



Asotin County Health District
 102 1st Street | PO Box 306, Asotin, WA 99402
 Phone: 509-243-3344 Fax 509-2432-3345
 www.ac-hd.org

Asotin County Local Board of Health Meeting
October 30, 2023 at 1:00 PM

Present: Skate Pierce (Chair), Chuck Whitman (Vice Chair), Lisa Barnes, Dan Button, Lori Loseth, Brendan Johnson
 Absent: None.
 ACHD Staff: Administrator Brady Woodbury, Internal Fiscal Administrator Margaret Burch, Lora Gittins, Beth Usher, Amy Finney
 Public: Jim & Jo Sargeant

The regular Board Meeting was called to order by **Skate Pierce** at 1:00**PM**

Topic	Discussion	Action
Minutes Approval		
Approval of the 09-25-2023 BOH Meeting Minutes	<p>Skate Pierce Moved to approve September 25, 2023, the Regularly Scheduled BOH Meeting Minutes as submitted. The meeting was held in person with Zoom connectivity.</p> <p>Comment: Clarifying edits made by Brady regarding the Minutes clarity of 2023 budget amendments and 2024 budget approval.</p>	Motion Passed
Financial Report		
Financials	<p><u>August & September Balance Sheet & Income Statement</u> Presented by Brady FPHS funds have been received. Have put a hold on the purchase of a new building, because that will not be completed before 12/31/2023.</p> <p><u>2024 Budget Approval</u> File sent of email to BOH for review. Ideally will be voted on in November meeting with discussion to follow up on the budget as presented.</p>	
Expense Voucher Approval	<p>In accordance with the adopted Purchasing Policy, the October 2023 voucher and warrant packet # APPKT07205, Voucher # 284, in the amount of \$33,697.25 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 October 2023 Expense Voucher as presented.</p>	Motion Passed



	<p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	
Old Business		
<p>WIC Funding & Local Government Assistance 2023</p> <p>Employee Handbook Approval</p> <p>Employee Salary Matrix Approval</p>	<p><u>WIC Funding & Local Government Assistance Invoices</u> Invoices sent and payments received from local government for 2023.</p> <p><u>Employee Handbook Approval</u> Draft copies sent to the board for approval. Final edits pertaining to formatting and grammatical changes.</p> <ol style="list-style-type: none"> a. The handbook is written in a general fashion to accommodate the WA Laws that change. b. The Handbook is intended to allow for employees to have discussions with HR and to have policy where it is required. c. HRA VEBA account review and benefits of use for ACHD employees as outlined in Handbook. d. Workplace conduct includes harassment of any sort. e. The intent of the Handbook is to have appendixes at the end for any potential changes in the future. <p>The Asotin County Health District Handbook 2023 as presented, is approved.</p> <p>Lisa Barnes Moved to approve the Handbook 2023 Expense Voucher as presented.</p> <p>Brendan Johnson Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p><u>Employee Salary Matrix Approval</u> The Salary Matrix is intended to right size our employees' wages, starting 1/1/2024.</p> <p>As ACHD expands into funding through FPHS and program work. ACHD needed a process to hire into positions to align with the employment pool within our community while also being competitive.</p> <p>For example, in the event an employee was hired but developed additional duties. ACHD would invest in the training and position increase and maintain longevity of that employee's tenure with ACHD.</p>	<p>Motion Passed</p>



	<p>To comply with L&I employees who have specific responsibilities need to be paid as salary verses hourly. For example, authority to hire & fire employees.</p> <p>All current ACHD employees will be right sized to Step 1 within the Matrix. No ACHD employee took a hold or decrease in wages to fit within Step 1.</p> <p>Longevity for employees is included to adjust to the longevity.</p> <p>In the event any employee is going to jump up a step level with a pay increase. Those one-time adjustments will be brought to the BOH for approval.</p> <p>The Salary Matrix will be reviewed and approved by the BOH every 5 years.</p> <p>The Asotin County Health District Salary Matrix 2023 as presented, is approved.</p> <p>Chuck Whitman Moved to approve the Salary Matrix 2023 Expense Voucher as presented. * With Longevity corrected to 12-month amount**</p> <p>Lisa Barnes Seconded</p> <p>Motion passed unanimously with no further discussion.</p>	<p>Motion Passed</p>
<p>New Business</p>		
<p><u>Unique Entity Identifier (UEI) for Asotin County Health District</u></p> <p><u>Community Health Assessment Updates</u></p>	<p><u>Unique Entity Identifier (UEI) for Asotin County Health District</u> UEI for ACHD is tied to the district. However, the number has gone to an inactive state since no current ACHD employee is tied to the account/number.</p> <p>Will need one BOH member to sign two memos. First being on confirming that Brady Woodbury is the Administrator and has been hired since 2011. Second, being an approval from Brady and BOH member that Brady Woodbury and Margaret Burch can be added to the UEI account/number.</p> <p>Brendan Johnson Moved to approve to have Chuck Whitman to sign the Memos as reviewed above and work with AHCD to complete by end of week.</p> <p>Lisa Barnes Seconded</p> <p>Motion passed unanimously with no further discussion.</p> <p><u>Community Health Assessment Updates - Lora G</u> Completed Four community focus groups, Mental Health, Substance Use, Housing and Aging in Place, General Topics</p>	<p>Motion Passed</p>



<p><u>Program Statistics DOH PDF</u></p> <p><u>Agenda Change from Brady</u></p>	<p>Events were very well received from the community. Rough draft for CHA expected by end of January. Survey will be open until mid November.</p> <p><u>Program Statistics DOH PDF – Beth U</u> Small number reporting review. Across the state of WA, need to get back in the habit of small number suppression. The DOH guidelines link is a very long document and provided to the BOH.</p> <p>The Stats sheet will be easier to read. Will be following small number reporting will be suppressed.</p> <p>Environmental health permitting counts and inspections completed do not qualify under the small number reporting.</p> <p><u>Agenda Change from Brady – Public Comment</u> To follow a new agenda where public comment is entered after the new business and above the announcements section.</p>	
<p>Public Comment</p>	<p>2 min per speaker. At the discretion of the BOH may address at the end of the meeting when time allows. Jim S. – Would someone then request to be added to the agenda and would like to be added to BOH. 1:52pm- 1:54pm</p>	
<p><u>Announcements/ Reports PHMC</u></p> <p><u>COOP Plan</u></p> <p><u>Health Officer</u></p> <p><u>New Hire</u></p>	<p><u>Public Health Management Certificate – Lora G</u> Lora is working on an integrated project – the strategic plan for ACHD was last updated in 2018. Mission, Vision, and Values will be put before the BOH for a resolution. Lora will send out to the BOH for review and will include previous versions of Misson and Vision.</p> <p><u>Introduction to ACHD Continuity of Operations Plan (COOP Plan) – Peggy B</u> A plan to follow when there is a disruption to normal operations of day-to-day work. To identify critical actions that must be completed.</p> <p><u>Health Officer</u> Site visit 11/2/2023. Dr. Lutz is available the 4th Tuesday of each month to attend the BOH Meetings if the BOH is interested in moving the scheduled meeting times for 2024.</p> <p><u>New Hire</u> New Employee Amy Finney Hired 8/16/2023. Posting for Outreach Specialist is open for applications.</p>	



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	Posting for Office Tech is open for applicants.	
Updates/Discussion		
Executive Session	Not Anticipated	
Scheduled Meetings		
Next Meeting	1:00 PM November 30, 2023 Asotin County Commissioners' Chambers	
Meeting Adjournment	Skate Pierce adjourned meeting at 2:04 PM, after completed agenda items discussed	

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

F E M I N A L