



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 November 28, 2022 at 1:00 PM

Present: Chuck Whitman (Chair), Skate Pierce (Vice Chair), Dan Button, Brendan Johnson, Lori Loseth

Absent: Lisa Barnes

ACHD Staff: Internal Fiscal Administrator Margaret Burch, Administrator Brady Woodbury, CLA Sarah Croskey, ACHD Staff - Lora Gittins, Beth Usher, Collin Jurries, Lia Kinyon

Public: None

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

Topic	Discussion	Action / Follow-up
Public Comment		
Minutes Approval		
Approval of the 10-31-2022 Regular BOH Meeting Minutes	Lori Loseth Moved to approve October 31, 2022 Regularly scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity Brendan Johnson Seconded Motion passed Unanimously with no further discussion.	Motion Passed
Financial Report		
August Financials	SEPT Balance Sheet & Profit & Loss Presented by CLA Net income loss revenue coming in August due to FPHS funding allocation from the state will see in August Financials	
Additional Financial Comments	FPHS Dollars from WA State are expected to come in to ACHD over the next few months	
Expense Voucher Approval	In accordance with the adopted Purchasing Policy, Procedure & Approval Process, the November 2022 voucher/warrant packet # APPKT06171 , Voucher # 273 , in the amount of \$16,104.59 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. Skate Pierce Moved to approve the November 2022 Expense Voucher as presented Dan Button Seconded	Motion Passed



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	Motion passed unanimously with no further discussion.	
Old Business		
<u>Charter Discussion</u>	<p>Charter changes made few additional edits requested.</p> <p>Skate Pierce Moved to approve the Board of Health Charter as presented</p> <p>Brendan Johnson Seconded</p> <p>Motion passed. With One (1) vote to abstain and Four (4) votes to approve.</p>	Motion Passed
<u>On-Site Sewage Discussion</u>	<p>On-Site Sewage Discussion – Updated Currently ACHD is working to finalize an OSS policy to include WAC and identify the permitting and installation policy for lots of record within Asotin County that are smaller than 12,500 sq. feet. Changing the Asotin County Health District Policy will require coordination with the building and planning department.</p> <p>Would include permitting and operations & maintenance including Septic Systems to be pumped in a required time of every 3 years to avoid system failures.</p> <p>Once this policy is approved ACHD & BOH will announce to the public with statement in newspaper/local news channels.</p> <p>Scheduled to have a Public Hearing on December 19th at 1:00pm</p> <p>Skate Pierce Moved to approve the Special Board of Health Public Hearing on December 19th, 2022 as presented</p> <p>Lori Loeth Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	Motion Passed
New Business		
<u>Public Hearing Started 1:15 PM 2023 Budget Presentation</u>	<p>Public hearing protocols reviewed by Chuck Whitman by reading the following statement to those in attendance.</p> <p>“You should be aware that anything you say can be recorded, even without your knowledge. So you should be conscious of anything you have to say.</p> <p>We have no authority to forbid tape recorders and cannot force anyone to inform us that they are tape recording, but as a courtesy to all present we would appreciate being informed if someone is recording.”</p>	



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<p>Public Hearing Ended 1:30 PM</p> <p><u>Program Statistics</u></p> <p><u>Dr. Lutz PowerPoint</u></p>	<p>Budget Presented by CLA including Fee Schedule Changes Skate Pierce Moved to approve the Fee Schedule Change as presented. Lori Loseth Seconded</p> <p>Discussion: Clarification Total assessment of changes coming from CPI and inflation. Reviewed Risk Level 4 Food Permitted Establishments and the definition of fermentation.</p> <p>Fee Schedule Changes can only voted on by Elected Board Members. Motion passed unanimously with no further discussion.</p> <p>Skate Pierce Moved to approve the 2023 Budget as presented. Lori Loseth Seconded</p> <p>Discussed the numbers that tie into Revenues & Expenses and including the following:</p> <ol style="list-style-type: none"> 1. Revenue funding policy 2. COVID FEMA funding is ending 3. Wages including COLA and CIP <ul style="list-style-type: none"> - Dan Button requested confirmation of COLA for employees at 3.1%. COLA Confirmed at 3.1% by Brady Woodbury. <p>Whole BOH voted on the total Revenue and Expenses. Motion passed unanimously with no further discussion.</p> <p>Current Program Statistics presented to the board. Board requested to have Maintenance line for hepatitis cases within the county- Not something that has funding.</p> <p>PowerPoint Presentation from Dr. Lutz. Summarized by Brady Woodbury. Covid numbers are increasing along with Influenza and Influenza like illness; as well as RSV.</p> <p>Identified that there are possibilities for low staff within organizations within the county due to out for illness and needs to work from home.</p> <p>Reviewed within Board the ability to add positive advertisements within Asotin County to encourage the public to be vaccinated and stay up to date with vaccines to prevent outbreaks not only for Covid-19 but also for the Flu.</p>	<p>Motion Passed</p> <p>Motion Passed</p>



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Updates/Discussion	Suggestion to keep BOH meeting scheduled at least until New year 2023 December 19 Special BOH Meeting to approve the OSS Policy	
Executive Session	N/A	
Scheduled Meetings		
Next Meeting	1:00 PM January 30, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	Chuck Whitman adjourned meeting at 1:47PM , after all agenda items discussed.	

Meeting minutes taken by: Margaret Burch, HR Administrator and Fiscal Reporting

FINAL