



BONNEVILLE CLARK CUSTER FREMONT
JEFFERSON LEMHI MADISON TETON

Promoting the Health of People & Their Environment

BOARD OF HEALTH MEETING MINUTES August 25, 2011

| Present: | <u>BOARD MEMBERS</u> | <u>STAFF</u> | <u>GUEST</u> |
|-----------------|-----------------------------|---------------------|---------------------|
| | Robert Cope | Richard Horne | Steve Loosli |
| | Lee Staker | Geri Rackow | |
| | Debbie Karren | Kellye Eager | |
| | Lee Miller | Steve Thomas | |
| | Greg Shenton | Veena Sohal | |
| | Kimber Ricks | Amy Gamett | |
| | Kathy Rinaldi | Nikki Sayer | |
| | Debbie Karren | Tamara Cox | |
| | | Lorraine Hiltbrand | |

Chairman Cope brought the meeting to order at 9:00 a.m.

APPROVAL OF BOARD OF HEALTH MEETING MINUTES

May 26, 2011, Board of Health Meeting Minutes

MOTION: Kathy Rinaldi made a motion to accept the minutes of the May 26, 2011, Board of Health meeting with a correction on Page 2 of Kathy Rinaldi instead of Debbie Rinaldi and the minutes of the June 9, 2011, meeting as written. Kimber Ricks seconded the motion and it carried unanimously.

Fremont County

Lee Miller introduced the Fremont County Planning and Zoning Administrator, Steve Loosli. Mr. Miller explained they have adopted an ordinance upon the transfer of property to have the septic and sewer systems inspected. The county would like lending institutions to require the septic tanks be inspected prior to closing.

Mr. Loosli further explained the ordinance and stated that ordinances in Wisconsin and Michigan were used as examples to develop the ordinance.

Richard Horne stated that Fremont County has good intentions with the implementation of this ordinance, but the District was surprised the county had already passed an ordinance to be effective January 2012 obligating District staff on behalf of Fremont County. Based on Idaho Code Statute, the District enforces state laws, but not county laws. The District has been advised by legal counsel the District cannot enforce the ordinance. Mr. Horne stated the District wants to work with Fremont County, but will be unable to provide enforcement for Fremont County's ordinance.

Mr. Horne and Kellye Eager will meet with Fremont County Attorney, Blake Hall, and Gregory Crockett to see if a solution can be worked out.

Fiscal Year End Report

Fiscal Officer Steven Thomas explained the District ended FY2011 with a cash carry-over of \$286,435 which was a result of staff holding costs down, realizing expected revenues, and experiencing good collection results from Health and Welfare this year.

The District was able to make an early principal payment on the loan with Zion's Bank effective August 1, 2011. A payment of \$498,000 was paid instead of \$500,000 as the bank did not want to break up the bonds. As of August 1, 2011, the interest rate on the loan changed to 2.07% which was lower than expected; and the total interest savings based on the new interest rate will be \$95,941 over the next five years.

Mr. Horne reported that other districts also have carry-over funds and they are looking at the possibility of attempting to give some salary increases. At the current time, the State appropriates funding for approximately 16% of our budget but they control 100% of what we do with our employees.

The Trustees may meet while they are at the NALBOH Annual Conference in Coeur d'Alene and there is a possibility of passing a resolution stating the districts are governed by a local Board of Health and more power and control should be given to the Board over the Districts' money and how it is spent. We want to be careful not to alienate the State as district employees receive benefits administered by the State for state employees.

Mr. Horne explained that during FY2011 approximately \$140,000 of the \$286,435 was from salary savings and he would like to use it to give some type of salary increase.

The Budget Development Guidelines recommends that new employees be started at 80% of Policy which is the salary an employee should be at when they are competent in their position. In reviewing the salaries of our staff, we discovered that many of our long-time valued employees are below the 80% of policy.

After the Division of Human Resources completed a market analysis on senior registered nurses, we received approval to increase them to 80% of policy. It would cost an additional \$66,000 to bring the remainder of the staff up to 80% of policy.

Mr. Horne explained that we have the following options:

- Put \$286,000 into reserves for possible future salary increases and insurance.
- Give salary increases to employees who are lower than 80% of policy at a cost of \$66,000 which would require approval from the Division of Financial Management and also the Division of Human Resources.
- Give all employees salary increases according to the District's matrix and compensation policy.
- Put \$140,000 into the Operating Reserve.

There was concern from the Board regarding the sustainability of giving any type of salary increases other than the ones that have already been given. This could result in future layoffs and program reductions. The Board would like to review the numbers at the November Board meeting and see if there is any further information.

Employee Handbook

Geri Rackow explained that every year the Handbook is reviewed for changes and updates. Following are some of the policies that have been updated:

- Solicitation—in the past, solicitation has been allowed, but in the future solicitation will not be allowed.
- Performance Evaluations—new employees are to receive an evaluation at three months (520 hours), at six months (1,040 hours), and then every twelve months.
- Travel Policy—Meals can be paid for employees during declared disasters when they are required to work clinics, etc. Meals can be provided for meetings involving community partnerships.
- Conference Room Usage and Fee Schedule. Ms. Rinaldi stated the Conference Room Fee Schedule needs to be added to the District's Fee Schedule in addition to the Employee Handbook.

MOTION: Lee Staker made a motion to adopt the updates to the Employee Handbook. Greg Shenton seconded the motion and it carried unanimously.

Tobacco Tax

Mr. Horne explained there was a lengthy discussion at the Idaho Association of Boards of Health Annual Conference in June regarding the districts supporting the tobacco tax initiative. The districts voted five to two in favor of not supporting the legislation.

The Board decided that Eastern Idaho Public Health District's logo will not be placed on the initiative.

District Fees

Richard Horne asked to excuse Gary Rillema as he has had a death in his immediate family and is out of state. Registered Nurse Managers, Amy Gamett and Nikki Sayer, were introduced. They will be covering the fee schedules for their particular programs since it has not been updated for some time.

Ms. Gamett reviewed the fee schedule for all immunizations offered through the District and Ms. Sayer reviewed the fees associated with Family Planning.

RESOLUTION: Lee Staker moved to adopt by resolution the Immunization Fee Schedule. Debbie Karren seconded the resolution and it carried unanimously.

RESOLUTION: Kathy Rinaldi moved to adopt by resolution the Family Planning fees. Greg Shenton seconded the resolution and it carried unanimously.

Miscellaneous Fees and Conference Room Rental Fees

RESOLUTION: Greg Shenton moved to adopt by resolution the fee schedule for miscellaneous items and also the Conference Room Rental fees. Lee Miller seconded the resolution and it carried unanimously.

Fee for Transfer to Septic System Permit

Ms. Eager requested a fee be implemented to help cover the costs of staff time for the transfer of septic permits. The State Department of Environmental Quality (DEQ) has declared that septic permits are transferable and the fee for the permit transfer would be \$50 which is consistent with the permit renewal of \$50.

RESOLUTION: Kimber Ricks moved to adopt by resolution the \$50 fee for the transfer to septic system permit. Kathy Rinaldi seconded the motion and it carried unanimously.

Mortgage Survey Program

Mr. Horne stated that he and Ms. Eager had met with District legal counsel, Greg Crockett, and Mr. Crockett feels we should discontinue the Mortgage Survey Program since the health district does not have authority over private well construction or standards and state requirements beyond the installation permit of septic systems. This has been a service provided to the public but is not a mandated program. When a client is buying, selling, or refinancing a home, the District assists by taking on the role of an independent third party for the lending institutions.

MOTION: Kimber Ricks made a motion to discontinue the Mortgage Survey program. Lee Staker seconded the motion and it carried unanimously.

Solid Waste

Ms. Eager reported the District's current solid waste enforcement procedure needs to be updated. She contacted Department of Environmental Quality's (DEQ) Solid Waste Program Coordinator, Dean Ehlert, and inquired how to handle enforcement of solid waste facilities and he suggested a referral package. She had Greg Crockett review District policy and compare it to the DEQ Memorandum of Understanding. Mr. Crockett suggested covering what the District actually does during an inspection and then emphasize the education provided after the inspection.

The main policy change is that after the enforcement inspection the facility should be referred to DEQ instead of bringing it to the Board of Health. There is a question whether private facilities with a conditional use permit (CUP) from the county should be referred back to the county.

Following an inspection the counties:

- Are notified in writing.
- Provided with education regarding violation(s) at the time of inspection.

- Notified in writing and provided with pertinent education during the follow-up inspection.
- Pre-compliance meeting is scheduled to discuss the violation and time-line to correct.

MOTION: Kathy Rinaldi made a motion to adjourn meeting at 1:35 p.m. Debbie Karren seconded the motion and it carried unanimously.

Robert Cope, Chairman

Richard Horne, Secretary

