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Promoting the Health of People & Their Environment

EASTERN IDAHO PUBLIC HEALTH DISTRICT
BOARD OF HEALTH MEETING MINUTES
NOVEMBER 17, 2011

PRESENT: Board Members
Robert Cope, Chairman
Lee Staker
Barbara Nelson
Lee Miller
Kimber Ricks
Greg Shenton
Debbie Karren
Kathy Rinaldi

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

Guest
Dean Ehlert

Chairman Cope brought the meeting to order at 9:05 a.m.

Richard Horne asked that Veena Sohal be excused as she is attending a national WIC meeting and Kellye Eager be excused from the first portion of the meeting as she is attending a hearing.

Board of Health Meeting Minutes—August 25, 2011 Meeting

MOTION: Barbara Nelson made a motion to approve the minutes of the August 25, 2011, Board of Health meeting as written. Lee Miller seconded the motion and it carried unanimously.

2012 Board of Health Meeting Schedule

Mr. Horne presented the 2012 Board of Health meeting schedule and requested that the FY2012 Budget Hearing be held on June 14th at the 2012 Idaho Association of Boards of Health (IAB) meeting in Lewiston. It was agreed this would be a good idea since many Board members will be in Lewiston attending an Idaho Association of Counties meeting before IAB.

FY 2010 Audit Report

Mr. Horne reported on the audit for the fiscal year ending June 30, 2010. No findings or recommendations were noted on the audit, and Chairman Cope congratulated Fiscal Manager, Steve Thomas, on a successful audit.

FY2012 Year-to-Date Financial Report

Mr. Thomas reported the District is a little above the budgeted expenditures because some payments are due at the beginning of the year for the entire year such as insurance. Revenues are also 4.95% above budgeted revenues. The capital account balance is \$2,585,874 which is down due to the \$498,000 loan payment.

Personnel costs are ahead because of salary increases implemented due to inequity when hiring a new employee. A budget adjustment will be requested at a future Board meeting.

Change Employment Compensation (CEC) Plan

Mr. Horne reported he attended a Division of Human Resources meeting in Boise where it was reported there is a possibility the Governor could recommend a Change in Employee Compensation this year. Agencies were encouraged to update their agency compensation plans and be ready to submit them in the event of a change in employee compensation.

Mr. Horne reviewed the revised compensation plan and requested a motion to accept the plan to be submitted to the Division of Human Resources.

MOTION: Kathy Rinaldi made a motion to approve the amended compensation plan. Barbara Nelson seconded the motion and it carried unanimously.

MOTION: Debbie Karren made a motion to go into Executive Session pursuant to Idaho Code 67-2345 to discuss personnel issues. Kathy Rinaldi seconded the motion and it carried unanimously.

Came out of Executive Session

Motion: Lee Staker made a motion to implement the following in February 2012 if the Governor does not recommend a Change in Employee Compensation:

- **Salary adjustments for two employees due to program responsibilities, and**
- **Address the salaries of employees who are less than 80% of Policy.**

Barbara Nelson seconded the motion and it carried unanimously.

The Future: Waiting and What Will We Look Like?

Mr. Horne stated a couple months ago the Governor reported that with the State receiving additional revenue, there is a possibility of some additional funding. There is still concern about what is happening on a Federal level as there could be some big cuts for several of the District's federally-funded programs.

State Strategic Plan & Performance Measurement Report

Ms. Rackow explained the seven health districts have cooperatively participated in compiling a joint strategic plan which is required by Idaho Code. This information is then submitted to the Division of Financial Management (DFM) to be made available to legislators. Information submitted in July 2011 has not been updated on DFM's website, but current EIPHD information has been posted on the District's website.

General Annual Report

Women, Infant, and Children's Program

Ms. Rackow reported there has been a decline of 500 participants in the Women, Infant, and Children's program this last year which results in a decline in the dollar amount of the WIC food vouchers that are redeemed at area businesses.

Family and Community Health Division

Women's Health Check Program

Gary Rillema explained the Women's Health Check program provides free screening for breast and cervical cancer through a federally funded program. Approximately 400 clients were served in our District in FY 2011. This screening and treatment resource identifies cancer in clients who would not have been diagnosed otherwise.

Immunizations

Mr. Rillema reported that nationally more and more clients are receiving their immunizations in the private sector and fewer are being served at local health departments. One of the problems is that it is difficult for the private sector to meet the requirements associated with obtaining and keeping vaccine. At the current time, our District provides the largest percentage of immunizations given by any public health district in Idaho.

Family Planning (Title X) Program Accounting and Administrative Policies

Mr. Rillema stated we are required by the state of Idaho Title X program that the Board understand what we do and policies are followed. He reviewed the Family Planning Accounting and Administrative Policies with the Board and requested a motion for approval.

MOTION: Barbara Nelson made a motion to approve the Family Planning Accounting and Administrative Policies for Title X. Kathy Rinaldi seconded the motion and it carried unanimously.

Environmental Health

Child Care Licensing

Kellye Eager explained that during the 2011 Legislative Session, changes to Idaho's Rules Governing Standards for Child Care Licensing were approved. The changes effective July 1, 2011, were child/staff ratios, licensing fees, and local options for licensure.

Solid Waste Committee

Ms. Eager stated EIPHD continues to aid counties with the solid waste program by helping to facilitate the Eastern Idaho Solid Waste Committee (EISWC). The Committee was formed to assist operators, regulators, and commissioners in sharing ideas and discussing the needs and issues of solid waste disposal in their counties. This committee has also been very successful in providing training and support to the counties.

Fremont County Ordinance

We have been assisting Fremont County in implementing its Home Occupancy Ordinance which was written to protect the county's water resources. This ordinance contains criteria that must be met to obtain a permit to operate a business in a home that is not located in a commercial zone.

Ms. Eager reported the number of septic permits and solid waste facility inspections has increased this year, but the number of inspections for water systems and child care facilities has decreased. Staff has been working with satellite schools locations which are now required to be inspected.

District Enforcement Procedure

Ms. Eager introduced the state of Idaho Solid Waste Coordinator, Dean Ehlert, who was invited to answer any questions and review the enforcement policy and provide education on conditional use permits.

Mr. Ehlert stated the solid waste rules and conditional use permits for the counties are two separate approval processes and it is the responsibility of the districts to enforce anything under the solid waste rules. If the county has a conditional use permit and there are violations, the county has the authority to do the enforcement. He suggested the counties specify a time limit on any conditional use permit.

MOTION: Lee Miller made a motion to approve the enforcement procedure policy as presented by Dean Ehlert. Kathy Rinaldi seconded the motion. It carried with six (6) voting aye and Lee Staker voting nay.

Health Preparedness, Promotion and Surveillance (HPPS)

Tamara Cox highlighted a couple of the programs that are administered by the HPPS division.

Fit and Fall-Proof Program

This program is an exercise-based fall prevention program for older adults and focuses on functional fitness to reduce older adults' risk of falling. Classes are free to participants and are held twice a week in senior centers, assisted living communities, and churches throughout the District.

Assistant Secretary for Preparedness and Response (ASPR)

ASPR and Public Health Preparedness programs work hand-in-hand with community partners to plan for and respond to incidents in the community that can cause significant damage and/or death in an event. To plan and exercise for an incident, Eastern Idaho Public Health District's ASPR Regional Planning Group conducted a full scale exercise in May 2011. The purpose of the exercise was to evaluate participants' actions against current response plans and capability for a chemical decontamination incident.

State Oral Health Program

The State Oral Health Program received a grant from the Dentaquest Foundation which focuses on working with health care providers to evaluate patients' oral health; and if necessary, referring them to a dentist for further examination.

Community Health Assessment and Group Evaluation (CHANGE) Tool

The HPPS staff has been working with local cities with the CHANGE tool to assess five different areas: the community-at-large sector, the community institution/organization sector, the health care sector, the school sector, and the work-site sector to determine the health of a community.

Meeting adjourned at 11:57 a.m.



Robert Cope, Chairman



Richard Horne, Secretary

