

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 June 28, 2021 at 1:00 PM

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

Absent: Chris Suebert

ACHD Staff: Administrator Brady Woodbury, Public Health Educator Sundie Hoffman, Fiscal Administrator Shannon Jones,

Public:

The regular Board Meeting was called to order by Chuck Whitman at 1:06 PM

Public Comment:

Topic	Discussion	Action / Follow-up																
Public Comment																		
Minutes Approval																		
Approval of the 5-24-21 Regular BOH Meeting Minutes	<p>Skate Pierce Moved to approve May 24, 2021 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity.</p> <p>Brian Shinn Seconded</p> <p>Motion passed Unanimously with no further discussion.</p>	Motion Passed																
Financial Report																		
April 2021 Financials	<p>Actual April 2021 net revenue \$3,537, budgeted <\$9,381>, variance \$12,918.</p> <p>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> <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;">\$18,473</td> </tr> <tr> <td>Treasurer's Health District - HEALTH (657.000)</td> <td style="text-align: right;">\$658,984</td> </tr> <tr> <td>Treasurer's Health District - AUDIT (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;">(\$47,585)</td> </tr> <tr> <td>Total Unencumbered Balances in Funds</td> <td style="text-align: right;">\$654,772</td> </tr> <tr> <td>Imprest Accounts (Expense, Sweep, Petty Cash)</td> <td style="text-align: right;">\$47,527</td> </tr> <tr> <td>Total Balance All Accounts</td> <td style="text-align: right;">\$702,299</td> </tr> </tbody> </table> <p>Skate Pierce Moved to approve April 2021 Financials as presented.</p> <p>Lori Loseth Seconded</p>	FUND BALANCES		Treasurer's Health District - ER&R (656.000)	\$18,473	Treasurer's Health District - HEALTH (657.000)	\$658,984	Treasurer's Health District - AUDIT (657.001)	\$24,900	Less Encumbered Leave Accrual Liability	(\$47,585)	Total Unencumbered Balances in Funds	\$654,772	Imprest Accounts (Expense, Sweep, Petty Cash)	\$47,527	Total Balance All Accounts	\$702,299	Motion Passed
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	Motion passed unanimously with no further discussion.	
April 2021 Payroll Expenses Approval	<p>In accordance with Chapter 42.24 RCW, the April 2021 Draw Pay Register Packet PYPKT04258 in the Employer Amount of \$273.87, and Payroll Detail Register Packet PYPKT04272, in the Employer amount of \$44,048.94, for a total Employer payroll amount of \$44,322.81. 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>Skate Pierce Moved to approve the April 2021 Draw Pay and monthly Payroll Detail Register Packet as noted above.</p> <p>Brian Shinn Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
May 2021 Financials	<p>Actual May 2021 net revenue <\$48,659>, budgeted <\$37,351>, variance <\$11,307>.</p> <p>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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<p>May 2021 Payroll Expenses Approval</p>	<p>In accordance with Chapter 42.24 RCW, the May 2021 Draw Pay Register Packet PYPKT04327 in the Employer Amount of \$350.37, and Payroll Detail Register Packet PYPKT04341, in the Employer amount of \$52,921.50, for a total Employer payroll amount of \$53,271.87. 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>Lori Loseth Moved to approve the May 2021 Draw Pay and monthly Payroll Detail Register Packet as noted above. Brian Shinn Seconded Motion passed unanimously with no further discussion.</p>	Motion Passed																
<p>June 2021 Expense Voucher Approval</p>	<p>In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the June 2021 voucher/warrant packet # APPKT04_____, Voucher # 256, in the amount of \$___, 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>																	

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	<p>Copy of Expense Voucher presented at Board meeting detailing all expenses included for reimbursement.</p> <p>Monika Lawrence Moved to approve the June 2021 Expense Voucher as presented</p> <p>Brian Shinn Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
Program Statistics		
Unfinished Business		
New Business		
Highlander For CHW Program	<p>Requesting BOH Approval for Lease</p> <p>Moved to approve purchase. Motion: Lori Loseth; seconded by Monika Lawrence</p>	Motion Passed
OSS Program Proposal for Policy Change	<p>OSS Program Policy Change Proposal to require Resident Homeowners who Design their own system to pass a written test in order to be allowed to design own system.</p> <p>Motion to approve the homeowner test to design their own system. Homeowner would study the WAC to pass the test. Effective August 1, 2021.</p> <p>Brian Shinn Motion to "Change the Policy regarding Homeowner OSS Design as proposed, effective Aug. 1, 2021.</p> <p>Monika Lawrence Seconded</p> <p>No further discussion</p>	Motion Passed
Announcements and Reports		
Free Food Pantry	<p>The settlement agreement has been agreed on. Currently waiting on all parties signatures. Shelf stable commercially packaged foods with fresh uncut or prepared fresh fruits and vegetables. ACHD will post the DOH guidance regarding pantry rules. The city still has concerns of the location of the pantry.</p>	
Executive Session	N/A	
Scheduled Meetings		
Next Meeting	1:00 PM July 26, 2021 Asotin County Commissioners' Chambers	
Meeting Adjournment	Chuck Whitman adjourned meeting at 1:49 PM, after all agenda items discussed.	