



**BOARD OF HEALTH MEETING MINUTES  
May 26, 2011**

**Present: BOARD MEMBERS**

Robert Cope  
Lee Staker  
Barbara Nelson  
Lee Miller  
Greg Shenton  
Kimber Ricks  
Kathy Rinaldi  
Debbie Karren

**STAFF**

Richard Horne  
Geri Rackow  
Gary Rillema  
Steve Thomas  
Veena Sohal  
Troy Nelson  
Kellye Eager  
Lorraine Hiltbrand

Angy Cook  
Marilyn Anderson  
Holly Peterson  
Amy Gamett  
Elyse Baird

Chairman Cope convened the meeting at 9:05 a.m. and excused Lin Hintze.

Richard Horne introduced Troy Nelson who has been appointed as the Acting Division Director for the Health Preparedness, Promotion, and Surveillance Division as Tammy Cox has been on medical leave. He also introduced Angy Cook, Nutritionist Supervisor, who has been supervising the WIC staff for a couple weeks while Veena Sohal has also been on medical leave.

Mr. Horne asked for a motion to update the meeting agenda in accordance with the Idaho Meeting Law.

- Change date of FY2012 Budget Public Hearing due to scheduling conflict
- Update on area flooding
- Family and Community Health fees—postponed to a later meeting

**MOTION: Barbara Nelson made a motion that the agenda be modified to add the first two items to the agenda as the third item was postponed to a later date. Kimber Ricks seconded the motion and it carried unanimously.**

**Board of Health Meeting Minutes--January 20, 2011 Meeting**

**MOTION: Kimber Ricks made a motion to approve the minutes of the January 20, 2011, Board of Health meeting as written. Lee Miller seconded the motion and it carried unanimously.**

**June 23, 2011 Board Meeting**

Mr. Horne stated there is a conflict with the Board of Health meeting originally scheduled for June 23, 2011. It was decided to hold the next Board of Health meeting and the FY 2012 Budget Public Hearing via a conference call while attending the Idaho Association of Boards of

Health Annual Conference in Caldwell. A conference line will be scheduled and published to facilitate any interested parties. This meeting will be held on Thursday, June 9<sup>th</sup> at 10:15 a.m.

### **Flood**

Mr. Horne reported the Incident Command was implemented upon the news that Jefferson County declared a disaster on May 23<sup>rd</sup>. Kellye Eager was appointed Incident Commander since it will be dealing more with Environmental Health issues. Through the Incident Command the District will be able to be of additional assistance to those affected by the floods and we are developing a strategy which will primarily provide education.

Ms. Eager reported a news release is being developed and she asked the Board if the District would be waiving fees for the testing of private wells. The cost of the tests range from \$15-\$20 each; but if the District paid for the testing, we would have access to the reports.

**MOTION: Lee Staker made a motion to provide education and cover the cost of water testing for only those affected by the flooding. Greg Shenton seconded the motion and it carried unanimously.**

**Amended Motion: To provide education, cover the cost of water testing for only those affected by the flooding, and remove testing fees for failed septic systems also affected by the flooding.**

Each of the counties reported on the status of the flooding in their particular counties.

- Jefferson County—Debbie Karren reported Jefferson County has asked for assistance from the State as they are expecting flooding in the Roberts area.
- Fremont County—Lee Miller reported only one home has been flooded but that situation has been alleviated. They are expecting additional flooding in the next couple weeks.
- Madison County—Kimber Ricks reported that Madison County also declared a disaster on May 24<sup>th</sup> and they are looking at a seven-day emergency. They have some isolated flooding, but there is flooding at the Twin Bridges and some levees are in danger.
- Bonneville County—Lee Staker reported they are concerned about levees in Swan Valley.
- Clark County—Greg Shenton reported there is flooding at Kilgore.
- Teton County—Kathy Rinaldi reported there is flooding at Badger Creek and they are concerned about new homes on the Teton River that have been built since the last time there was flooding and whether they will experience flooding.
- Lemhi County—Cope reported Lemhi is fine but there is some flooding in Custer County around the Stanley area.

Troy Nelson updated the Board regarding the snow pack levels in the District which in some areas are 200% of normal.

### **Fiscal Report**

Fiscal Officer, Steve Thomas, reported that at the end of April the total expenditures are under budget by 5.8% and the District is in good position to finish the year within the budget expenditure limits.

The revenue is 4.5% above budget due to most of the funding being received in the first months of the contract year for various contracts, food fees being collected in November and December, and fees collected in the first half of the fiscal year for flu vaccinations.

### **FY2012 Budget Highlights**

Mr. Horne went through the District's proposed FY2012 Budget and explained we have tried to facilitate most of the reductions in funding through attrition. Several weeks ago he met with the Executive Committee and requested authorization to use \$140,000 of reserves to balance the FY2012 budget.

**MOTION: Lee Staker made a motion to approve the Operating Budget of \$6,258,462 which is a 0% increase to the counties. Debbie Karren seconded the motion and it carried unanimously.**

Mr. Horne explained that several other health districts have updated their medical records software and with new laws being implemented in a couple years, it will be necessary for our district to update to electronic recordkeeping. The cost of purchasing a new computer program could be \$250,000 to \$350,000.

**MOTION: Kimber Ricks made a motion to approve the Operating Account of \$1,538,451. Greg Shenton seconded the motion and it carried unanimously.**

### **Capital Account**

Fiscal Officer, Steve Thomas, reported that the current principal balance of the District Capital Account is \$1,742,000. He gave an overview of the possibility of paying down \$500,000 in principal on the building loan. This action would earn the District approximately \$83,000 this next year.

**MOTION: Kimber Ricks made a motion to approve making a \$500,000 pre-loan payment on the building loan. Lee Staker seconded the motion and it carried unanimously.**

### **Idaho Association of Boards of Health Meeting—Caldwell, June 8-10, 2011**

Mr. Horne reviewed the agenda for the Idaho Association of Boards of Health meeting in Caldwell on June 8-10.

### **Resolutions**

#### **Prohibition of the Sale and Distribution of Electronic Cigarettes to Minors and the Use of Cigarettes by Minors**

This resolution has been proposed by Public Health District 1 to support prohibiting the sale and distribution of electronic cigarettes and their component parts to minors, and the use of electronic cigarettes by minors.

### Tobacco Tax Increase in the State of Idaho

Public Health District 4 is proposing a resolution to support a tobacco tax increase of at least \$1.25 per pack and equivalent for other tobacco products to enhance comprehensive tobacco prevention and control efforts to reduce youth and adult tobacco use rates and decrease the tax burden derived from tobacco-attributable expenditures.

Possible topics of discussion could be changing the health code, program priorities, and the distribution formula for the State appropriations.

### Lemhi County Health District Facility

Mr. Horne reported it was discovered that the City of Salmon transferred the ownership of the land the Public Health District facility sits on to the District in 2002 and we need to finalize the transfer as soon as possible.

### Idaho Falls Conference Room Usage

Mr. Horne reported the District has allowed other agencies the use of our conference rooms at no charge and we have encountered some issues and we are also receiving requests by various organizations and agencies for the use of office and clinic space.

Mr. Staker requested a fee schedule be developed for the conference room and a per square footage charge for office space which could be discussed at the next Board meeting.

### Dental Hygiene Program

Mr. Horne introduced Elyse Baird who has been the Dental Hygienist at EIPHD for 24 years. Ms. Baird helps coordinate the annual "Give Kids a Smile" event each year which gives the community access to dental care. Area dentists volunteer time and services for eligible children.

### Immunizations

Mr. Horne introduced Nurse Manager, Amy Gamett. Ms. Gamett reported there is a new immunization guideline which requires seventh grades to have two new vaccinations. We organized school clinics very quickly at the end of the school year to facilitate as many seventh graders as possible receiving these additional vaccines and we feel we were able to vaccinate about one half of the seventh graders.

### Environmental Health Fees

Ms. Eager asked the Board for clarification regarding fees associated with the septic program. She explained that when an office review can answer the need of "Hooking to Existing System" (HES) a \$25 fee is charged. If staff needs to visit the site, a \$150 on-site fee is charged, and if the existing system is found to be too small or in adverse location, an expansion/remodel permit is necessary. She requested clarification from the Board regarding the following:

- Should a credit of \$250 for the on-site work be applied to the \$400 fee if they have to expand or remodel?

**MOTION:** Lee Staker made a motion to continue the fees as stated requiring a \$250 fee be assessed for on-site work and an additional \$400 fee for any expansion or remodel. Barbara Nelson seconded the motion and it carried unanimously.

**Solid Waste**

Ms. Eager reported a request has been submitted to the Department of Environmental Quality to provide us with an official determination on how to classify waste brought in by contractors to a Tier II facility. Once this determination is made, the District can implement the finding in all of the Non-Municipal Solid Waste Facilities throughout the District.

**MOTION:** Kimber Ricks made a motion to adjourn meeting at 2:15 p.m. Barbara Nelson seconded the motion.



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Robert Cope, Chairman



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Richard Horne, Secretary

