

BOARD OF HEALTH MEETING MINUTES  
May 16, 2013

PRESENT:	<u>MEMBERS</u>	<u>STAFF</u>
	Robert Cope	Geri Rackow
	Barbara Nelson	Steve Thomas
	Lee Staker	Gary Rillema
	Kimber Ricks	Kellye Eager
	Kathy Rinaldi	Tamara Cox
	Greg Shenton	Lorraine Hiltbrand
	Lee Miller	Cheryl O'Connell
	Lin Hintze	Mimi Taylor
		Angela Cook

Chairman Cope brought the meeting to order at 9:00 a.m. He introduced Cheryl O'Connell who has been appointed to take the Management Assistant position as Lorraine Hiltbrand will be retiring May 31, 2013.

**BOARD OF HEALTH MEETING MINUTES—FEBRUARY 14, 2013**

MOTION: Lee Miller made a motion to approve the February 14, 2013, Board of Health meeting minutes as written. Kimber Ricks seconded the motion and it carried unanimously.

**2013 BOARD OF HEALTH MEETING CALENDAR**

Geri Rackow stated that due to a scheduling conflict it is necessary to change the Public Hearing on June 5<sup>th</sup> from 10:00 a.m. to 12:30 p.m. A conference call originating from the Idaho Falls office will be set up to include those attending the Idaho Association of Boards of Health meeting in Pocatello and board members that will be calling in from other locations.

The Board of Health meeting originally scheduled for November 14, 2013, will be changed to November 7, 2013.

The National Association of Local Boards of Health meeting is being held in Salt Lake City August 14<sup>th</sup> – 16<sup>th</sup>. Chairman Cope is planning to attend.

**BOARD ELECTIONS**

Ms. Rackow explained the Board Elections normally take place in June but since the Board will be attending IAB in lieu of a regular meeting, the elections will be held today and the effective date will be July 1, 2013.

**MOTION:** Kathy Rinaldi made a motion for Robert Cope to continue to serve as Chairman and Barbara Nelson continue to serve as Vice Chairman of the Eastern Idaho Public Health District Board of Health for FY2014. Greg Shenton seconded the motion and it carried unanimously.

### **CLARIFICATION OF DIRECTOR'S DUTIES**

#### **Delegation of Authority to Impose Quarantine and Isolation Orders**

Chairman Cope stated Ms. Rackow would like direction from the Board regarding delegated authority to the Director of Eastern Idaho Public Health District to impose orders of isolation and quarantine for an infectious disease emergency.

**MOTION:** Lee Miller made a motion to reaffirm authorization for the director of Eastern Idaho Public Health to impose orders of isolation and quarantine for infectious disease emergency pursuant to Idaho Code §39-415. Greg Shenton seconded the motion and it carried unanimously.

#### **Contracts**

Chairman Cope reported that Idaho Code states the Board has the authority to enter into contracts and it would be preferable to have documentation in the minutes that the Board delegates the authority for the director to sign those contracts.

Lee Staker said that he feels the Board should be reviewing the contracts and if the Board doesn't review the contract, the contract is not enforceable.

Ms. Rackow suggested that at each Board meeting the contracts which had been signed could be reviewed. At that time feedback could be given and a determination could be made to ratify it. Many of the contracts have a very quick turnaround time.

**MOTION:** Lee Staker made a motion that the Board authorize the director of Eastern Idaho Public Health District to sign the continuation or renewal of contracts with ratification of the Board at the next Board of Health meeting. New contract proposals will be presented to the Board for approval before being signed. In the event of particular time constraints, the Executive Committee can authorize the Director to enter into a new contract. Kimber Ricks seconded the motion and it carried unanimously.

#### **Setting District Policy**

Ms. Rackow inquired regarding Board authorization to develop policy.

**MOTION:** Lee Staker made a motion that all policies require Board approval before implementation. Greg Shenton seconded the motion and it carried unanimously.

#### **Personnel Actions**

Ms. Rackow reported she plans to notify each Board member of any personnel disciplinary or termination issues that would affect someone in their particular county in case of questions, etc.

### **Idaho Association of Boards of Health (IAB) 2013 Annual Meeting**

IAB will be held in Pocatello June 5-6, 2013. Chairman Cope, Kimber Ricks, and Lee Miller are planning to attend. Proxies were distributed for those unable to attend.

### **Medicaid Expansion Resolution**

Ms. Rackow explained the resolution to support the Medicaid expansion which would provide cost effective healthcare services for low income, uninsured Idahoans.

**MOTION: Kimber Ricks made a motion to approve the resolution supporting Medicaid expansion in Idaho. Lin Hintze seconded the motion and it carried unanimously.**

### **Food Establishment License Fee**

There was discussion regarding the resolution to support the Food Establishment License Fee Increase. The resolution supports license fees equivalent to the actual costs for public health that are unified between all health districts to deliver Idaho's food safety inspection program.

**MOTION: Barbara Nelson made a motion to approve the resolution to support a food establishment license fee increase. Lee Staker seconded it and it carried unanimously.**

### **County Health Rankings**

Madison County has been #1 in the rankings for the last three to four years in the County Health Rankings. Ms. Rackow expressed that the Health District health promotions staff has contributed to this by providing education and programs in Madison County.

### **Smokefree Idaho White Page**

Smokefree Idaho has requested endorsement from the health districts on the danger of secondhand smoke, thus encouraging people to advocate for everyone's right to breathe clean air.

### **Planned Parenthood**

Ms. Rackow reported we received notification that an RFP was being put out to provide Title X services in Idaho. Currently the districts provide these services through a contract administered by the Department of Health and Welfare. Planned Parenthood has asked the health districts if they would continue to provide the services if they received the RFP. We have not been notified that the RFP has been awarded, but we should receive notification before July 1, 2013.

**MOTION: Lin Hintze made a motion to proceed with providing Title X services in the event Planned Parenthood receives the contract. Barbara Nelson seconded the motion and it carried with the following vote: 2 voting nay and 5 voting aye.**

### **Medical Home Coordinator Pilot Project**

Ms. Rackow explained that Eastern Idaho Public Health District and Southeastern Idaho Public Health were contacted by Health and Welfare to provide a position in each district to work with three physician offices and families to better manage children's medical care. The funding is provided through the Maternal Child Block Grant and Medicaid. This

position is funded for a two year period at which time it will be re-evaluated. It has been determined this position will be a health educator.

**MOTION: Kathy Rinaldi made a motion to support the Medical Home Coordinator position. Kimber Ricks seconded the motion and it carried unanimously.**

**New Staffing Change**

Ms. Rackow introduced Mimi Taylor who will be assuming the duties of the District's Public Information Officer.

**WIC BREASTFEEDING PEER COUNSELOR PROGRAM**

Ms. Rackow introduced Angy Cook who oversees the Women Infant and Children's Nutrition program Breastfeeding Peer Counselor program. EIPHD's Breastfeeding Peer Counselor program has received the honor of being #17 in the nation for FY2011.

Ms. Cook reported breastfeeding peer counselors assist and train mothers on breastfeeding. The counselors receive specialized breastfeeding training and are available at all times to mothers for training and assistance. Eastern Idaho Public Health District has three Board Certified Lactation Counselors.

**LEGISLATIVE AUDIT REPORTS**

Steve Thomas reported the legislative auditors are still working at completing the FY2011 and FY2012 audits for our agency. We anticipate receiving the final reports in September or October.

**FISCAL REPORT**

Mr. Thomas reviewed the budget through the end of April 2013. At a previous meeting \$300,000 was added to the budget for FACH Immunization Activity increases and \$302,000 was taken out of reserves for the electronic medical records. We are currently 2.9% below on actual expenditures.

We are 9% above budgeted revenue after adding the \$300,000 budget amendment for increased fees. Also, fees for food licenses and state payments increase the revenue in the middle part of year and they keep us a little above budget until the end of the fiscal year. The increase in fees is due to the Pertussis and flu outbreaks this last year and expanded insurance billing.

Due to paying off the building loan, there are no funds in the Capital Reserve Account. At the current time there is only an Operating Reserve Balance which is approximately 90 days of operating reserves. There can be a \$150,000 - \$200,000 swing depending on interagency Receivables from Health and Welfare or DEQ.

Geri stated we are anticipating about \$200,000 carryover from this year's budget.

**SEQUESTRATION**

Ms. Rackow reported updated information has not been received regarding the Sequestration. Health and Welfare has made tentative plans for a 5% or 8% decrease, but it is all speculation and no definite information is available at this time. Any reductions will be addressed by the specific programs. The Board will be updated as information is received.

## **STATE APPROPRIATION**

Ms. Rackow reported she attended a "Visioning Exercise" last week in Boise with the district directors and the Department of Health and Welfare. The question discussed was, "What is the benefit to the health districts and what would be the benefit to public health?" It was decided that opening the district law could possibly bring up other issues. Russ Duke did agree to ask his Board to postpone going to the Legislature for their own funding.

## **FY2014 BUDGET PROPOSAL**

Ms. Rackow reviewed the FY2014 budget proposal.

Contracts:

- Decrease in Health Preparedness with ASPR pass-through funds
- Decrease in Health Promotion's diabetes contract
- Contracts for Environmental Health will remain the same
- Contracts in Family and Community Health (FACH) will remain the same
- There will be an increase in the WIC contract

Fees: FACH has done a good job at setting the fees taking into consideration what the market will bear.

Some of the increases we have had to take into consideration are

- Increase in employee health insurance
- With the new computer software that we have added in the last couple years, there is an increased cost for the band width.

Eighty-two thousand dollars are needed to balance the budget. She expressed concern funds have not been budgeted to replace district vehicles, printers and copiers, and for large building repairs. Also, funds need to be budgeted to replace the Capital Reserve Account.

**MOTION: Barbara Nelson made a motion to approve the proposed FY2014 Operating Budget of \$6,477,717 which includes a 3% increase in the county contribution. Motion seconded by Lin Hintze and the motion passed unanimously.**

## **ENVIRONMENTAL HEALTH**

### **Memorandum of Understanding With Department of Environmental Quality (DEQ)**

Kellye Eager reviewed the Memorandum of Understanding that was implemented in February 2013 between the districts and the Department of Environmental Quality.

### **Contract with Department of Water Resources (DWR)**

Ms. Eager reviewed the contract EIPHD has with the Division of Water Resources (DWR) to assist with onsite well inspections in Lemhi County. The per hour reimbursement rate was increased from \$42 to \$47. DWR has now contacted Public Health District 2 regarding a similar contract for that district.

### **Report on Septic Audit**

Ms. Eager reviewed the septic audit that completed September 2012. The audit was completed on Bonneville County and no violations were noted. One issue addressed was dealing with complex systems.

### **HEALTH PREPAREDNESS, PROMOTION, & SURVEILLANCE (HPPS)**

Ms. Rackow reported the District HPPS staff participated in a statewide full scale exercise the last week of April. This was a three day exercise and the second day was located at our new Point of Distribution location (POD) at BYU Idaho. Overall it was a good experience.

### **OPERATING AND CAPITAL RESERVE ACCOUNT**

**MOTION: Kimber Ricks made a motion to approve the Operating Account as presented. The Capital Account will be reviewed in September 2013. Lee Miller seconded the motion and it carried unanimously.**

### **FAMILY AND COMMUNITY HEALTH**

Mr. Rillema reviewed information regarding immunizations and stated that the District has been offering onsite clinics in the schools and a Free Immunization Clinic is being held at the Health District on Monday, May 20.

May 16, 2013 Board of Health Meeting Minutes were approved by the BOH and signed by Robert Cope and Geri Rackow on September 19, 2013.