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Promoting the Health of People & Their Environment  
Eastern Idaho Public Health District  
**BOARD OF HEALTH MEETING**  
September 19, 2013

**PRESENT:** BOARD OF HEALTH MEMBERS  
Robert Cope, Commissioner, Chairman  
Barbara Nelson, MD, Vice-Chairman  
Lee Staker, Commissioner  
Kimber Ricks, Commissioner  
Kathy Rinaldi, Commissioner  
Greg Shenton, Commissioner  
LeRoy Miller, Commissioner  
Lin Hintze, Commissioner  
Brian Farnsworth, Commissioner

STAFF MEMBERS  
Geri Rackow, Director  
Steven Thomas  
Gary Rillema  
Kellye Eager  
Tammy Cox  
Veena Sohal  
Cheryl O'Connell  
Angy Cook  
Amy Gamett  
Corinne Bird  
Ken Anderson  
Nathan Taylor  
Mike Taylor

Chairman Cope called the meeting to order at 9:00 a.m. Ms. Rackow reported that Commissioner Ricks is on his way and will join the meeting by 10:00.

**BOARD OF HEALTH MEETING MINUTES—MAY 16, 2013**

**MOTION:** Commissioner Staker made a motion to approve the May 16, 2013, Board of Health meeting minutes as written.  
**SECOND:** Dr. Barbara Nelson  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**2014 BOARD OF HEALTH MEETING SCHEDULE**

Chairman Cope reviewed the proposed meeting schedule for 2014. Ms. Rackow indicated that the district's budget hearing will not be at the same time as the annual meeting of the local boards of health, which has been the practice for the past three years, which will eliminate the need to hold the public hearing via conference call. No conflicts with the proposed schedule were identified. The next Board of Health Meeting is November 7, 2013.

**AMENDMENT TO THE AGENDA**

**MOTION:** Chairman Cope made a motion to amend the agenda to add Ms. Rackow's six month performance review.  
**SECOND:** Commissioner Miller  
**ACTION:** MOTION CARRIED UNANIMOUSLY

## **NATIONAL ASSOCIATION OF LOCAL BOARDS OF HEALTH (NALBOH) CONFERENCE UPDATE**

Chairman Cope updated the Board on the NALBOH conference he attended in August. He reported that there is still some resistance from some board members on the issue of public health accreditation; however, it appears that accreditation is gaining momentum and will go forward. He also shared that the current status of the NALBOH organization is a little unstable right now and the future of the organization is uncertain. However, the next annual NALBOH conference has tentatively been scheduled for August, 2014, in Lexington, KY.

## **HEALTH INSURANCE EXCHANGE – IN-PERSON ASSISTERS**

Ms. Rackow gave the Board an update on the request by Idaho's Health Insurance Exchange (HIE) for Idaho's public health districts to enter into a contract with the HIE to provide In-Person Assister (IPA) services across the state. The HIE will contract with Health District 3, who will then sub-contract with the other six public health districts to provide these services. The term of the contract will be August 26, 2013 through March 31, 2014. The open enrollment period of the HIE is October 1, 2013 through March 31, 2014. A current health district employee, Sandy Volmer, has been trained and certified as an IPA by the HIE. Ms. Volmer will be responsible for providing the training to other health district employees who will also be certified by the HIE to perform the IPA role. Two temporary employees have been hired by the health district and three current employees have allocated some of their time to providing IPA services for the term of the contract. Ms. Volmer provided the board members with an overview of the role of IPAs. Ms. Rackow reported that one of the benefits to the Health District is that a lot of the clients that we serve are uninsured and this will be a good outreach service for them.

## **IDAHO ASSOCIATION OF DISTRICT BOARDS OF HEALTH CONFERENCE REPORT**

Commissioners Cope and Miller attended the annual conference held in Pocatello in June. Ms. Rackow reported that at the Trustee meeting, the issue of the State Appropriation and Millennium Fund appropriation formulas be revisited by the health district directors to see if there are more equitable ways for distributing the funds between the seven districts. The directors will bring recommendations back to the Trustees by the end of the year.

In addition, the trustees requested that the health district directors educate legislators on issues facing the health districts. As a result, the directors have developed a local public health newsletter that will be an educational tool distributed electronically each month to legislators and other elected officials. The first issue was published in September. Ms. Rackow asked the board of health members to let her know if they have specific topics they would like included in the monthly newsletter.

## **CONTRACT REVIEW**

Chairman Cope reminded members that at the last meeting, it was agreed that the Board of Health would ratify and review all contracts, which is a statutory responsibility of the Board of Health. However, according to Eastern Idaho Public Health District's Board of Health By-Laws, this responsibility has been delegated to the health district director. Lengthy discussion ensued regarding the handling of new and existing health district contracts and the importance of having the Board of Health involved in approving all contracts.

- MOTION:** Commissioner Staker made a motion to amend a Motion from the May 16, 2013, Board of Health meeting changing “the Executive Committee can authorize the Director to enter into a new contract” to “the Board can authorize the Director to enter into a new contract.” The Board would then call a special meeting or conference call to review the contract(s).
- SECOND:** Commissioner Miller
- ACTION:** MOTION WITHDRAWN

It was agreed that the District Director will provide the Board of Health members with a summary of any new contract for review prior to entering into the agreement. All contracts entered into by the District Director will be presented at the next scheduled Board of Health meeting for review and ratification.

#### New Contracts

Ms. Rackow presented a list of four new contracts (list attached) for ratification by the Board. She provided a description of each contract to the board.

- MOTION:** Commissioner Staker made a motion to approve the new contracts.
- SECOND:** Commissioner Ricks
- ACTION:** MOTION CARRIED UNANIMOUSLY

#### Contract Renewals

Ms. Rackow presented a list of contract renewals (list attached) that have been signed as well as a list of contracts that will be coming up for renewal through the end of 2013. An explanation of each contract was provided.

- MOTION:** Barbara Nelson made a motion to ratify the contract renewals presented.
- SECOND:** Commissioner Hintze
- ACTION:** MOTION CARRIED UNANIMOUSLY

#### STAFFING ANNOUNCEMENTS

- After 31 years with EIPHD, Veena Sohal is retiring and moving to California to be closer to her family. Her last day will be September 27. A retirement luncheon will be held in her honor on that day and all Board Members are invited to attend.
- Angy Cook, WIC Supervisor, has been promoted to take Veena's place as the Nutrition Division Director. Currently recruiting to refill the WIC Supervisor position.
- Melba Baker, RN, from our Lemhi County office retired in May.
- Deon Staker, RN, from our Fremont County office retired at the end of August.
- Toni Quirl, RN, was promoted to a senior nurse to work in the Fremont County office to replace Ms. Staker. Toni is very excited to be engaged in the community and do more outreach to build the health district clientele in Fremont County.
- Fremont County Office Hours: In addition to the new nurse in Fremont County, we have also adjusted the office hours in an effort to better serve the needs of our customers. Since 2009, this office has been closed on Mondays. However, effective October 7, the office will now be open on Mondays, but closed on Fridays. Furthermore, the office will also be closed on Tuesday afternoons. A press release will be sent out announcing these changes. Even with

the change in office hours, Ms. Rackow feels confident that we will still be able to meet the demand for services in the County. Commissioner Miller inquired about the health district's relationship with Upper Valley Community Health Services in St. Anthony. Ms. Rackow reported that we have a good relationship with the facility and routinely refer clients to them for services we do not offer, and they routinely refer clients to us for services that they do not offer. We work together to ensure clients have access to care in that community.

### **CLARK COUNTY/EIPHD FACILITY AGREEMENT**

Ms. Rackow reported that the health district does not own the building in Clark County where we provide services. The building is owned by the County and they allow us to use the space. Recently, a rooftop condenser at the building went out and the question came up as to who pays for its replacement. The original facility agreement from 2002 does not address the issue of who is responsible for repairs or maintenance. Ms. Rackow agreed to pay the cost of the condenser because it only served the area occupied by the health district.

Ms. Rackow and Commissioner Shenton have discussed this situation and have agreed to an amendment to the facility agreement, clarifying that EIPHD would be responsible for internal repairs, maintenance, and upkeep, and the County would be responsible for the external repairs and maintenance unless it only pertains to our office space.

**MOTION: Commissioner Rinaldi made a motion to approve the revised Facility Agreement between EIPHD and Clark County.**

**SECOND: Commissioner Hintz**

**ACTION: MOTION CARRIED UNANIMOUSLY**

### **FINANCIAL REPORTS**

- **Fiscal Year 2014 Report:** Steve Thomas reviewed the FY2014 year-to-date financial reports for two months ending August 31, 2013. The District's total expenditures for the year were slightly above the approved budget. Mr. Thomas indicated that this is normal to be above budget in the first months of the year as we get the annual assessments for the controller's office services, insurance, and legislative audit in the first part of the year. The District's total revenues were 6.8% above original budget. Mr. Thomas indicated that this is normal since we get all of our appropriated Millennium funds and half of the State Appropriation funding awarded in the first month of the fiscal year.

Mr. Thomas reported that since we have obtained a couple of new contracts that were not included in the budget (Health Insurance Exchange In-Person Assistants and Medical Home Coordinator) so we will need to make budget adjustments before the end of the fiscal year.

- **FY2013 Year-End Summary:** Mr. Thomas reported that we ended the year 2.5% below budget on expenditures and about 4% over budget on revenue. We ended the year with carryover funds of \$400,632. Our capital reserve account was exhausted by paying off the outstanding loan on our Bonneville County office as well as the new electronic medical record system.

### **PROPOSED USE OF CARRY OVER FUNDS**

Ms. Rackow reported that the district has some unbudgeted needs that she would like the Board to consider funding with the carryover dollars from FY13. Since we already committed approximately \$80,000 of carryover dollars be used to balance our FY14 budget, the available carryover funding for consideration is approximately \$320,000. Ms. Rackow presented the following projects for consideration:

- Funding of a one-time 3% funded bonus for all staff. A compensation plan will have to be submitted to the Idaho Division of Financial Management that includes a matrix on how the bonus would be distributed. The bonuses would be based on performance. Estimated cost: \$100,000
- Replacement of carpeting in Rexburg and Rigby offices. Estimated cost: \$30,000 - 40,000.
- Remodel Fremont County office to add clinic room to improve clinic flow and client privacy. Estimated cost: \$15,000
- Replacement of Vehicles: Up to four vehicles nearing 100,000 could be replaced. Would need to order in January off the State contract. Estimated cost: \$20,000 – 25,000 depending on vehicle type.
- Solid Waste/Hazardous Materials Training DVDs: Purchase of 100 educational training videos for district staff and County employees. Cost: \$10,000

The Board also discussed the need to start rebuilding the district's capital reserve account for future needs.

**MOTION:** Commissioner Shenton made a motion to retain \$150,000 in carryover funds for the district's capital reserve account and then using the remaining \$170,000 to fund the employee bonuses, carpeting in Rexburg and Rigby, remodel of clinic room in St. Anthony, and Solid Water training materials.

**SECOND:** Commissioner Ricks

**ACTION:** MOTION CARRIED UNANIMOUSLY

### **STATEWIDE STRATEGIC PLAN**

Ms. Rackow reported that all state agencies are required by statute to submit a strategic plan by July 1 of each year and performance measurement report by September 1 of each year to the Idaho Division of Financial Management (DFM). The health districts are subject to this requirement as well. The seven health districts prepare a joint strategic plan for submission to the State. Ms. Rackow shared the plan with the Board. The reports are available on EIPHD's and DFM's websites.

### **2013 EIPHD ANNUAL REPORT**

Ms. Rackow presented highlights of EIPHD's annual report to the Board. She then turned time over to each Division Director—Kellye Eager, Gary Rillema, Tammy Cox, and Veena Sohal—to report on his/her division's programs and accomplishments. Ms. Rackow reported that she and Division Director will be meeting with the County Commissions in the coming week to present EIPHD's annual report.

### **HIPAA TRAINING**

Changes have been made to the Health Insurance Portability and Accountability Act (HIPAA). Amy Gamett, Nurse Manager, serves as the district's HIPAA Compliance Officer. Ms. Gamett provided the board members with training on HIPAA.

### **STATEWIDE HEALTHCARE INNOVATION PLAN**

Mr. Rackow introduced the Statewide Healthcare Innovation Plan (SHIP) to the Board. The State of Idaho was awarded a grant from the Centers for Medicaid and Medicare Services to plan for the future of health care in the State by developing a plan for moving health care forward around the concept of the patient centered medical home. The State contracted with a consultant, Mercer, to help guide this process. Meetings have been held with stakeholders around the state and input gained through this process is being used to develop a plan that will transform the current fee-for-service health care system into one that is driven by health outcomes. Public Health is being represented at both the state and local levels in this project, which is expected to be completed in October. At this time, there is no funding available for implementation of the plan developed through this project. Two newsletters have been published regarding the SHIP project, which Ms. Rackow will forward to the Board member. For more information about the SHIP project, please visit:

<http://healthandwelfare.idaho.gov/Medical/StateHealthcareInnovationPlan/tabid/2282/Default.aspx/>

### **MEDICAL HOME COORDINATOR PILOT PROJECT UPDATE**

Corinne Bird was hired in July to serve as a Medical Home Coordinator as part of a pilot project Health Districts 6 and 7 are working on with Idaho Department of Health and Welfare, Medicaid, and the Children's Healthcare Improvement Collaboration program. Ms. Bird provided the Board with a presentation on the Medical Home Coordinator program.

### **DIVISION OF HEALTH PREPAREDNESS, PROMOTION, & SURVEILLANCE**

- Outbreak on the Middle Fork: District epidemiology staff members, Ken Anderson and Mike Taylor, and Environmental Health Specialist, Nathan Taylor, reported on a recent gastrointestinal outbreak experienced by rafters on the Middle Fork of the Salmon River.
- Great Idaho Shake Out: Tammy Cox reported that this will be a state-wide earthquake drill held on October 17 at 10:17 a.m. Everyone is invited to participate.

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- Flu Season Plans: Mr. Rillema reported that our district continues to be a primary provider of flu vaccine in our communities. Our district purchased more vaccine than last year, including the high-dose and quadravalent types. Health District staff will be providing county employees with free flu shots again this year, which will be scheduled in the very near future.

**DIVISION OF NUTRITION**

Veena Sohal reported that the WIC program recently had an audit by staff from Idaho Department of Health and Welfare. A few minor issues were identified. Ms. Sohal provided the Board with a summary of the audit and the resulting changes that have been made in the program to address the issues noted.

**EXECUTIVE SESSION**

- MOTION:** Commissioner Staker made a motion to go into Executive Session pursuant to Idaho Code 67-2345 to discuss a personnel issue.
- ROLL CALL:** Commissioner Staker, aye; Commissioner Hintze, aye; Commissioner Ricks, aye; Commissioner Rinaldi, aye; Commissioner Shenton, aye; Commissioner Farnsworth, aye; Commissioner Miller, aye; and Chairman Cope, aye.
- ACTION:** MOTION CARRIED

Chairman Cope reconvened the meeting following the Executive Session.

**DISTRICT DIRECTOR'S PERFORMANCE REVIEW**

Commissioner Cope indicated that Ms. Rackow has completed her first six months as the Director of Eastern Idaho Public Health District. The Board reviewed her performance and finds it to be satisfactory and adjusted her salary. From this point on, the Board will conduct annual performance reviews with Ms. Rackow.

  
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