

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 March 29, 2021 at 1:00 PM

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

Absent:

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

Public:

The regular Board Meeting was called to order by Chuck Whitman at 1:01 PM

Public Comment:

Topic	Discussion	Action / Follow-up
Public Comment		
Minutes Approval		
Approval of the 2-22-21 Regular BOH Meeting Minutes	Brian Shinn Moved to approve February 22, 2021 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Monika Lawrence Seconded Motion passed Unanimously with no further discussion.	Motion Passed
Approval of the 3-18-21 Special BOH Meeting Minutes	Chris Seubert Moved to approve March 18, 2021 Special BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Brian Shinn Seconded Motion passed Unanimously with no further discussion. Special BOH meeting regarding Asotin County Fair	Motion Passed
Financial Report		
February 2021 Financials	Actual February 2021 net revenue \$237,137 , budgeted \$32,590 , variance \$204,547 . See Budget vs. Actual Recap for details by BARS code category and for year-to-date figures and variance explanations. Complete monthly Transaction Detail report provided to members of Board. Following are account balances:	

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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;">\$18,453</td> </tr> <tr> <td>Treasurer's Health District - HEALTH (657.000)</td> <td style="text-align: right;">\$654,949</td> </tr> <tr> <td>Treasurer's Health District - AUDIT (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;">(\$45,186)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$653,117</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Petty Cash)</td> <td style="text-align: right;">\$46,478</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$699,595</td> </tr> </tbody> </table> <p>Skate Pierce Moved to approve February 2021 Financials as presented.</p> <p>Monika Lawrence Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	FUND BALANCES		Treasurer's Health District - ER&R (656.000)	\$18,453	Treasurer's Health District - HEALTH (657.000)	\$654,949	Treasurer's Health District - AUDIT (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$45,186)	Total Unencumbered Balances in Funds	\$653,117	Imprest Accounts (Expense, Sweep, Petty Cash)	\$46,478	Total Balance All Accounts	\$699,595	Motion Passed
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<p>February 2021 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the February 2021 Draw Pay Register Packet PYPKT04151 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT04170, in the Employer amount of \$41,042.79, for a total Employer payroll amount of \$41,316.66. 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 February 2021 Draw Pay and monthly Payroll Detail Register Packet as noted above.</p> <p>Chris Seubert Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed																

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<p>March 2021 Expense Voucher Approval</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the March 2021 voucher/warrant packet # APPKT04362, Voucher # 253, in the amount of \$23,867.87, 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>Monika Lawrence Moved to approve the March 2021 Expense Voucher as presented. Skate Pierce Seconded 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 – Asotin County</p>	<p>In order to stay in phase 3 our county must remain < 100 new cases per 14/days and <3 new hospitalizations per 7 days.</p> <p>Currently we have 27 case per 14/days and 0 hospitalizations. We are working with TSMH closely for vaccines issues and working very closely with the schools. Councilor Skate Pierce announce full time school will resume on April 12.</p> <p>The State reports that 19.4% of Asotin County's population have initiated vaccine and 13.5% are fully vaccinated (Administrator noted these numbers are likely lower than actual due to reporting issues with residents receiving vaccines in Idaho that are not being tracked in WAIS).</p>	
<p>Equipment Surplus Approval</p>	<p>District presented list of very old, outdated equipment items that are no longer working, not worth fixing and no longer have value. District is requesting approval to surplus (strip and recycle or dispose) of all items on list.</p> <p>Skate Pierce Moved to approve the District to dispose of all items on Surplus list as presented. Monika Lawrence Seconded Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>

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Free Food Pantry	Little free pantry settlement agreement is ongoing but near resolution.	
Announcements and Reports		
Executive Session		
Scheduled Meetings		
Next Meeting	1:00 PM April 26, 2021 Asotin County Commissioners' Chambers	
Meeting Adjournment	Chuck Whitman adjourned meeting at 2:02 PM, after all agenda items discussed. Chris Seubert made a motion, Skate Pierce seconded the motion.	Motion Passed