



Asotin County Public Health District  
 102 1<sup>st</sup> | Po Box 306, Asotin, WA 99402  
 Phone: 509-243-3344 Fax 509-2432-3345  
 www.asotincountypublichealth.org

Asotin County Local Board of Health Meeting  
**February 24, 2020 at 1:00 PM**  
**Asotin County Courthouse Annex Commissioners' Chambers**

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

The regular Board Meeting was called to order by Monika Lawrence 1:05 PM

| Topic  | Discussion  | Action / Follow-up | Document |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
|--|---|--------------------|----------|--|-----------------|---------------------------------------|------------------|--|-----------------|---|-------------------|---|------------------|--|-----------------|-----------------------------------|------------------|---------------|--|
| <b>Minutes Approval</b>                                  |   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Approval of the 1-27-2020 BOH minutes                    | <p><b>Brian Shinn</b> Moved to approve January 27, 2020 Meeting Minutes as presented.</p> <p><b>Chris Seubert</b> Seconded</p> <p>Motion passed Unanimously</p>   | Motion Passed      |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| <b>Financial Report</b>                                  |   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| January 2020 Financials                                  | <p>Actual January net revenue <b>\$90,406</b>, budgeted <b>\$89,261</b>, variance <b>\$1,146</b>.<br/>           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 monthly Transaction Detail report provided to members of Board.</p> <table border="1" data-bbox="326 1346 1166 1719"> <thead> <tr> <th colspan="2">FUND BALANCES</th> </tr> </thead> <tbody> <tr> <td>Treasurer's Health District ER&amp;R (656.000)</td> <td style="text-align: right;"><b>\$18,279</b></td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;"><b>\$274,859</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>Less Encumbered Leave Accrual Liability</td> <td style="text-align: right;"><b>(\$31,607)</b></td> </tr> <tr> <td><b>Total Unencumbered Balances in Funds</b></td> <td style="text-align: right;"><b>\$286,431</b></td> </tr> <tr> <td>Imprest Accounts<br/>(Expense, Sweep, Travel, Petty Cash)</td> <td style="text-align: right;"><b>\$24,597</b></td> </tr> <tr> <td><b>Total Balance All Accounts</b></td> <td style="text-align: right;"><b>\$311,028</b></td> </tr> </tbody> </table> <p><b>Skate Pierce</b> Moved to approve <a href="#">January 2020</a> Financials as presented.<br/> <b>Lori Loseth</b> Seconded</p> <p>Motion passed Unanimously</p> | FUND BALANCES      |          | Treasurer's Health District ER&R (656.000) | <b>\$18,279</b> | Treasurer's Health District (657.000) | <b>\$274,859</b> | Treasurer's Health District Audit Acct (657.001) | <b>\$24,900</b> | Less Encumbered Leave Accrual Liability | <b>(\$31,607)</b> | <b>Total Unencumbered Balances in Funds</b> | <b>\$286,431</b> | Imprest Accounts<br>(Expense, Sweep, Travel, Petty Cash) | <b>\$24,597</b> | <b>Total Balance All Accounts</b> | <b>\$311,028</b> | Motion Passed |  |
| FUND BALANCES  |   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Treasurer's Health District ER&R (656.000)               | <b>\$18,279</b>   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Treasurer's Health District (657.000)                    | <b>\$274,859</b>  |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Treasurer's Health District Audit Acct (657.001)         | <b>\$24,900</b>   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Less Encumbered Leave Accrual Liability                  | <b>(\$31,607)</b>   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| <b>Total Unencumbered Balances in Funds</b>              | <b>\$286,431</b>  |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| Imprest Accounts<br>(Expense, Sweep, Travel, Petty Cash) | <b>\$24,597</b>   |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |
| <b>Total Balance All Accounts</b>                        | <b>\$311,028</b>  |                    |          |  |                 |                                       |                  |  |                 |   |                   |   |                  |  |                 |                                   |                  |               |  |



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| <p>January 2020 Payroll Expenses Approval</p> | <p>In accordance with Chapter 42.24 RCW, the <a href="#">January 2020</a> Draw Pay Register Packet <a href="#">PYPKT02743</a> in the Employer Amount of <a href="#">\$273.87</a>, and Payroll Detail Register Packet <a href="#">PYPKT02755</a>, in the Employer amount of <a href="#">\$36,630.79</a>, for a total Employer payroll amount of <a href="#">\$36,904.66</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>Lori Loseth</b> Moved to approve the <a href="#">January 2020</a> Payroll Detail Register Packet as noted above.<br/> <b>Skate Pierce</b> Seconded<br/>         Motion passed Unanimously</p> | <p>Motion Passed</p> |  |
| <p>February 2020 Expense Voucher Approval</p> | <p>In accordance with the adopted Purchasing Policy, Procedure &amp; Approval Process, the <a href="#">February 2020</a> voucher/warrant packet # <a href="#">APPKT03068</a>, Voucher # <a href="#">236</a>, in the amount of <a href="#">\$6,211.79</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 Voucher presented at Board meeting detailing all expenses included for reimbursement.</p> <p><b>Skate Pierce</b> Moved to approve the <a href="#">February 2020</a> Expense Voucher as presented<br/> <b>Chris Seubert</b> Seconded<br/>         Motion passed Unanimously<br/>         No Further discussion</p>  | <p>Motion Passed</p> |  |
| <p><b>Program Statistics</b></p>              |  |                      |  |
| <p>Agency Stats</p>                           | <p>Agency program stats for 2019 and January 2020 distributed to members of BOH but it wasn’t complete. Administrator will email later.</p> <p>WIC numbers increased to 461 including satellite office caseload, 480 is goal. The new program has been a challenge to use.</p>   |                      |  |



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|----------------------------|--|--|--|
|                            | <p>Significant jump in chlamydia from January 2019 to January 2020. Could be due to lack of public health involvement on cases. Numbers represent new diagnoses.</p> <p>Have one reported dog bite, but no risk of rabies. It was an unprovoked attack by a fully vaccinated dog per Sherriff's office.</p>  |  |  |
| <b>Unfinished Business</b> |  |  |  |
| <p>Food Program</p>        | <p>Public are asking many questions related to food pantries:</p> <p>Q: What are new regulation for food pantries?<br/>         District's Answer: None just enforcing WA State Food Code.</p> <p>Q: What are the permitting requirements?<br/>         District's Answer: District is not permitting food pantries. District has made it clear that it is a one-time plan review for \$60.00 with no annual permit required.</p> <p>Ms. Hay is now advertising chicken noodle soup made in her home. This is not like a church potluck for a closed group of people. She has opened the food to the public. As a result, many churches are contacting Public Health Educator about requirements. Ms. Hay contacted the City of Clarkston and asked them to write a code so she could have the pantry. City authorities told her that she needed to follow the WA State Code and to work with the Health District. Her pantry falls more under the 501C category and not a Donated Food Distribution Organization. Cabinet is still in the alley with ACHD's closure notice. Ms. Hay continues to make false statements to media.</p> <p>Anna Velasquez is Journalist Lauren Kahl's boss and Board encourages Administrator to call her and let her know about the inaccuracies in reporting. Brian Shinn suggests a news release be prepared for Ms. Velasquez to report.</p> <p>Lora Loseth said it seems that a lot of time has been spent on this case and wants to know how the Board can help. Administrator stated that Ms. Hay will be billed for any further time spent on the case. At this point members of the Board feel Ms. Hay is a willful disobedience. Lora Loseth suggests an educational flyer or mailing that lists the do's and don'ts of food pantries such as an infographic. Lora asked if the contact by the City and District with Ms. Hay minimizes City and District's liability.</p> |  |  |



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|------------------------------------|--|--|--|
|                                    | <p>Decisions and actions taken by the District in regard to this case were not made in a vacuum, but involved the State, Board of Health, various Colleagues, etc. Dr. Lutz said that the closure approach was the best practice approach and could very well escalate to a public nuisance order. If Ms. Hay persists, could go to the Sherriff's office and could be prosecuted. The question needing answered is, does advertisement of food out of her kitchen violates the current closure order? Dr. Lutz will look into it and get back with District with direction.</p> <p>District is getting calls and requests across the nation asking for BOH meeting minutes regarding this issue.</p> <p>HB2777, allow home kitchens to sell food, if approved, will be a pilot project with an opt in or out option. Chris Seubert believes it to be a dead bill.</p> <p>2020 permitting process was a challenge. There was a lot of chasing people, calling, etc. and one establishment, Grindn Sisterz is currently closed.</p> |  |  |
| <p>On-Site Program Updates</p>     | <p>Incredible workload for Administrator and OSS Program has been in disarray due to the multiple employees over the past 5 years in the position, each doing things differently. Many 12,000 – 13,000 sq feet lots that have septic systems are significantly lower than state requirement. If a system fails, there is no room for a replacement system to be installed. Now many systems are failing with no reserve area, which significantly reduces the value of the land/home and requires extremely expensive (\$30,000 to \$40,000) for a new engineered system.</p> <p>Administrator recommends a promotion to PUD to provide sewer systems to avoid even more problems in 10 – 15 years.</p> <p>Skate Pierce asked if the county had a minimum lot size. Chris Seubert provided answer of a half-acre. Monica Lawrence said that if we stick with the requirements, in the long run it will pay off.</p>  |  |  |
| <p>Parking Lot Lease Agreement</p> | <p>Proposed Agreement still pending &amp; not on this month's agenda.</p> <p>Chris believes it was approved. Shannon to contact Co COO, Chris Kemp for agreement.</p>  |  |  |



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| <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. Topic was not on agenda and remains pending.</p>   | <p>Administr ator's review with Sheriff</p> |  |
| <p><b>New Business</b></p>  |  |   |  |
| <p>COVID-19 update Dr. Lutz</p>                                       | <p>Talked about how to balance of sharing information and public fear.</p> <p>Dr. Lutz reported that South Korea, Italy, Iran, Iraq all have cases, &amp; at a level 5 concern. DOH is trying to mitigate issue and increase preparedness, personal protection equipment, and tools for prevention. It is just a matter of time before we see it in the US especially with apsystematic individuals.</p> <p>Monica Lawrence hasn't heard about symptoms. Dr. Lutz said it is a cold virus essentially, animal drive virus that moved to a human host. Lower respiratory track symptoms, runny nose, diarrhea, etc. Focus is on people who have traveled to China. In Italy, there was no direct contact with China but still diagnosed.</p> <p>Dr. Lutz stated it is approaching a pandemic level (multiple countries, and transmission without direct connection with diagnosed individuals). Motility rate is 2 – 3% in older adults. It is a new virus that hasn't been seen before. In S Korea a church is being investigated as one of the super spreaders. Administrator thought there was a case in Britain that may have infected about 11 people, but Dr. Lutz had not heard about that case.</p> <p>Healthcare organizations will be given information about social distancing recommendations. For example, for schools, having students 3 feet away from each other, less sporting events, etc.</p> <p>Public Health is definitely getting recognition due to this type of situation especially as they look at countries that do not have solid public health systems in place.</p> |   |  |
| <p>Bank signature Authority</p>                                       | <p>Brian Shinn will replace Vicki Bonfield as signature authority on imprest accounts.</p> <p>Fiscal Administrator requested closure of the Travel Imprest account due to non-use and to move the \$3,000 back to general fund.</p>  |   |  |



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|--|---|---------------|--|
|  | <p>No further discussion</p> <p><b>Lori Loseth</b> Moved to approve the closure of the Travel Imprest as proposed.</p> <p><b>Skate Pierce</b> Seconded</p> <p>Motion passed Unanimously</p>   | Motion Passed |  |
| New Clerical Position                    | <p>Due to continued vacancy in Environmental Health, COVID-19, WIC challenges, increased food inspections with new method, and other reasons, Administrator elected to hire a Reception/Janitorial position on a full-time temporary basis. Position is currently being advertised.</p> <p>Administrator hopes funding for Public Health detailed under HP277, which is tied to unused insurance premiums comes to fruition.</p>  |               |  |
| Contract for EH-OSS with Garfield County | <p>Signed contact with GCHD (8 or fewer/year)<br/>         Rate is based on actual costs + 50% indirect.</p> <p>Members of board expressed concerns that there were dual rates based on District personnel providing service. Chris Seubert stated it seemed like flawed logic to charge different rates and used an example that the price of a McDonald's hamburger doesn't change based on what cashier sells the hamburger. However, since the Agreement was already fully executed, issue would be tabled until renewed.</p> |               |  |
| <b>Announcements and Reports</b>         |   |               |  |
| Executive Session                        | None  |               |  |
| <b>Scheduled Meetings</b>                |   |               |  |
| March 30, 2020 Board of Health Meeting   | Scheduled next meeting for March 30, 2020 at 1:00 PM, Commissioners' Chambers at Asotin County Annex.   |               |  |
| Meeting Adjournment                      | Chair adjourned meeting at 2:39 PM after all agenda items discussed.  |               |  |



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