



BONNEVILLE CLARK CUSTER FREMONT  
JEFFERSON LEMHI MADISON TETON

Promoting the Health of People & Their Environment

## **EASTERN IDAHO PUBLIC HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES**

May 16, 2013

PRESENT:	<u>MEMBERS</u>	<u>STAFF</u>	<u>GUESTS</u>
	Robert Cope	Geri Rackow	Mimi Taylor
	Barbara Nelson	Steve Thomas	Angela Cook
	Lee Staker	Gary Rillema	
	Kimber Ricks	Kellye Eager	
	Kathy Rinaldi	Tamara Cox	
	Greg Shenton	Lorraine Hiltbrand	
	Lee Miller	Cheryl O'Connell	
	Lin Hintze		

Chairman Cope brought the meeting to order at 9:00 a.m. He introduced Cheryl O'Connell who has been hired to fill the district's Management Assistant position, as Lorraine Hiltbrand will be retiring May 31, 2013.

### **BOARD OF HEALTH MEETING MINUTES—FEBRUARY 14, 2013**

MOTION: Lee Miller made a motion to approve the February 14, 2013, Board of Health meeting minutes as written. Kimber Ricks seconded the motion and it carried unanimously.

### **2013 BOARD OF HEALTH MEETING CALENDAR**

Geri Rackow stated that due to a scheduling conflict it is necessary to change the Public Hearing on June 5<sup>th</sup> from 10:00 a.m. to 12:30 p.m. A conference call originating from the Idaho Falls office will be set up to include those attending the Idaho Association of Boards of Health meeting in Pocatello and board members that will be calling in from other locations.

The Board of Health meeting originally scheduled for November 14, 2013, will be changed to November 7, 2013.

The National Association of Local Boards of Health meeting is being held in Salt Lake City August 14<sup>th</sup> – 16<sup>th</sup>. Chairman Cope is planning to attend.

### **BOARD ELECTIONS**

Ms. Rackow explained the Board Elections normally take place in June but since the Board will be attending IAB in lieu of a regular meeting, the elections will be held today and the effective date will be July 1, 2013.

MOTION: Kathy Rinaldi made a motion for Robert Cope to continue to serve as Chairman and Barbara Nelson continue to serve as Vice Chairman of the Eastern Idaho Public Health District Board of Health for FY2014. Greg Shenton seconded the motion and it carried unanimously.

## **CLARIFICATION OF DIRECTOR'S DUTIES**

### **Delegation of Authority to Impose Quarantine and Isolation Orders**

Chairman Cope stated Ms. Rackow would like direction from the Board regarding delegated authority to the Director of Eastern Idaho Public Health District to impose orders of isolation and quarantine for an infectious disease emergency.

**MOTION: Lee Miller made a motion to reaffirm authorization for the director of Eastern Idaho Public Health to impose orders of isolation and quarantine for infectious disease emergency pursuant to Idaho Code §39-415. Greg Shenton seconded the motion and it carried unanimously.**

### **Contracts**

Chairman Cope reported that Idaho Code states the Board has the authority to enter into contracts and it would be preferable to have documentation in the minutes that the Board delegates the authority for the director to sign those contracts.

Lee Staker said that he feels the Board should be reviewing the contracts and if the Board doesn't review the contract, the contract is not enforceable.

Ms. Rackow reported that the majority of contracts the health district has are ongoing contracts with either Idaho Department of Health and Welfare or Idaho Department of Environmental Quality. She also indicated that many of these contracts have a very short turnaround time. If the Board allows her the authority to sign contract renewals, she suggested that a list of all such contract be presented to the Board at its next meeting for review and ratification.

**MOTION: Lee Staker made a motion that the Board authorize the director of Eastern Idaho Public Health District to sign the continuation or renewal of contracts with ratification of the Board at the next Board of Health meeting. New contract proposals will be presented to the Board for approval before being signed. In the event of particular time constraints, the Executive Committee can authorize the Director to enter into a new contract. Kimber Ricks seconded the motion and it carried unanimously.**

### **Setting District Policy**

Ms. Rackow inquired regarding Board authorization to develop policy.

**MOTION: Lee Staker made a motion that all policies require Board approval before implementation. Greg Shenton seconded the motion and it carried unanimously.**

### **Personnel Actions**

Ms. Rackow stated that she will keep board members informed of any personnel issues involving his/her respective county.

### **Idaho Association of Boards of Health (IAB) 2013 Annual Meeting**

IAB will be held in Pocatello June 5-6, 2013. Chairman Cope, Kimber Ricks, and Lee Miller are planning to attend. Proxies were distributed for those unable to attend.

### **Medicaid Expansion Resolution**

Ms. Rackow explained the resolution to support the Medicaid expansion which would provide cost effective healthcare services for low income, uninsured Idahoans.

**MOTION: Kimber Ricks made a motion to approve the resolution supporting Medicaid expansion in Idaho. Lin Hintze seconded the motion and it carried unanimously.**

### **Food Establishment License Fee**

There was discussion regarding the resolution to support the Food Establishment License Fee Increase. The resolution supports license fees equivalent to the actual costs for public health that are unified between all health districts to deliver Idaho's food safety inspection program.

**MOTION: Barbara Nelson made a motion to approve the resolution to support a food establishment license fee increase. Lee Staker seconded it and it carried unanimously.**

### **County Health Rankings**

Ms. Rackow reported that Madison County has again been identified as the healthiest county in Idaho, a designation it has held for the past several years from the County Health Rankings report. Furthermore, five of the six remaining counties in our health district scored in the top twenty. Clark County is not ranked. Each year, individual counties are ranked on a variety of factors that have an effect on health, including the environment, education and jobs, access to and quality of healthcare, and individual behaviors just to name a few. Services and program offered by the health district have a positive impact on the community's overall health. The full report can be accessed at [www.countyhealthrankings.org/idaho](http://www.countyhealthrankings.org/idaho).

### **Smokefree Idaho White Page**

Smokefree Idaho requested and received endorsement from the health districts on the danger of secondhand smoke, thus encouraging people to advocate for everyone's right to breathe clean air.

### **Planned Parenthood**

Ms. Rackow reported we received notification that a Request for Proposal (RFP) was being issued for the provision of Title X services in Idaho. Currently, Idaho's health districts provide these services through a contract administered by the Idaho Department of Health and Welfare. Planned Parenthood intends to respond to the RFP and has asked the health districts if they would continue to provide the services if its organization were awarded the contract. We have not been notified that the RFP has been awarded, but we should receive notification before July 1, 2013.

**MOTION: Lin Hintze made a motion to proceed with providing Title X services in the event Planned Parenthood receives the contract. Barbara Nelson seconded the motion and it carried with the following vote: 2 voting nay and 5 voting aye.**

### **Medical Home Coordinator Pilot Project**

Ms. Rackow explained that Eastern Idaho Public Health District and Southeastern Idaho Public Health were contacted by the Idaho Department of Health and Welfare to consider participating in a pilot project which would introduce the Medical Home concept to more rural areas of Idaho. Each district is being asked to partner with two to three medical providers in their area with the goal of working with the medical provider and patients' families to better manage the care of pediatric patients. This is a two year project, with funding being provided for a full time, temporary health educator in our health district. The funding is provided through the Maternal Child Block Grant and Medicaid. The project will be evaluated at the end of the two-year trial period.

**MOTION: Kathy Rinaldi made a motion to support the Medical Home Coordinator position. Kimber Ricks seconded the motion and it carried unanimously.**

### **New Staffing Change**

Ms. Rackow introduced Mimi Taylor who will be assuming the duties of the District's Public Information Officer.

### **WIC BREASTFEEDING PEER COUNSELOR PROGRAM**

Ms. Rackow introduced Angy Cook who oversees the Breastfeeding Peer Counselor component of our WIC (Women, Infant, and Children) program. EIPHD's Breastfeeding Peer Counselor program received the honor of being #17 out of 1,700 in the nation for the highest percent of moms breastfeeding; this number puts us in the top 1% for FY2011.

Ms. Cook reported breastfeeding peer counselors train mothers on breastfeeding and provide additional assistance to new moms as needed. The counselors receive specialized breastfeeding training and are available at all times to mothers for training and assistance. Eastern Idaho Public Health District has three Board Certified Lactation Counselors.

### **LEGISLATIVE AUDIT REPORTS**

Steve Thomas reported the legislative auditors are still working at completing the FY2011 and FY2012 audits for our agency. We anticipate receiving the final reports in September or October.

### **FISCAL REPORT**

Mr. Thomas reviewed the budget through the end of April 2013. At a previous meeting \$300,000 was added to the budget for FACH Immunization activity increases and \$302,000 was taken out of reserves for the electronic medical record system. We are currently 2.9% below actual expenditures.

We are 9% above budgeted revenue after adding the \$300,000 budget amendment for increased fees. Also, fees for food licenses and state payments increase the revenue in the middle part of year and they keep us a little above budget until the end of the fiscal year. The increase in fees is due to increased numbers of Tdap vaccinations resulting from the ongoing Pertussis outbreak, flu vaccinations, as well as expanded insurance billing.

Due to paying off the building loan, there are no funds in the Capital Reserve Account. At the current time there is only an Operating Reserve Balance which is approximately 90 days of operating reserves. There can be a \$150,000 - \$200,000 swing depending on interagency Receivables from Health and Welfare or DEQ.

Geri stated we anticipate having carryover from this year's budget.

### **SEQUESTRATION**

Ms. Rackow reported updated information has not been received regarding the Federal Sequestration. Health and Welfare has made tentative plans for a 5% or 8% decrease, but it is all speculation and no definite information is available at this time. Any reductions will be addressed by the specific programs. The Board will be updated as information is received.

### **STATE APPROPRIATION**

Ms. Rackow reported she recently attended a meeting with health district directors and staff from the state's Department of Health in which the public health funding formula for state appropriations was discussed. Health District 4 had reported they were considering seeking their own appropriation from the Legislature next year. After lengthy discussion among the group, Russ Duke, Director from Health District 4, agreed to ask his Board of Health to consider postponing this action for the time being while alternative options are discussed. This topic will be an agenda item for the upcoming Trustee Meeting in Pocatello.

### **FY2014 BUDGET PROPOSAL**

Ms. Rackow reviewed the FY2014 budget proposal.

#### Contracts:

- Decrease in Health Preparedness' ASPR pass-through funds.
- Elimination of Health Promotion's diabetes contract.
- Contract funding for Environmental Health and Family and Community Health (FACH) will remain at similar levels as last year.
- Anticipate an increase in the WIC contract.

#### Fees:

- Family & Community Health Services division has done a good job at setting its fees, taking into consideration what the market will bear.

Some of the increased costs we have had to budget for in FY2014 include:

- Increase in employee health insurance
- With the new web-based software programs we have added in the last couple years, there is an increased cost for the bandwidth.

Eighty-two thousand dollars are needed to balance the budget. Ms. Rackow expressed concern that funds have not been included in the FY2014 budget for replacement of vehicles, printers or copy machines, or other building maintenance or repair (such as the replacement of carpet in our satellite offices). Also, at some point in time, funds need to be budgeted to start replenishing the Capital Reserve Account.

**MOTION: Barbara Nelson made a motion to approve the proposed FY2014 Operating Budget of \$6,477,717 which includes a 3% increase in the county contribution. Motion seconded by Lin Hintze and the motion passed unanimously.**

## **OPERATING AND CAPITAL RESERVE ACCOUNT**

**MOTION:** Kimber Ricks made a motion to approve the Operating Account as presented. The Capital Account will be reviewed in September 2013. Lee Miller seconded the motion and it carried unanimously.

## **ENVIRONMENTAL HEALTH**

### **Memorandum of Understanding With Department of Environmental Quality (DEQ)**

Kellye Eager reviewed the Memorandum of Understanding that was implemented in February 2013 between the districts and the Department of Environmental Quality.

### **Contract with Department of Water Resources (DWR)**

Ms. Eager reviewed the contract EIPHD has with the Division of Water Resources (DWR) to assist with onsite well inspections in Lemhi County. The per hour reimbursement rate was increased from \$42 to \$47. DWR has now contacted with Public Health District 2 to provide similar services in that district.

### **Report on Septic Audit**

Ms. Eager reviewed the septic audit that completed September 2012. The audit was completed on Bonneville County and no violations were noted. One issue addressed was dealing with complex systems.

## **HEALTH PREPAREDNESS, PROMOTION, & SURVEILLANCE (HPPS)**

Ms. Rackow reported the District's HPPS staff participated in a statewide full scale exercise the last week of April. This was a three-day exercise and the second day was located at our new Point of Distribution location (POD) at BYU Idaho. Overall it was a good experience.

## **FAMILY AND COMMUNITY HEALTH**

Mr. Rillema reviewed information regarding immunizations and stated that the District has been offering onsite clinics in the schools and a Free Immunization Clinic is being held at the Health District on Monday, May 20.

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Robert Cope, Chairman

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Geri Rackow, Secretary