



Asotin County Public Health District

102 1st | Po Box 306, Asotin, WA 99402
 Phone: 509-243-3344 Fax 509-2432-3345
 www.asotincountypublichealth.org

Asotin County Local Board of Health Meeting January 27, 2020 at 1:00 PM

Asotin County Courthouse Annex Commissioners' Chambers

Present: Jim Jeffords (Chair), Skate Pierce, Brian Shinn, Chris Seubert, Monika Lawrence (Vice Chair), Lori Loseth

Absent:

ACHD Staff: Dr. Robert Lutz (via telephone), Brady Woodbury, Shannon Jones, Sundie Hoffman

Public:

The regular Board Meeting was called to order by Jim Jeffords 1:02 PM

Topic	Discussion	Action / Follow-up	Document																
Minutes Approval																			
Approval of the 12-30-2019 BOH minutes	<p>Monika Lawrence Moved to approve December 30, 2019 Meeting Minutes as presented.</p> <p>Brian Shinn Seconded</p> <p>Motion passed Unanimously</p>	Motion Passed																	
Financial Report																			
December 2019 Financials	<p>Actual December net revenue \$4,293, budgeted <\$33,638>, variance \$37,931. Year to date variance \$41,833 net revenue.</p> <p>See Budget vs. Actual Recap for details by BARS code category and for year to date figures.</p> <p>Complete December Transaction Detail report provided to members of Board.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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;">\$184,169</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;">(\$29,747)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$197,540</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;">\$55,585</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$253,125</td> </tr> </tbody> </table> <p>Projected net revenue when preparing 2020 budget for Health District Fund was \$175,000. Final amount is \$184,169 (see above).</p> <p>Skate Pierce Moved to approve December 2019 Financials as presented.</p> <p>Lori Loseth Seconded</p> <p>Motion passed Unanimously</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,218	Treasurer's Health District (657.000)	\$184,169	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$29,747)	Total Unencumbered Balances in Funds	\$197,540	Imprest Accounts (Expense, Sweep, Travel, Petty Cash)	\$55,585	Total Balance All Accounts	\$253,125	Motion Passed	
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January 2020 Expense Voucher Approval	<p>In accordance with the adopted revised Purchasing Policy, Procedure & Approval Process, the January 2020 voucher/warrant packet # APPKT02974, Voucher # 235, in the amount of \$19,407.13, as presented, is approved. Payment may be processed by the Asotin County Auditor's Office</p>																		

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	<p>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>Brian Shinn Moved to approve the January 2020 Expense Voucher as presented Skate Pierce Seconded Motion passed Unanimously No Further discussion</p>	Motion Passed	
December 2019 Payroll Expenses Approval	<p>In accordance with Chapter 42.24 RCW, the December 2019 Draw Pay Register Packet PYPKT02597 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT02606, in the Employer amount of \$39,147.78, for a total Employer payroll amount of \$39,421.65. 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>Monthly note: Administrator was paid out for accrued vacation hours above 240 and accrued sick hours above 480. Payout was put toward VEBA account, not cash.</p> <p>Detail Register Payroll Summary for draw pay and monthly payroll packets provided.</p> <p>Skate Pierce Moved to approve the December 2019 Payroll Detail Register Packet as noted above. Monika Lawrence Seconded Motion passed Unanimously</p>	Motion Passed	
Program Statistics			
Agency Stats	<p>Agency program stats distributed to members of BOH but it wasn't complete. Administrator will email later.</p> <p>WIC numbers increased to 436 including satellite office caseload, 480 is goal.</p> <p>1 Food permit 2 Septic permits 4 solid waste complaints, mostly garbage related Received several lice and bed bug calls. Administrator referred client to CDC or Department of Health website for information. Most of those calls are from disgruntled tenants.</p>		
Unfinished Business			
On-Site Future Issues and Plans	<p>Briefly discussed Administrator's passing of OSS certification (documented in prior BOH meeting). Most other District Administrators who have certification started in Environmental Health. Brady Woodbury is the only Administrator actually working directly in the OSS program at this time.</p> <p>Food Pantries: District staff had meeting with City of Asotin regarding food pantry, which</p>		

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	<p>was closed until proper processes are completed and approved. It was suggested that the City of Asotin take the pantry indoors for supervision purposes. L Loseth said topic was discussed at City Council meeting and Tina felt the meeting was productive and intends to comply. Plan was submitted late last week and is currently in review. J Jeffords asked if the pantry is a City pantry or not? Lori stated that the City attorney is allowing it to be on City property.</p> <p>The pantry in Clarkston has been more of a challenge. Food Safety Personnel's conversations with Kathy Hay revealed that she was aware of worms in food and she communicated that she understood the need to follow procedures but does not do what she understands needs to be done. Health District personnel put closure signs on pantry located in an alley in Clarkston. However, last week food was still in the pantry. Individual, Kathy Hay, has contacted City officials who have received council from their attorney and have responded to her in writing. The challenge is the HD isn't really sure what it can do to enforce compliance and is researching with Dr. Lutz at Spokane Reginal Health District and WA State Dept. of Health.</p> <p>Ms. Hay emailed Ms. Hoffman asking the Health District to do a continuous public education post card mailing and offer incentives at year end. Health District responded with educational information regarding funding, programs, limited resources, gifting of public funds, etc. explaining why that idea would not be feasible. Ms. Hay then contacted the City asking them to circumvent state code for her pantry. M Lawrence said she learned from the Fire Chief stated that Kathy Hay was actually cooking for people and using game meat. Mayor and Justin, Code Enforcement Officer, may arrange to meet with her.</p> <p>Administrator reminds everyone that the food bank already provides this type of support to the community. Lori stated when she dropped off the food at the food bank, some of the food was from the food bank. The difference is the food bank has systems in place to allow food that a pantry would not. M Lawrence pointed out that clearly there is a miscommunication if City employees didn't know some of the food was from the food bank. If someone gets sick or behaves vindictively, liability may be a challenge. M Lawrence stated that it would be better to donate for transportation to get to the food bank. HD's website lists the available food banks and distribution centers in Clarkston and Asotin.</p> <p>J Jeffords has collected food during his travels and has taken the food to the food bank and encourages people to utilize that resource. Administrator said that the reason Tiffany, at the City, wants to do the food pantry in Asotin is due to anonymity and proximity for need. L Loseth said the parameters are provided by the Health District. She stated that they were hoping to become a model for other pantries.</p> <p>Administrator stated the District simply does not have the resources to inspect these pantries. Health District personnel will only review the application and provide a letter of compliance/approval, but will not monitor and will not permit pantries, like a regular food establishment. According to Food Safety Specialist, WA St wants to increase food to the hungry via household kitchens and wants Local Health Jurisdictions (LHJs) personnel to permit and inspect them. As far as she is aware, there is not additional funding that goes with this expectation.</p> <p>J Jeffords and Dr. Lutz talked and they are not aware of pantries in Spokane.</p>		
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	<p>Briefly discussed Holy Family and their improvements and buy-in to food safety.</p> <p>Food Safety Specialist asked if we should consider having a county or city ordinance? Board members were not opposed to having one. It would need to be done through Resolution process which would need to be reviewed by attorney first. J Jeffords asked HD to develop an ordinance and present to BOH to consider. M Lawrence said that the food pantries may have a lot of momentum now, but may die out in due time and encourages us to be very strict and consistent in our practices.</p> <p>There are new RCW & WACs that are being presented at the state level. The safety issues are significant, and District could utilize Health Officer order to shut pantries down. If the individual flaunts it then the Sheriff office is tasked with enforcing it. Dr. Lutz would encourage a very definitive written process and address all parties involved. The consensus is that the Clarkston pantry is just an accident waiting to happen.</p> <p><u>OSS - Discontent clients:</u></p> <ol style="list-style-type: none"> 1) Undersized lots (10,000 – 14,000 sq ft) do not allow for an OSS due to requirements. Minimum is 18,000 sq ft. Administrator is requiring an engineered plan to even consider an OSS plan for a lot under 18,000 sq ft. People who may have bought these lots years ago, are expressing some frustration. Installers are upset because their clients are upset. District has learned a lot from failed systems. 2) Rimview Drive – soil is type 3 and is sandy and requires smaller drain field. Still must have engineered plan. 3) Pat Jenson's put in a garage and added to OSS. If he tries to sell lot or if it fails he's responsible to excavate and add wash sand at a significant expense to him. 4) For example, Most used installer is Roto Rooter and the person who is running it now doesn't always follow the correct procedure. Believes he can do the job and submit document afterwards. Administrator is educating them and requiring them to comply. <p>Administrator's goal is to clean up District's process, then communicate and enforce them. Skate Pierce stated importance for District to follow policy consistently to minimize issues and liability.</p>		
<p>Parking Lot Lease Agreement</p>	<p>Proposed Agreement still pending & not on this month's agenda.</p>		
<p>Board Officers</p>	<p>Brian Shinn Nominated J Jeffords, County Commissioner as Chair and M Lawrence, Mayor of Clarkston as Vice Chair. Chris Seubert Seconded Motion passed Unanimously</p>	<p>Motion Passed</p>	
<p>Non-Disclosure Agreement</p>	<p>Question was asked whether non-disclosure agreements needed to be completed annually by Board members. Answer unknown, and consensus was that annual agreements serve as a reminder and is good practice. Each member has signed Non-Disclosure Agreement.</p>		
<p>Board Meeting</p>	<p>May meeting would be on Memorial Day. Administrator proposes that meeting be cancelled.</p> <p>Brian Shinn Moved to cancel May 2020 Board of Health meeting as recommend by the Administrator, unless otherwise needed. Skate Pierce Seconded Motion passed Unanimously</p>	<p>Motion passed</p>	

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2020 Holiday Calendar & District's Regular Days of Operation	The Health District's regular days of operation are Mondays – Thursdays 7:30 AM – 5:30 PM and closed on Fridays. In 2020, there are 2 holidays, July 3 rd and December 25 th that fall on Fridays. Board's consensus is to approve Thursday July 2 nd in and Thursday Dec 24 th as paid Health District holidays since District is closed on Fridays.		
Coronavirus	<p>Administrator receives a daily Situation Reports regarding status of Coronavirus. As of today, 4 suspected cases in King County and 3 in Snohomish County, with an additional 64 possible cases being monitored throughout WA State. All of this is originating from China with the handling of snakes, cats, dogs, bats (mostly) or cross species.</p> <p>Dr. Lutz said that the food markets in wild animals can cause virus to mutate and is much the same as Severe Acute Respiratory Syndrome (SARS) in 2003-2004 with 10% mortality and Middle East Respiratory Syndrome (MERS) with 30% mortality. 3,000 individuals affected in China and 80 deaths. 110 are under investigation in 28 states. Definitely evolving. CDC doesn't know how potent against it or how contagious it is; transmissibility is unknown. 1st step in process is to identify the case (travel, etc.), 2nd isolate individual and those they have been in contact with. There is great concern that this could become a pandemic, but it has not been declared such yet.</p> <p>Dr. Lutz stated that alerts have been sent out to providers state-wide, as virus often presents as a common cold, encouraging communication with local health district and/or the state. As of today, calls have been few. Rates of pertussis is higher than 2012 rates in Spokane. Dr. Lutz will continue to share his provider alerts.</p>		
Flu	Flu is still a big issue and it isn't getting. Flu B, in contrast Flu A, this year is affecting kids more. There have been 15 million flu cases and more than 50% are under the age of 25. Vaccine is important. There have been deaths due to flu in WA State.		
Dept of Ecology Solid Waste / Code Enforcement Officer Funding	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. Topic was not on agenda and remains pending.	Administrat or's review with Sheriff	
New Business			
Announcements and Reports			
Executive Session	None		
Scheduled Meetings			
February 24, 2020 Board of Health Meeting	Scheduled next meeting for February 24, 2020 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.		
Meeting Adjournment	Chair adjourned meeting at 2:46 PM after all agenda items discussed.		