



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 December 28, 2020 at 1:00 PM

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

Absent:

ACHD Staff: Health Officer Dr. Lutz, Administrator Brady Woodbury, Public Health Educator Sundie Hoffman, Shannon Jones

Public:

The regular Board Meeting was called to order by Monika Lawrence at 1:00 PM

Public Comment:

Topic	Discussion	Action / Follow-up
Public Comment		
Minutes Approval		
Approval of the 11-30-20 Regular BOH Meeting Minutes	<p>Chuck Whitman Moved to approve November 30, 2020 Regular BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity.</p> <p>Lori Loseth Seconded</p> <p>Motion passed Unanimously with no further discussion.</p>	Motion Passed
Financial Report		
November 2020 Financials	<p>Actual November 2020 net revenue <\$122,126>, budgeted <\$17,318>, variance <\$104,808>. Year to date variance \$108,084 net revenue.</p> <p>Largest contribution to month and year-to-date variance is due to unbudgeted COVID19 funding and related expenses. See Budget vs. Actual Recap for details by BARS code category and for year-to-date figures and variance explanations.</p> <p>Complete monthly Transaction Detail report provided to members of Board. Following are account balances:</p>	



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	<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;">\$18,279</td> </tr> <tr> <td>Treasurer's Health District (657.000)</td> <td style="text-align: right;">\$305,122</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; color: red;">(\$46,234)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$302,067</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Petty Cash)</td> <td style="text-align: right;">\$13,234</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$315,302</td> </tr> </tbody> </table> <p>Chris Seubert Moved to approve November 2020 Financials as presented.</p> <p>Brian Shinn Seconded Motion passed unanimously with no further discussion.</p>	FUND BALANCES		Treasurer's Health District ER&R (656.000)	\$18,279	Treasurer's Health District (657.000)	\$305,122	Treasurer's Health District Audit Acct (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$46,234)	Total Unencumbered Balances in Funds	\$302,067	Imprest Accounts (Expense, Sweep, Petty Cash)	\$13,234	Total Balance All Accounts	\$315,302	Motion Passed
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November 2020 Payroll Expenses Approval	<p>In accordance with Chapter 42.24 RCW, the November 2020 Draw Pay Register Packet PYPKT03930 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT03940, in the Employer amount of \$45,045.44, for a total Employer payroll amount of \$5,319.31. 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. Increase in amount due to \$5,370 in overtime costs related to COVID activities.</p> <p>Skate Pierce Moved to approve the November 2020 Draw Pay and monthly Payroll Detail Register Packet as noted above.</p> <p>Chuck Whitman Seconded Motion passed unanimously with no further discussion.</p>	Motion Passed																
1 st December 2020 Expense Voucher Approval - Clarkston School District	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the December 2020 Clarkston School District voucher/warrant packet # APPKT04002, Voucher # 248, in the amount of \$56,748.20, as presented, is approved. Payment may be processed by the Asotin County Auditor's Office as a direct payment to the Clarkston School District.</p> <p>Voucher and Transmittal presented at Board meeting detailing expenses</p>																	



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	<p>of Chromebooks and licenses, approved by COVID CARES funding.</p> <p>Brian Shinn Moved to approve the December 2020 Clarkston School District Expense Voucher as presented</p> <p>Skate Pierce Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p>2nd December 2020 Expense Voucher Approval – Stryker Medical</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the December 2020 Stryker Medical voucher/warrant packet # APPKT04027, Voucher # 249, in the amount of \$46,131.84, as presented, is approved. Payment may be processed by the Asotin County Auditor’s Office as a direct payment to the Stryker Medical.</p> <p>Voucher and Transmittal presented at Board meeting detailing expenses of requested MTS Power Load and Power Pro Ambulance Cot, approved by COVID CARES funding.</p> <p>Brian Shinn Moved to approve the December 2020 Stryker Medical Expense Voucher as presented</p> <p>Skate Pierce Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p>2nd December 2020 Expense Voucher Approval – Monthly Expenses Including COVID Costs</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the December 2020 voucher/warrant packet # APPKT04039, Voucher # 250, in the amount of \$53,673.56, 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>Brian Shinn Moved to approve the December 2020 Expense Voucher as presented</p> <p>Skate Pierce 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>		



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<p>COVID-19 Update – Asotin County</p>	<p>Our current case count total is 1062. Our numbers over the past two weeks are low partially due to reporting. Our number of reported cases were lower than expected from Thanksgiving holiday. We received a total 975 vaccines in our community. We are going to use up all the vaccines and then issue more for 2nd dose. Moderna vaccine was just approved. TSMH is the only one who received doses for our county. TSMH is reaching out to other providers within Asotin County to offer vaccine. TSMH has discretion as long as they follow CDC guidance.</p>	
<p>Parking Lot Lease Agreement</p>	<p>Proposed Agreement still pending & not on this month’s agenda.</p> <p>Shannon contacted County COO, Chris Kemp on March 15, 2020 and June 23, 2020 inquiring.</p> <p>Make this an agenda item for January 2021</p>	
<p>Warrant Signers</p>	<p>Checks from the Health District require two signatures- Shannon Chris and Brian and Holly are signers for checks. We will do a LHJ 101 in January</p>	
<p>New Employee</p>	<p>Receptionist will be filled by one of our Temp Employees</p>	
<p>Announcements and Reports</p>		
<p>Executive Session</p>	<p>Ended -1:27</p>	<p>Following the Executive Session, the Board reconvened and Board agreed through consensus that the Health District Administrator and Attorney</p>



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		Chris Kerley would work together to figure out the settlement.
Scheduled Meetings		
Month Day, Year Board of Health Meeting	<p>ARE WE MOVING TO QUARTERLY EFFECTIVE 1/1/21 AS AGREED TO A COUPLE OF MONTHS AGO?</p> <p>Scheduled next meeting for DAY, MONTH DATE, 2021 at 1:00, either virtual or in Commissioners' Chambers at Asotin County Annex, or both.</p> <p>Brian Shinn- Bi-Monthly seems to allow more information to be shared in a timely manner compared to a quarterly meeting.</p> <p>Chris Seubert prefers a monthly meeting</p> <p>Monika Lawrence - Believes during this time of the pandemic monthly meetings are important.</p> <p>Consensus is meet monthly until further notice</p>	Board adjusted the previous approval of quarterly meetings. We will continue monthly meetings through the pandemic.
Meeting Adjournment	Monika Lawrence adjourn meeting at 2:09 PM, after all agenda items discussed.	

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