



BONNEVILLE CLARK CUSTER FREMONT
JEFFERSON LEMHI MADISON TETON

Promoting the Health of People & Their Environment

BOARD OF HEALTH MEETING MINUTES September 30, 2010

Present:

Board Members

Robert Cope
Lee Staker
Greg Shenton
Paul Romrell
Kimber Ricks
Larry Young
Debbie Karren

Staff

Richard Horne
Geri Rackow
Gary Rillema
Kellye Eager
Steven Thomas
Tamara Cox
Lorraine Hiltbrand

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

Approval of Board Minutes—May 6, 2010, and June 18, 2010, Meetings

Motion: Lee Staker made a motion to approve the minutes of the May 6, 2010, and June 18, 2010, meetings as written. Larry Young seconded the motion and it carried unanimously.

NALBOH Update—Lee Staker

Lee Staker attended the NALBOH Annual Conference in Omaha, Nebraska and reported regarding the topic of accreditation. He encouraged Board members to plan to attend the 2011 Annual Conference in Coeur d'Alene, Idaho September 7-9, 2011, as this will be an issue that will be discussed.

Report of Trip to China—Robert Cope

Chairman Cope reported on his trip to China and said he felt with the urban growth they are experiencing, they need to focus on addressing water and sewage issues.

Accounting Changes—Cash Basis

Steve Thomas, Fiscal Officer, reported that for several years the districts have been using an accrual basis accounting method of financial reporting. Previous to changing to reporting on an accrual basis, the financial reporting was done on a cash basis.

Accrual basis reporting has resulted in three times the cost and has been very difficult to use because of the extensive rules. The district fiscal officers throughout the State feel that returning to cash basis reporting would reduce the work load and maximize efficiencies. Using cash basis reporting could assist the districts in helping each other with notes and transactions, fewer changes would be required on the financial statements, and it may make it possible for a more timely completion of the audit reports. By changing to reporting on a cash basis it could be more difficult to return to an accrual basis at a later date. Mr. Horne reported that based on the information provided by the fiscal officers and the State Auditors, all the directors have agreed to move to a cash basis verses the accrual basis.

Financial Audit

Mr. Thomas reported our District received one Finding on the last audit dealing with the transfer of ownership on our county offices and also the sale of the Idaho Falls office on E Street to Bonneville County.

FY2010 Budget—Closing Report

Mr. Thomas reviewed the FY2010 Year-end Budget. The revenue was under budget by 3.7% and the expenditures were under budget by 5.96%. The result of receiving additional money for the H1N1 helped our agency have an unreserved cash balance increase of \$47,568.99 instead of using \$50,000 from the operating reserves as was originally budgeted.

FY2011 Budget—As of August 31, 2010

Mr. Thomas reported on the FY2011 Budget as of August 31, 2010. The revenue total for the first two months of the fiscal year is approximately 6.28% above budget which is largely due to receipt of half the State Appropriation amount in July which puts the State Appropriations 33.33% ahead of budget at the end of August. Fees were .46% ahead of budget and contract revenue was .34% behind budget. Total expenditures at the end of August were .52% behind budget. The cash balances for the year are up just over \$330,000.

FY2010 Annual Report

Geri Rackow reported that major changes have been made to the format of the FY2010 Annual Report by condensing it to only a few pages highlighting specific items that have happened in each division during the last year. This will enable us to send the report out to area legislators to familiarize them with our health district. Each division reported on highlights in the Annual Report as follows:

WIC

Ms. Rackow reported that after 30 years WIC has changed the food package to include such items as fresh fruits and vegetables and items such as whole wheat bread. This new food package has required a considerable amount of time for staff education and then additional time to educate the WIC clients.

The number of WIC clients has increased approximately 400 over the last year, but the food dollars have decreased due to lower prices of the food vouchers. The number of WIC clients is expected to decline over the next year due to families obtaining food stamps which do not require an educational component and also are not limited to specific food items.

Environmental Health

Kellye Eager reported that the Environmental Health program has had a major challenge this last year, resulting in involvement from legislators to mandate more uniformity of programs throughout the State and for all the districts to produce a Standard Operation Manual (SOP) to be used statewide. To help facilitate this, the environmental health staff will be attending training offered by the Division of Environmental Quality.

The Public Health Districts were awarded a contract through the Department of Health and Welfare to provide the Child Care Program. This program will be administered through Public Health District 4 in Boise and then districts throughout the state will provide the services.

Family and Community Health Services (FACH)

Gary Rillema reported that FACH has been reassigning tasks and hiring employees at lower salaries due to a three-year reduction in funding. This is a great concern since at the current time California has over 4,000 cases of pertussis and the number of cases in Idaho has been increasing.

This year the legislature made the IRIS program mandatory and clients are now required to opt out instead of opting in. At this time, the State has discontinued all funding of the IRIS program.

The Vaccine for Children program created a huge problem this last year since at the beginning of the fiscal year it was not funded; but at the current time, there is no charge for the vaccine.

The District's Reproductive Health program is the third largest provider in the State; but there is concern regarding the increase in the cost of birth control.

In June, the Department of Health and Welfare discontinued funding the Infant Toddler program which necessitated the District dropping the program.

Health Preparedness, Promotion, and Surveillance Program

Tamara Cox reported that the Oral Health "Give Kids a Smile" had over 285 dentists providing free dental services.

Mr. Horne stated he would like to send the Annual Report to area legislators instead of inviting them in for a meeting because of their busy schedules. The Board suggested the Annual Reports be sent in addition to area legislators to hospital administrators, mayors and city council members, and school superintendents. Ms. Rackow will be drafting a letter to be sent on behalf of the Board to accompany the Annual Report.

Certified Public Manager Program

Mr. Horne reported that over the last three years Geri Rackow, Steve Thomas, Gary Rillema, Tamara Cox, and Kellye Eager have been attending classes to obtain their Certified Public Manager which is a nationally recognized program. They have almost completed the course and are ready to take the final exam. They have been asked to report on their final project which was something each of them selected to enhance their work and be a cost savings.

- Ms. Rackow's project was to redesign the District's website. It was anticipated it would take 200 hours, but actually required approximately 400 hours. The new website address is at phd7.idaho.gov.
- Ms. Eager's project was to develop a resource list of agencies, etc. associated with Environmental Health issues to be included in the Environmental Section of our new website that could be used by the staff to help our customers.
- Ms. Cox's project was reporting on the organization and delivery of the H1N1 Clinics.
- Mr. Rillema's project was implementing changes to the Vaccine for Children program.
- Mr. Thomas' project was developing a reporting system to analyze the work being done in each county office by program for the District to meet specific staffing needs.

Employee Handbook

Mr. Horne reported that the Employee Handbook has been updated and the following policies have been changed:

- Alcohol and Drug-free Workplace Policy

- Emergency Call Codes
- Personal Conduct—(Body Art/Body Piercings)
- Rules dealing with the amount of leave permitted for disability, family medical leave, etc.

The handbook is available to each employee on the District's intranet site.

Motion: Kimber Ricks made a motion to approve the revisions to the Employee Handbook. Lee Staker seconded the motion and it carried unanimously.

Board Orientation Manual

Mr. Horne reported that the Board Orientation Manual has been updated and is available on the District's internet website. Hard copies of the manual will be provided upon request from a board member.

Kellye Eager –Environmental Health Fees

Ms. Eager reported that Environmental Health Divisions throughout the state have been requested to standardize the categories of all their programs throughout the State where a fee is charged. As an example, our District charges a fee of \$425 for a standard septic system and \$580 for a complex system. With the establishment of uniform categories for the septic program there isn't a category for just a complex system and as such Ms. Eager requested that we combined the two types of systems as requested and be authorized to charge \$550 for all new individual sewage disposal system permits. Ms. Eager asked if the board would like to then review in detail the other fee categories and was told that would not be necessary.

Motion: Lee Staker made a motion to approve the fees as presented. Paul Romrell seconded the motion and it carried unanimously.

Septic Permit Renewals/Transfer of Ownership

Ms. Eager explained that the districts received clarification from the Department of Environmental Quality (DEQ) on septic permits. IDAPA 58.01.03.005.09, states that once a permit is issued, it may be continually renewed as long as the permit has not expired. The Rules do not limit how many times a permit can be renewed. Due to the clarification, she would like to request the Board approve the new refund policy.

Motion: Larry Young made a motion to approve the new permit renewal and refund policy. Paul Romrell seconded the motion and it carried unanimously.

Amended Motion: Motion made by Lee Staker to amend the original motion to include the following changes to the EIPHD permit renewal and refund policy:

Fees may be refunded to include the following:

For any refund request, half of the fee paid may be refunded:

- Request must be made in writing by the permit owner/agent. County Environmental Health Specialist should attach any applicable paperwork to the request and forward to the Environmental Health Director
 - Refund decisions will be made by the Environmental Health Director.
- Two (2) exceptions exist:**
- No refund will be given after the first expiration date, regardless of permit renewal.
 - Full refunds will only be honored if the payment has not yet been deposited.

**This policy should be followed with program refund request.
Paul Romrell seconded the amended motion and it carried unanimously.**

BOARD MEETING SCHEDULE

The next Board Meeting was originally scheduled for November 19th, but Chairman Cope has a conflict and would be unable to attend that day. The next meeting was scheduled for December 9th and if there is nothing to discuss, the meeting will be postponed until January.

Meeting adjourned at 2:15 p.m.



Robert Cope, Chairman



Richard Horne, Secretary