



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 May 22, 2023 at 1:00 PM

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

Absent: None

ACHD Staff: Administrator Brady Woodbury, Internal Fiscal Administrator Margaret Burch, CLA Sarah Croskey,

Public: None

The regular Board Meeting was called to order by **Skate Pierce** at 1:01**PM**

Topic	Discussion	Action
Public Comment		
Minutes Approval		
Approval of the 03-27-2023 BOH Meeting Minutes	Skate Pierce Approve March 27, 2023 the Regularly Scheduled BOH Meeting Minutes as submitted. Meeting was held in person with Zoom connectivity. Passed unanimously with no further discussion.	Approved to Form
Financial Report		
Financials	February & March Balance Sheet & Income Statement presented by CLA <u>Balance Sheet</u> compared to prior year – to explain difference and progress as a Year to Date comparison <ul style="list-style-type: none"> - Long term assets is the building/property. ACHD plans to present a plan later in this meeting to pay off debt to increase infrastructure. <u>Income Statement</u> – comparing to budget we use the Income Statement and budget to Indirect Rate <ul style="list-style-type: none"> - Starting to prepare for budgeting in the Fall - Forecast of where income will be at the end of the year - ELC (epidemiology and lab capacity) funding <ol style="list-style-type: none"> a. COVID funds payback has been received b. Funds for education and infrastructure that were not originally forecasted in the budget SAO (State Auditor Office) Audit Financial Report due May 30.	



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<p><u>One time compensation for employees</u></p>	<p>While Brady Woodbury was on leave two members of the ACHD staff stepped up to cover items and responsibility.</p> <p>Board of Health asked to approve a \$7,000.00 One Time Compensation for two ACHD staff.</p> <p>Chuck Whitman Moved to approve the One Time Compensation as presented.</p> <p>Brendan Johnson Seconded</p> <p>Comments: Past compensation for duties completed while Administrator was on leave. These employees stepped in when ACHD funding went thru changes and several months of working out how to best utilize those funds. This compensation was calculated by identifying a percentage and wasn't to develop a procedure for when employees go above and beyond.</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p><u>Petty Cash Increase</u></p>	<p>In accordance with the adopted Purchasing Policy, the ACHD Petty Cash till base was requested to be increased to \$100.00.</p> <p>Chuck Whitman Moved to approve the Petty Cash as presented.</p> <p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p><u>Purchase of ACHD Building</u></p>	<p>In accordance with the adopted Purchasing Policy, the purchase of ACHD Building at 102 1st Street, Asotin WA 99402 voucher/warrant packet # APPKT06653, Voucher # 280, in the amount of \$114,678.95 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.</p> <p>Brendan Johnson Moved to approve the Purchase of ACHD Building 102 1st Street, Asotin WA 99402 Expense Voucher as presented.</p> <p>Chuck Whitman Seconded</p> <p>Comments: Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p><u>Strategic Planning</u></p>	<p>ACHD presented a plan to update the process of implementing a Step Increase for all ACHD employees.</p> <ul style="list-style-type: none">- This process would require education and development of employee to move up in steps.	



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	<ul style="list-style-type: none"> - Important for new Hire and Current employees to have goals to move up with experience and development. - Currently ACHD is not seeking final approval from the Board, but is providing an update that the Step Increase Process is being updated. 	
Additional Comments		
Expense Voucher Approval	<p>In accordance with the adopted Purchasing Policy, the April 2023 voucher and warrant packet # APPKT06652, Voucher # 278, in the amount of \$43082.50 as presented, is approved. Payment processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account.</p> <p>Chuck Whitman Moved to approve the April 2023 Expense Voucher as presented.</p> <p>Daniel Button Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p>In accordance with the adopted Purchasing Policy, the May 2023 voucher and warrant packet # APPKT06742, Voucher # 279, in the amount of \$33,771.58 as presented, is approved. Payment processed by the Asotin County Auditor's Office to replenish the Asotin County Public Health District's revolving Imprest Expense Account.</p> <p>Brendan Johnson Moved to approve the May2023 Expense Voucher as presented.</p> <p>Chuck Whitman Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p> <p>Motion Passed</p>
Old Business		
Purchase of Toyota Highlander	ACHD has successfully purchased the vehicle, it is registered and only waiting on the title to be delivered to the ACHD PO box. (Title was received 5/22/2023 at 4:00pm when mail collected.)	
New Business		
On Call Policy	<p>ACHD presented the attached On Call Policy to the Board of Health</p> <p>Brendan Johnson Moved to approve the On Call Policy as presented.</p> <p>Daniel Button Seconded</p> <p>Comments:</p> <ul style="list-style-type: none"> - Employees would share the on call responsibilities following a schedule and training coordinated with the Administrator. - ACHD Procedure follows all WA State laws and guidelines for On Call rules and regulations. <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>

