

**Eastern Idaho Public Health District  
BOARD OF HEALTH MEETING  
OCTOBER 18, 2012**

<b>PRESENT:</b>	<b><u>Board Members</u></b>	<b><u>Staff</u></b>	<b><u>Guest</u></b>
	Robert Cope, Chairman	Richard Horne	Jon Weber
	Barbara Nelson	Geri Rackow	Brandon Farr
	Lee Staker	Steve Thomas	
	Lee Miller	Gary Rillema	
	Lin Hintze	Kellye Eager	
	Debbie Karren	Tamara Cox	
	Greg Shenton	Veena Sohal	
	Kathy Rinaldi	Lorraine Hiltbrand	

Chairman Cope called the meeting to order at 9:00 a.m. Kimber Ricks was excused due to scheduling conflict and Madison County Commissioner, Jon Weber, was introduced.

**MOTION:** Lee Staker made a motion to approve the minutes of the May 10, 2012, and June 14, 2012, Board of Health meetings as written. Lee Miller seconded the motion and it carried unanimously.

**MOTION:** Kathy Rinaldi made a motion to go into Executive Session pursuant to Idaho Code 67-2345 to discuss a personnel issue. Motion was seconded by Debbie Karren. Roll call vote: Lee Staker, aye; Lin Hintze, aye; Debbie Karren, aye; Kathy Rinaldi, aye; Greg Shenton, aye; Lee Miller, aye; Barbara Nelson, aye; and Robert Cope, aye.

Meeting reconvened at 9:35 a.m.

The Board will meet on February 14, 2013, and the following two options were discussed regarding a selection process for applicants for the position of director.

1. Make announcement for in-house promotion only.
2. Make statewide announcement for applicants.

**MOTION:** Kathy Rinaldi made a motion to make the announcement statewide for interested applicants. Barbara Nelson seconded the motion. Six members voted aye and one voted nay.

Chairman Cope, Barbara Nelson, and Lee Staker will meet previous to the interviewing process to examine the resumes and select final candidates for interviews.

Direction was given to Richard Horne to start the process after January 1, 2013. His last day will be approximately March 29, 2013.

Chairman Cope explained to the Administrative Staff that an announcement for the Director position will be announced statewide and the Board would like to encourage current staff to apply. The process will begin the first part of January and interviews will be conducted by the Board of Health on Wednesday, February 14, 2013.

### **THE GREAT IDAHO SHAKE OUT**

Tamara Cox reported that Eastern Idaho Public Health District was participating in the Great Idaho Shake Out which is being held October 18, 2012, at 10:18 a.m. She explained the action a person needs to take in the event of an earth quake.

### **NALBOH ANNUAL CONFERENCE REPORT**

Robert Cope and Lee Staker attended the NALBOH Annual Conference in Atlanta in August and they reported no controversial issues were discussed.

### **STATE WIC PRESENTATION**

Mr. Horne presented Veena Sohal with a letter of commendation from the state WIC program acknowledging Ms. Sohal and Eastern Idaho Public Health District's WIC program for its Breastfeeding Peer Counselor program and also being a pilot District in transitioning to the new Window-based WIC Information System (WISPr) computer program.

### **FUNDING FORMULA**

Mr. Horne reviewed the State Appropriation funding formula. This formula was developed in 1993 by a representative from three different Idaho universities. In the last several years there has been a discrepancy in the information provided through the Department of Health and Welfare for the formula. The directors were assigned the task of developing some options to be reviewed and voted on by the district trustees. On December 4, 2012, the Trustees will be meeting in Boise to vote on one of the options. Three different options were presented to the Board and the following formula was preferred by the EIPHD's Board.

Population Weight:	20%
Poverty Weight:	13%
Local Tax Effort Weight:	67%

### **FY2013 BUDGET UPDATE**

Steve Thomas gave an update on the first three-month period of FY2013 ending September 30, 2012. The District's expenditures are above budget due to the payment of one-time expenses; and also, the loan payoff was completed in August and is at 100% of budget. The District's total revenues were 3.53% above budget which includes 50% collected on the State Appropriation. The fee receipts are 10% above budget partially due to extra vaccination activity in FACHS. Food license fee notices will be sent out within the next month which will also increase the fee receipts.

### **AUDIT**

Mr. Horne reported the District was audited for FY2011 by the Legislative auditors. The number of transactions audited doubled and almost 100% of WIC billings were audited. The auditors were here in September and at this time a completion date has not been set. We hope to have

a report of the audit by the next Board meeting. The auditors complimented the staff regarding the quality of bookkeeping in the district.

### **USE OF PRIVATELY OWNED VEHICLES**

Mr. Horne reviewed a proposed policy regarding the reimbursement rate for employees who choose to use their own private vehicle when there is a District vehicle available. The federal law states if an employee chooses to drive their personal vehicle they can be reimbursed half of the federal rate.

Mr. Horne proposed the following policy:

“If an agency-owned vehicle is available to the traveler, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to the District vehicle fleet average cost per mile for the prior fiscal year as approved annually by the agency director.”

**MOTION:** Lee Staker made a motion to accept the proposed policy for reimbursement when using privately-owned conveyance. Barbara Nelson seconded the motion and it carried unanimously.

### **MEALS FOR OFFSITE EXTENDED CLINIC OPERATIONS**

Mr. Horne stated that due to various clinics being held off site and where employees are required to work through lunch, etc., a policy is needed to allow for meals to be provided.

**MOTION:** Lee Staker made a motion to accept the Meals for Offsite Extended Clinic Operations Policy as presented. Barbara Nelson seconded the motion and it carried unanimously.

### **ADMINISTRATIVE HANDBOOK—RETIREMENT GIFTING AND PARTY GUIDELINES**

Mr. Horne explained that with several employee retirements coming in the near future, a policy was requested regarding guidelines for retirement gifting and parties.

**MOTION:** Greg Shenton made a motion to approve the Retirement Gifting and Party Guidelines as presented. Barbara Nelson seconded the motion and it carried unanimously.

### **NEWLY ELECTED OFFICIALS**

Mr. Horne stated since there are several newly elected officials and it would be very beneficial for him to meet with them before they get really busy after the election. Following is a list of Board members and who they will contact to arrange a meeting prior to the election with Mr. Horne to educate them regarding the Public Health District:

Wendy Horman  
Janet Trujillo & Lary Larson  
Douglas Hancey  
Paul Romrell

Barbara Nelson  
Lee Staker  
Jon Weber  
Lee Miller

## **NETWORK OF CARE**

Geri Rackow introduced and demonstrated the new computer website, Network of Care, developed by Triology. The program was presented at the Idaho Association of Counties meeting in Sun Valley and also the Idaho Association of Board of Health meeting in Lewiston. She went through the program and presented information included on the website.

Mr. Horne reported he and Ms. Rackow would like to meet with the county commissioners in each county to present the FY2012 Annual Report and also present an overview of the Network of Care.

## **FISCAL YEAR 2012 ANNUAL REPORT**

Ms. Rackow reviewed the District's FY2012 Annual Report. She reported the District has experienced a decrease in state appropriations for four years, but an increase was appropriated by the State for FY2013. Also, the millennium fund appropriation which is used for tobacco cessation decreased from \$500,000 to \$250,000, but was increased back to the \$500,000 for FY2013. The Millennium Fund Committee will be requesting \$750,000 for FY2014.

The District has been very conservative in budgeting expenses over the last several years due to the reductions which have been passed on to the District.

## **ENVIRONMENTAL HEALTH—KELLYE EAGER**

### Day Care

Ms. Eager reported that with the increased number of required immunizations, the environmental health staff has been required to ensure children in day cares are adequately immunized. Environmental Health and the Family and Community Health Services (FACHS) staff have worked cooperatively to meet these requirements for the Idaho Child Care program.

### Department of Environmental Quality (DEQ)

A DEQ program audit was completed on the District's septic and land development programs. They are requiring more test holes before systems are installed to obtain information on a specific area. An installer's meeting will be held early 2013 and we will be requesting DEQ provide training regarding this.

### Extended Treatment Package Systems

Raymond Keating has been selected to serve on a subcommittee with DEQ regarding extended treatment package systems. They will be examining problems being experienced statewide with aerobic treatment and possible solutions to recommend to the DEQ Technical Guidance Committee.

## **FAMILY AND COMMUNITY HEALTH SERVICES—GARY RILLEMA**

### Run for the Cure

Mr. Rillema expressed thanks to Rosemark and Mountainview Hospital for sponsoring the 7<sup>th</sup> Annual "Run for the Cure" in October which is a fundraiser for Breast Cancer Awareness and provides funding for mammogram vouchers for EIPHD clients.

### Immunizations

He reported it has been difficult to keep the immunization rate of children that are up-to-date high due to the increase in the number of required vaccinations. At the current time, there is a whooping cough (pertussis) outbreak and from April through June we administered over 700 doses of pertussis. Since June, over 2,000 doses of pertussis vaccine have been administered within our District.

### **HPPS—TAMARA COX**

#### CHANGE (Community Health Assessment aNd Group Evaluation) Program

Ms. Cox explained that the Physical Activity and Nutrition Program's focus is examining healthy lifestyles in the community/county setting. Madison County was the first county in our district to take a look at the whole picture of the health of its community. The goal of this program is to identify the assets and needs of a community in order to find places where policy, system, and environmental changes can be implemented to affect positive and long lasting change in the community.

#### Give Kids a Smile Day

Give Kids a Smile Day (GKAS) is the first Friday of February and is an annual charitable event when volunteer dental professionals donate their time and dental services to increase access to care for low-income children. In 2012 approximately 296 dental health professionals volunteered on GKAS Day and provided 562 children free dental care valued at \$162,935.

### **WIC—VEENA SOHAL**

Ms. Sohal reported that EIPHD's WIC program was selected to participate in a WIC regional audit which is done to ensure that the state WIC office is providing the correct policies, etc., to the Districts.

### **FEES**

Mr. Horne explained that it is necessary to revise some of the fee in EIPHD's Notice of Costs and Charges and it is necessary to have a Board motion for approval. The changes in the Notice of Costs and Charges were reviewed.

**MOTION: Barbara Nelson made a motion to approve the revised fee schedule as presented. Greg Shenton seconded the motion and it carried unanimously.**

Meeting adjourned at 2:05 p.m.