were able to have affected people meet with a nurse who would educate client on risks and how to prevent spread of disease. Due to lack of funding and resources, the District's role now is entering case information into state system and report the data. This area is significantly underfunded.</p> <p>Food inspections and OSS are slower due to vacancy but literally all staff are working steadily to meet client needs. January permits will go way up due to the new year permitting requirements. Public Health Educator shared the challenges of serving as both the PHE and as an Environmental Health Specialist (Regulator). Trying to be a collaborating partner and a regulator can strain the relationship. This is especially true as it relates to schools and concessions.</p> <p>Concession stands tend to have various adults working with students but with no one really in charge. WA St will soon require a food inspection</p>		



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	<p>manager for concessions. The cafeteria manager would be a good fit, but right now no one is really taking ownership. A work-around could be to only serve pre-packaged items, but there still needs to be someone in charge.</p> <p>Briefly discussed about the increased costs for businesses including District fees, minimum wage & payroll tax increases, and the combined fiscal impact causing some businesses to close, such as 410 Restaurant announcing closure.</p>		
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Unfinished Business

<p>On-Site Future Issues and Plans</p>	<p><u>Vacant Environmental Health Specialist position update:</u> 14 applicants from second round of advertising, since October 13, 2019. 3 potential candidates. 1 with designing of OSS, food, pool, and solid waste experience. Offer was made and declined; wife and daughter do not want to move.</p> <p>Position will be posted for a third round. Looking for candidate with experience in food program and trainable in on-site septic. Now that Administrator is certified in OSS, he can train new hire in OSS. There seems to be a level of respect towards Administrator serving as OSS inspector as one of the installers called Administrator to bounce an idea off of him. New hire can work under licensed OSS personnel for up to 2 years, but DOL won't allow person to take test until doing work for 4 years (relatively liberal rule).</p> <p><u>Fee Schedule:</u> The OSS Program Permit Fee schedule that the former EHS put together had some discrepancies: If the homeowner designs and installs their own system, there is a lot work involved by the District. If a licensed designer designs the system and the homeowner installs, it takes less work. Therefore, the fee for homeowner design & install should be higher than a licensed designer / homeowner installs. The fee schedule did not represent this accurately, so the lower fee was being assessed on the homeowner designer/install. In addition, there was an error in the total on the printed forms. Issues have been remedied, and disseminated to staff, but there has been some pushback by Installers when correct fee applied.</p> <p><u>Columbia / Garfield Potential Contract:</u> Fiscal Administrator spoke with Columbia / Garfield Administrator and they currently contract with Walla Walla Health District for OSS & Food programs but are interested in talking with us. Their contract with Walla Walla ended in November.</p> <p><u>Marina View Drive:</u> There is a small corner lot (approx. 12,000 sq ft), which is undersized for even the minimum 2-bedroom septic requirements. The owner called the District to make sure their property still met the requires with the new county setbacks. When Administrator reviewed the case, he discovered that the failed system that was approved by the former Environmental Health Specialist was approved for a 3-bedroom septic system and installed. No as-built was provided to the District. Administrator will not approve a 3-bedroom permit due to the size and layout of the lot, and homeowners are very upset and have stated that they are going to retain an attorney. The District should not have permitted a 3-bedroom and the designer, Lucky Ah Hi, should not have designed and/or installed such a system. A final permit</p>	<p>Repost position</p>	
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	<p>was never issued by the District due to not receiving an as-built. Administrator is trying to get a better idea of how they want to use the home to see if a 2 bedroom system would work, but they could not advertise/sell it as a 3 bedroom because OSS will not support it. Owners did try to do things right but technically they shouldn't be living in the home until a final permit is provided by District. A repair septic allows person to live in home, but with restricted / minimal use so tank doesn't overflow.</p> <p>This situation is a perfect example of why allowing installers to be the designers of the same system is a conflict of interest and violation of current state code. District can be stricter than state requirements, but should not be less restrictive, which is current practice. Per code, the ultimate person responsible for the OSS is the homeowner.</p> <p>B. Shinn asked if their intent of the lawsuit is for Administrator to approve the 3-bedroom build? Administrator said he believe that to be the case.</p> <p><u>SR 129 Extension:</u> In 2018 a gentleman who has a lot of on-site septic training and experience, bought a piece of property in Anatone, applied for a permit for on OSS system, but never had one installed. The permit expires in June 2020. On the permit, the homeowner is identified as designer and installer. Now someone wants to buy the property and wants the permit to transfer to new homeowner.</p> <p>Red flags:</p> <ol style="list-style-type: none"> 1) No soil evaluation was completed on the property, former EHS used the soil type on a lot much too far away. 2) The new purchaser does not have the same experience in OSS as the current owner. All parties changing requires new permit to be issued. <p>Administrator will not approve extension of current permit and will require a soil evaluation before permitting a plan.</p>		
<p>Parking Lot Lease Agreement</p>	<p>Proposed Agreement still pending.</p>		
<p>Food Pantries</p>	<p>Donated food organization distribution centers (i.e. food pantries) are sprouting up throughout the county and state.</p> <p>Tina with the City of Asotin contacted S Hoffman, Interim Food Safety Specialist, seeking a permit for food pantry currently located on City property in front of City Hall. These pantries require a plan review, paid fee, and meet requirements. S. Hoffman provided the necessary application, 501c3 'charity' requirements, a letter with requirements, application example of approval letter, and samples of what can and cannot go in pantry. In the meantime, it came out in the paper that the District is monitoring the pantry, which is not the case. Other pantries are popping up in Clarkston causing great concern and immeasurable liability due to unsafe items being left for consumption, how food is stored, no rodent control, minimal or no monitoring, etc. S. Hoffman and Susan Shelton, State Food Safety Expert State viewed each food pantry and visited the food bank. The food bank has effective, efficient and compliant process, but have limited open hours. S Hoffman encouraged Tina to advocate for a food bank in Asotin. Tina indicated she wants anonymous delivery and taking of food whenever needed, and the food bank does not offer that. Tina claims to be monitoring pantry, but photos of items, taken by S. Hoffman & S. Shelton show issues and items that should not be in pantry.</p>		



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	<p>L. Loseth stated the City Council supported the pantry due to the significant need. B. Shinn stated the onus is on the City of Asotin to work with the Health District and develop a plan that works for the community that is compliant with Health District and State requirements. B. Shinn said this is feel-good philanthropy with no regard to public health. It is being advertised as a City of Asotin pantry on City property and present a risk, C. Seubert agreed.</p> <p>Current pantries have not gone through proper plan review, have not paid fee, and are not compliant with requirements. Board's consensus is to immediately shut down any pantry that has not submitted application, paid fee, and/or is not compliant. Per Administrator, Dr. Lutz, Health Officer said that just canned foods, diapers, wipes, ziplock bags (with no food), would be supported. He said we have to follow the code and if the pantries are not following the code, as the Health Officer, he will direct staff to shut them down.</p>		
<p>Dept of Ecology Solid Waste / Code Enforcement Officer Funding</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 approved by Dept of Ecology, but is still pending Board approval. Administrator has not been able to connect with Sheriff to discuss Agreement. Item remains pending.</p>	<p>Administrator's review with Sheriff</p>	
New Business			
Announcements and Reports			
<p>Executive Session</p>	<p>None</p>		
Scheduled Meetings			
<p>January 27, 2020 Board of Health Meeting</p>	<p>Scheduled next meeting for January 27, 2020 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.</p>		
<p>Meeting Adjournment</p>	<p>Chair adjourned meeting at 2:37 PM after all agenda items discussed.</p>		