



Asotin County Public Health District

102 1st Street - P.O. Box 306 - Asotin, Washington 99402
 Office: (509) 243-3344 - Fax: (509) 243-3345
www.AsotinCountyPublicHealth.org

Asotin County Local Board of Health Meeting
July 27, 2020 at 1:00 PM
Special WebEx Meeting # 1268505072

Present: Brian Shinn, Chris Seubert, Monika Lawrence (Chair), Skate Pierce, Lori Loseth, Chuck Whitman

Absent:

ACHD Staff: Health Officer Dr. Robert Lutz, Administrator Brady Woodbury, Fiscal/HR Administrator Shannon Jones, Public Health Educator Sundie Hoffman, Steve Austin

Public: Justin Spinnie, KLEW

The regular Board Meeting was called to order by Monika Lawrence 1:02 PM

Public Comment: Monika Lawrence, Chair, invited public comment RE Aquatic Center

Topic	Discussion	Action / Follow-up
Public Comment		
Asotin County Aquatic Center	Monika Lawrence, Chair, invited public comment RE Aquatic Center Hearing none after waiting, she moved on.	
Minutes Approval		
Approval of the 6-29-20 Special WebEx Meeting BOH minutes	Brian Shinn Moved to approve June 29, 2020 Special WebEx Meeting Minutes as presented. Chuck Whitman Seconded Motion passed Unanimously with no further discussion	Motion Passed
Financial Report		
June 2020 Financials	Actual June 2020 net revenue <\$48,907>, budgeted <\$56,380>, variance \$7,473. Year to date variance \$128,783 net revenue. See Budget vs. Actual Recap for details by BARS code category and for year to date figures. Complete monthly Transaction Detail report provided to members of Board.	



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	<table border="1"> <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;">\$18,341</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;">\$347,387</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;">(\$41,148)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$349,481</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Petty Cash)</td> <td style="text-align: right;">\$21,952</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$371,432</td> </tr> </tbody> </table> <p>Skate Pierce Moved to approve June 2020 Financials as presented. Chris Seubert Seconded Motion passed unanimously with no further discussion.</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,341	Treasurer's Health District (657.000)	\$347,387	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$41,148)	Total Unencumbered Balances in Funds	\$349,481	Imprest Accounts (Expense, Sweep, Petty Cash)	\$21,952	Total Balance All Accounts	\$371,432	<p>Motion Passed</p>
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<p>June 2020 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the June 2020 Draw Pay Register Packet PYPKT03338 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT03358, in the Employer amount of \$30,814.66, for a total Employer payroll amount of \$31,088.53. 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>Chuck Whitman Moved to approve the June 2020 Payroll Detail Register Packet as noted above. Brian Shinn Seconded Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>																
<p>July 2020 Expense Voucher Approval</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the July 2020 voucher/warrant packet # APPKT03578, Voucher # 241, in the amount of \$19,060.86, 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>																	



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	<p>Chris Seubert Moved to approve the July 2020 Expense Voucher as presented</p> <p>Lori Loseth Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p>Program Statistics</p>		
<p>Unfinished Business</p>		
<p>New Business</p>		
<p>COVID-19 Update - School Re-opening Plans</p>	<p>Dr. Lutz and Administrator attended a virtual town hall meeting with several parents in attendance. Meeting went well and many questions were answered.</p> <p>Meeting held last Saturday with Office of Superintendent of Public Instruction (OSPI) and Dept. of Health (DOH) regarding opening schools safely. Cut points in place: less than 25% incident rate to open K-12 following regulation can open. Governor is being both proactive and reactive. Now seeing significant increase in COVID cases despite doing most things right, and feedback from community members is it feels like we are being punished.</p> <p>Administrator added that schools feel frustrated because it is a moving target. Both Dr. Lutz and Administrator explained that the reality is it a moving target with constant change almost daily. Parents are beginning to understand. Asotin County had 2 more positive cases on Saturday, both related to each other and have ties to Lewiston. Total positive COVID cases now are 24.</p> <p>Chair, Monica Lawrence listened in on school meeting, and stated that the schools are dependent on whatever the State decides and is encouraged by their progress in developing a good approach with alternative online teaching programs.</p>	
<p>Freedom Pantry Lawsuit update</p>	<p>Administrator and Dr. Lutz had a meeting with Attorney last Friday. Kathy Hay, initiator of lawsuit, is encouraging others, via Facebook, to build and begin pantries throughout the county. She has removed the District's closure notice and District has pictures of donated food on the ground. Dr. Lutz and Attorney encourage staff to continue to do their jobs as they normally would and share correct information with parties interested in beginning a pantry.</p>	



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	<p>Public Health Educator visited with Chuck Whitman, who indicated that the local food banks and donation organizations have a surplus of food due to increased donations and flat or decreased demand.</p> <p>Administrator reported that the time to answer the legal discoveries and interrogatories is extensive, has added a significant amount to already taxed workloads, and is creating a hardship. Trial is currently scheduled for September 2021.</p>	
<p>Asotin County Aquatic Center Fee</p>	<p>Administrator forwarded lengthy email thread from initiated by Director of Aquatic Center, Scott Stoll requesting public records.</p> <p>Pool permitting fees have not changed since 2011.</p>	
<p>Dustan Loop Trailer Park</p>	<p>Per Administrator, there are new homes being built near the Aquatic Center that will be on PUD. The Dustan Loop Trailer Park is within 200 feet of PUD lines. There have been many septic complaints on units within the Trailer Park but when address with residents, they don't share information due to expected intimidation and retaliation by manager.</p> <p>Mark Haugen has prepared plans for the Trailer Park, but hasn't been paid for his services, nor has Carroll Nasland for trash services, so they have discontinued collection. This situation may quickly escalate to a solid waste issue.</p> <p>At this time there is very little conversation with owners and situation may likely get complicated.</p>	
<p>Announcements and Reports</p>		
<p>Great Appreciation / Condolences Former Chair Jim Jeffords & Family</p>	<p>Jim Jeffords, former Chair of the Board of Health, has passed away. Services will be held at River City Church in Lewiston at 11:00 AM. Brady Woodbury wanted to express his deepest condolences to family. Jim was only elected Eastern WA individual that sat on the State Board of Health and was able to take politics out of public health and address the heart of what public health does. Brady's entire family, including his children, really admired Jim. Jim competed in triathlons with his boys. Jim will be truly missed.</p> <p>Mayor Lawrence agreed with Brady and added that Jim was always diligent in efforts serving the County and increasing funds for public health. She added that Jim definitely believed in what he was doing in relation to public health.</p>	



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	Brian Shinn shared that we will all miss Jim. He and Jim were sworn into office in January 2011 and he counted on him a lot to help with knowing what to do as a County Commissioner. He always followed law and had a wonderful sense of humor.	
Executive Session	None	
Scheduled Meetings		
August 31, 2020 Board of Health Meeting	Scheduled next meeting for August 31, 2020 at 1:00, either virtual per order of Governor proclamation OR Commissioners' Chambers at Asotin County Annex. To be determined.	
Meeting Adjournment	Chair adjourned meeting at 1:32 PM after all agenda items discussed.	

TABLED ITEMS - NOT DISCUSSED		
Parking Lot Lease Agreement	Proposed Agreement still pending & not on this month's agenda. Shannon to contacted County COO, Chris Kemp on March 15, 2020 and June 23, 2020 inquiring.	
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.	Administr ator's review with Sheriff