



BOARD OF HEALTH MEETING MINUTES DRAFT

June 19, 2014
9:00 a.m. – 12:00 p.m.

PRESENT: **BOARD OF HEALTH MEMBERS**
Robert Cope, Commissioner, Chairman
Barbara Nelson, M.D.
Lee Staker, Commissioner
Kathy Rinaldi, Commissioner
Greg Shenton, Commissioner
Wayne Butts, Commissioner
LeRoy Miller, Commissioner
Brian Farnsworth, Commissioner
Kimber Ricks, Commissioner

STAFF MEMBERS
Geri Rackow, Director
Angy Cook
Tammy Cox
Kellye Eager
Cheryl O'Connell
Gary Rillema
Steve Thomas

ADMINISTRATIVE ITEMS

1. Call to order

The meeting was called to order by Chairman Cope at 9:03 a.m. Wayne Butts, Custer County Commissioner, is filling in for Commissioner Lin Hintze. Commissioner Rinaldi is absent from the meeting. Commissioner Staker was excused from 9:45 to 10:30.

2. Approval of Board of Health Meeting Minutes

MOTION: **Commissioner Staker made a motion to approve the April 10, 2014, Board of Health Meeting Minutes as written.**

SECOND: **Dr. Nelson**

ACTION: **MOTION CARRIED UNANIMOUSLY**

3. Executive Session to Discuss an Environmental Health Enforcement Action Follow

MOTION: **Commissioner Shenton made a motion to enter into Executive Session under Idaho Code 67-2345, to discuss an Environmental Health Enforcement Action follow up with legal counsel, Gregory Crockett.**

SECOND: **Commissioner Farnsworth**

ACTION: **MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE (Ricks – yes; Butts – yes; Staker – yes; Miller – yes; Nelson – yes; Farnsworth – yes; Shenton – yes).**

Chairman Cope reconvened the meeting following Executive Session.

MOTION: **Commissioner Ricks made a motion to approve issuance of a septic permit to Kamlah Roundy following payment of attorney fees in the amount of \$5260.00.**

SECOND: **Commissioner Farnsworth**

ACTION: **MOTION CARRIED UNANIMOUSLY**

MOTION: **Dr. Nelson made a motion to allow Mr. Kamlah Roundy 60 days to pay the attorney fees.**

SECOND: **Commissioner Staker**

ACTION: **MOTION CARRIED UNANIMOUSLY**

- MOTION:** Commissioner Staker made a motion to have Mr. Crockett send Guy Roundy a letter giving him 10 days to comply with previous EIPHD requests or suit will be filed in District Court.
- SECOND:** Commissioner Ricks
- ACTION:** MOTION CARRIED UNANIMOUSLY

Mr. Crockett excused himself from the meeting.

4. Election of Board Officers

Chairman Cope stated that it is time to elect new officers for the Board of Health and since he did not seek re-election as a Commissioner, it is likely that he will be leaving the Board of Health at the end of the year. Therefore, the Board should consider electing a new chairman. He asked for nominations and/or discussion. It was noted that Commissioner Rinaldi did not seek re-election either, so Teton County may appoint a new Board of Health representative at the start of the year as well. It is possible that other Commissions may also make changes to their EIPHD Board of Health representative. Discussion followed.

- MOTION:** Commissioner Ricks nominated Commissioner Cope to serve as Chairman of the Board
- SECOND:** Dr. Nelson
- ACTION:** MOTION CARRIED UNANIMOUSLY
- MOTION:** Dr. Nelson made a motion to postpone election of BOH officers until the February 2015 Board Meeting.
- SECOND:** Commissioner Ricks
- ACTION:** MOTION CARRIED UNANIMOUSLY

Any issues that arise between January and the time a new Chairman is in place will be handled by Dr. Nelson as the Board Vice Chairman.

Chairman Cope reminded the Board that he is also serving as the Trustee and that Trustee meetings start in November. He recommended that a Trustee be elected or appointed before that time. The Trustees participate in a weekly conference call to discuss legislative issues.

Dr. Nelson nominated Commissioner Staker as the Trustee

- MOTION:** Commissioner Farnsworth made a motion that the nominations cease.
- SECOND:** Commissioner Shenton
- ACTION:** MOTION CARRIED UNANIMOUSLY
- MOTION:** Commissioner Farnsworth made a motion that Commissioner Staker be elected District Trustee by acclamation.
- SECOND:** Commissioner Shenton
- ACTION:** MOTION CARRIED UNANIMOUSLY

5. Idaho Association of Local Boards of Health Annual Meeting Report

Commissioners Staker, Ricks, Miller, Farnsworth, and Ms. Rackow attended the meeting and thought the information presented was useful. Commissioner Ricks attended the Trustee meeting in Commissioner Cope's absence. Those who attended the conference shared information on the topics covered at the meetings.

- a. National Association of Local Boards of Health (NALBOH) Update: Ms. Rackow reported that NALBOH will be having its 2014 annual conference August 13-15 in Milwaukee, Wisconsin. As she reported earlier this year, NALBOH has gone through reorganization; however, there has not been much

information shared about the current status of the organization. At this point, EIPHD did not renew its NALBOH membership as our Board decided to wait and see the results of the reorganization to determine the future viability of the organization. The most recent information on NALBOH is available on its website at www.nalboh.org.

- b. Your Health Idaho: Ms. Rackow reviewed with the Board the presentation given by Your Health Idaho at the conference. She reported that Idaho's health districts had a contract last year to provide In-Person Assisters during the open enrollment period. At this point, she is not sure if a contract will be offered to the health district to provide the service again this year, but if so, she would like the Board's support.
- c. Statewide Healthcare Innovation Plan (SHIP) Update: Ms. Rackow updated the Board on the SHIP project. At this point, the State is planning to submit an application for a four-year implementation grant. Public health could play a role in the SHIP, with possible roles and responsibilities involving Administrative support for the regional collaboratives; Care Coordination for Patient Centered Medical Homes; Community Health Worker Program Administration; Your Health Idaho In-Person Assisters; and Population Health Management. Each health district could decide independently which roles they would like to assume in the SHIP. Cost estimates for the various roles have been provided by the health district directors to the State staff for inclusion in the implementation grant application. Ms. Rackow will keep the Board updated as more details become available.

DIRECTOR'S REPORT

1. District Staffing Updates

As an informational item, Ms. Rackow updated the Board on staffing changes in the agency for the past year. There have been 17 employees leave; ten of those retired and each with 15 to 40 years of experience. All of these vacated positions have been replaced except for an open Environmental Health Specialist position for which we are currently recruiting. She indicated that EIPHD has lost a lot of organizational history over the past year, but shared her excitement of the new staff that have come on board and the talent and skills that they bring to the agency.

2. FY2015 Employee Compensation Plan Update

Ms. Rackow reported that a minor change had to be made to the Compensation Plan and was reviewed and approved by the Board of Health at its last meeting. Based on guidance from the Division of Financial Management, the salary distribution matrix was changed so that employees with an "achieves" rating and a "solid" rating were not receiving the same percent of increase. Once this change was made, our Compensation Plan was approved. In addition to the merit increases for FY2015, we made some other adjustments to bring staff to at least 70% of policy and a couple of salary equity adjustments. Overall, changes in compensation exceeded our budget estimate by approximately \$10,000. As discussed at the last meeting, carryover dollars from this current year's budget will be used to cover this additional expense.

3. Organizational Values & Vision

Ms. Rackow shared with the Board the summary of the values discussion and exercise that was completed by all employees, including the Board of Health, over the past few months. This summary was shared with the all employees at the district's General Staff Meeting held in May.

4. Ratification of Contract Renewals

Ms. Rackow reviewed with the Board the list of contract renewals and pending renewals through the remainder of 2014 and the changes associated with the contracts, none of which were significant. She did report that we have one new contract for school nursing services with Teton School District, which is the same service we offer in many other school districts. Ms. Rackow indicated that at this time, due to staffing changes in Lemhi/Custer County, we will not renew the Well Drilling Inspection contract that has been in place. Once a new Environmental Health Specialist is hired and trained for these counties, we may revisit

renewing this contract. Also, our contract with Your Health Idaho to provide In-Person Assister services has been fulfilled.

Contracts Renewed or Amended

Contract Title	Contractee
HIV Care (Ryan White Part B)	IDHW
Comprehensive Cancer Control	IDHW
Tobacco Education/Prevention	IDHW
Medical Home Coordinator	IDHW
Women's Health Check	IDHW
Oral Health	IDHW
Physical Activity & Nutrition & Enhancement	IDHW
Public Health Readiness Activities	IDHW
Adolescent Pregnancy Prevention	IDHW
Epi Surveillance	IDHW
Hospital Preparedness Program-ASPR	IDHW
Public Health Emergency Preparedness (PHEP)	IDHW
Public Water Systems	DEQ
School Nursing Services	Bonneville County School District #93
School Nursing Services	Clark County School District #161
School Nursing Services	Custer County School District #181
School Nursing Services	Custer County School District #182
School Nursing Services	Fremont County School District #215
School Nursing Services	Jefferson County School District #251
School Nursing Services	Jefferson County School District #252
School Nursing Services	Lemhi County School District #291
School Nursing Services	Madison County School District #321
School Nursing Services	South Lemhi School District #292
School Nursing Services	Sugar-Salem School District #322
School Nursing Services	Teton County School District #401
School Nursing Services	Teton Valley Community Schools
School Nursing Services	West Jefferson School District #253
WIC	IDHW

Contracts Pending Renewal

Contract Title	Contractee	Start Date
Child Care Health & Safety	PHD4 (IDHW)	7/1/2013
Epi Surveillance (PHEP)	IDHW	7/1/2013
Family Planning - Title X	IDHW	8/1/2013
BioSense	IDHW	9/1/2013
Children's Special Health Program(CSHP)	IDHW	10/1/2013
Epi Education	IDHW	10/1/2013
WIC	IDHW	10/1/2013
Public Health Readiness Activities	IDHW	11/1/2013

MOTION: Commissioner Ricks made a motion to approve signed and pending contracts.
SECOND: Commissioner Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

DIVISION REPORTS

1. **FY2014 YTD Budget Report**

Mr. Thomas reported that for the eleven months ended May 30, 2014, the District's total expenditures for the year were 5.33% under the approved budget and total revenues were 5.46% above the original budget. We generally see spending in some areas, such as IT, increase as we near the end of the budget year.

2. **WIC Public Service Announcements**

The Board reviewed the WIC public service announcements now being promoted on the EIPHD's website and Facebook page.

3. **Communicable Disease & Epidemiology Update**

Mr. Rillema and Ms. Cox provided the Board with updates on pertussis, measles, rabies, West Nile Virus, Middle East Respiratory Syndrome Coronavirus (MERS-CoV) and the work being done in the health district in response to these communicable diseases.

NEXT MEETING

The next meeting of the Board of Health is scheduled for September 11, 2014. Dr. Nelson announced she will not be at the meeting.

ADJOURNMENT

With all business being completed, Chairman Cope adjourned the meeting at 12:16 p.m.

Robert Cope, Board Chairman

Date Approved

Geri Rackow, Board Secretary