EASTERN IDAHO
Public Health
DISTRICT

BONNEVILLE CLARK CUSTER FREMONT
JEFFERSON LEMHI MADISON TETON

Promoting the Health of People & Their Environment

BOARD OF HEALTH MEETING MINUTES
April 10, 2014
9:00 a.m. – 3:00 p.m.

PRESENT:	BOARD OF HEALTH MEMBERS	STAFF MEMBERS
	Robert Cope, Commissioner, Chairman	Geri Rackow, Director
	Barbara Nelson, M.D	Angy Cook
	Lee Staker, Commissioner	Kellye Eager
	Kathy Rinaldi, Commissioner	Tammy Cox
	Greg Shenton, Commissioner	Cheryl O'Connell
	Lin Hintze, Commissioner	Gary Rillema
	LeRoy Miller, Commissioner	Steve Thomas

Guests: John Hathaway, Idaho Department of Health Welfare
Randy Rodriquez, Idaho Department of Health & Welfare

ADMINISTRATIVE ITEMS

1. **Call to Order**
   The meeting was called to order by Chairman Cope at 9:00 a.m. Commissioner Ricks and Commissioner Farnsworth are absent from today's meeting.

2. **Approval of Board of Health Meeting Minutes**

   MOTION: Commissioner Rinaldi made a motion to approve the February 20, 2014, Board of Health Meeting Minutes as written.

   SECOND: Commissioner Shenton

   ACTION: MOTION CARRIED UNANIMOUSLY

3. **Approval of Board of Health Evidentiary Hearing Meeting Minutes**

   MOTION: Commissioner Rinaldi made a motion to approve the December 11, 2013, and the March 31, 2014, Board of Health Evidentiary Hearing Meeting Minutes as written.

   SECOND: Commissioner Staker

   ACTION: MOTION CARRIED UNANIMOUSLY

4. **EPA Worker Protection Standards**
   Commissioner Cope updated the Board on the EPA Worker Protection Standards with regards to how it may affect public health. He indicated that the standards would only apply to commercial farms and would include the posting of Material Safety Data Sheets (MSDS) for pesticides in the appropriate language of the workers as well as set the minimum age for employees applying pesticides to be 18 years. The recommendation is for pesticide reactions and toxicity to become reportable, at which time would involve public health.

5. **National Association of Local Boards of Health (NALBOH) Update**
Ms. Rackow reported that EIPHD has been a member of NALBOH in the past. However, in 2013, NALBOH experienced some leadership and financial challenges. The organization has since hired a management company to help them get things back in order. There has been no update from NALBOH since early February; however, its annual membership drive is now underway. Brief discussion followed. Ms. Rackow recommends that as an agency, we not renew our membership with NALBOH until such time viability of the organization is demonstrated. The board members agreed with her recommendation.

6. **Idaho Association of Local Boards of Health Annual Meeting**
Commissioners Staker, Hintze, Miller, Farnsworth and Ricks will attend the Idaho Association of Local Boards of Health Annual Meeting May 29-30, 2014. Chairman Cope will not be attending; Commissioner Ricks has agreed to serve as Chairman Cope's proxy and will attend the Trustee Meeting on May 28, 2014 at 1:00 pm. Proxy forms for the board members not attending were handed out and should be returned to Ms. Rackow after signed.

The following Resolutions were discussed:

- **Resolution to Support a Food Establishment License Fee Increase (full cost vs. half cost)**
Food fees were discussed at the Association meeting last year and the topic is back on the table this year. There are two resolutions relating to food fees. The first one supports license fees equivalent to the actual costs for public health to deliver the program. The second one supports license fees equivalent to one-half of the actual costs for public health to deliver the program. The resolution supporting the actual full cost was approved last year. However, since food fees are established in Idaho Code, any fee change would require legislative action.

  Ms. Eager, Environmental Health Division Director, updated the board on the current food fees and types of food establishments.

- **Resolution to Support Purchasing Healthier Food Options with Idaho Supplemental Nutrition Assistance Program**
There was some discussion during the last Legislative session about the opportunity for this program to be run more like the WIC program by requiring the purchase of healthier foods. This resolution supports and encourages enactment of policies that improve access and encourage healthier food options for participants in order to address rising obesity rates.

- **Resolution Concerning the Prevention of Prescription Drug Abuse**
At the Association meeting last year, there was a presentation on the growing public health issue of prescription drug abuse in Idaho. This resolution supports public health in seeking opportunities to collaborate with stakeholders to address the issue of prescription drug abuse.

- **Resolution to Support Insurance Coverage for Low Income Idahoans**
Last year, a resolution supporting Medicaid expansion in Idaho was passed by the Association. This is the same resolution that has been revised to remove the wording "Medicaid Expansion" and replace it with "insurance coverage."

- **Resolution to Oppose Legalization of Marijuana in Idaho**
This resolution opposes the legalization of marijuana because legalization would increase the availability and use of illicit drugs, and pose significant health and safety risks to our population.

MOTION: Dr. Nelson made a motion to support the six Resolutions discussed.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

DIRECTOR'S REPORT

1. **FY2014 Year-to-Date Budget Report**

Steve Thomas, Fiscal Officer, provided the Board with a year-to-date financial report for FY2014. For the nine months ended March 31, 2014, the District's total expenditures for the year were 3.73% below the approved budget. For the same time period, the District's total revenues were 9.34% above original budget. The revenue budget adjustments have been added into the budget totals for comparative purposes. The Board approved carry over money from FY2013 to be used to replace the carpet in our Rigby and Rexburg office as well as the remodel of a clinic room in St. Anthony. This money is still in our operating reserve account, but plans are to have it spent before the end of this fiscal year.

2. **FY2015 Employee Compensation Plan**

Ms. Rackow reviewed with the Board the guidance received from the Idaho Division of Financial Management (DFM) and Idaho Division of Human Resources (DHR) concerning changes in employee compensation, which includes:

- An upward adjustment of 1% for the minimum pay rates on the compensation schedule. This change will only affect one of the health district's employees.
- A 1% ongoing salary increase for state employees based on merit.
- A 1% one-time bonus for state employees based on merit with flexibility in distribution to be determined by agency directors.
- Permanent, ongoing increases must be effective June 8, which will be paid out on employees' first paycheck in FY15.

Each year, EIPHD is required to submit an Employee Compensation Plan to DFM/DHR. Ms. Rackow presented EIPHD's proposed plan to the Board for review. She reported that as an agency, EIPHD has the lowest salaries among all of the state's public health districts. It has been management's desire to move employees towards policy on the pay scale as quickly as possible based on performance; however, over the years, funding has not been available to the District to do so.

The proposed Employee Compensation Plan for EIPHD includes starting new employees at 70% of policy on the pay scale. In addition, new employees can receive an increase in their entry salary based on their education and experience, as well as being bilingual when it is not a requirement of the job. Additional adjustments can be made for hard to fill positions at the Director's discretion.

EIPHD's FY15 Budget Proposal includes funding for a 2% Change in Employee Compensation (CEC). Ms. Rackow requested that this CEC be a permanent increase for employees rather than half permanent and half temporary as suggested in the guidance received from by DFM/DHR. A requirement of the Compensation Plan is a salary distribution matrix for any salary increases, and Ms. Rackow recommends a 2% increase for employees with a performance rating of "Achieves" and a 2.25% increase for employees with a performance rating of "Solid" or "Exemplary." In addition, she requested that the Board approve funding of the entire cost of these increases, which would be an additional cost of approximately $7,000 over what is included in the FY15 budget proposal. This extra cost could be covered by FY14 carryover dollars.

Once approved by the Board, the Compensation Plan must be submitted to and approved by DFM/DHR. If DFM/DHR does not approve the matrix which currently gives the same percentage increase to both Solid and Exemplary performers, Ms. Rackow recommended changing the percentage increase for the Exemplary rating to 2.50%.

MOTION: Commissioner Staker made a motion to support the recommendation from management for a 2% permanent salary increase for all employees with a performance rating of Achieves and a 2.25% increase for all employees with a Solid or Exemplary performance rating. If DHR does not approve Solid and Exemplary ratings to receive the same increase, Ms. Rackow is authorized to increase the Exemplary rating increase to 2.50%.

SECOND: Dr. Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

Ms. Rackow thanked the Board for their support and feels it is so important to recognize the employees for their hard work.

3. **FY2015 Budget Presentation**

Ms. Rackow distributed copies of the District's FY15 Budget Proposal to the Board members and reviewed details of the budget which were included in the document's Highlights. Overall, the budget request is $6,670,461, representing an increase of 3% over the current year's budget.

An increase of 1% in county appropriations, totaling $10,105, is being requested. Ms. Rackow reminded the Board that the 1% increase in County Contributions will most likely result in less state appropriations for EIPHD in FY2016 due to the distribution formula. Chairman Cope asked the Board if they were committed to the 1% or if more could be considered. Discussion followed. Ms. Rackow reminded the Board about the Preventative Health Levy (IC 31-862) and asked the Board to give some consideration to using that levy, especially Teton County who is not currently using it, so that maybe next year the Board could support a higher percentage increase in County funding.

It is proposed that carry over dollars be used to balance the FY15 budget, which would include the increased costs for salary increases as just discussed. Ms. Rackow noted that even though the district has budgeted for the use of carryover dollars the past several years, more revenue has been generated than anticipated, thereby not requiring the use of the carryover funds.

Ms. Rackow noted that this budget proposal does not include funds for vehicle replacement or a contribution to our Capital Reserve Account.

MOTION: Dr. Nelson made a motion to approve EIPHD's FY15 budget request of $6,670,461 as well as a 1.5% increase in County Contributions.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Dr. Nelson made a motion to approve the proposed Operating Reserve and Capital Reserve accounts as presented.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

4. **Organizational Values**

Ms. Rackow reported that all of EIPHD's employees have been participating in an exercise and discussion to help establish organizational values. The Board members participated in the exercise as well. The results of the exercise will be shared at the General Staff meeting in May as well as at the next Board of Health meeting.

5. **John Hathaway, Regional Director, Idaho Department of Health & Welfare (IDHW)**

Mr. Hathaway presented general information to the Board about the IDHW. Mr. Randy Rodriquez, Regional Behavioral Health Director for IHDW was also in attendance and provided information about his programs, including the regional crisis centers and the opportunity for the health districts to collaborate with the regional behavioral health boards.

6. **2014 County Health Rankings**

Board members were given a copy of the 2014 County Health Rankings. Ms. Rackow provided a summary and highlighted some of the rankings.

DIVISION REPORTS

1. **WIC**
   Ms. Angy Cook reported that 2014 is the 40th anniversary of the WIC Program. She presented information regarding the program and how it impacts people in our community.

2. **Health Preparedness, Promotion, and Surveillance**
   Ms. Tammy Cox gave a final report on the Middle Fork Outbreak as well as plan for the coming year. In May, she and her staff will be meeting with community partners involved in this investigation to discuss the investigation and ways we can better work together in the future.

   Ms. Cox also provided the Board on the upcoming Preparedness Exercises. The first is a statewide tabletop exercise to be held in Pocatello on April 23, and will involve an earthquake scenario as well as the evaluation of a major hospital. The second is the Ragin' Stagin' exercise to be held at Madison High School on June 6 and 7. This is a full scale regional exercise for the public to see what assets and resources are available in our area for disaster response.

3. **Family & Community Health Services**
   Mr. Gary Rillema updated the Board on the district's Children's Special Health Program (CSHP), in which children with special qualifying health conditions receive referrals to specialty physicians who are brought to the local area to provide care for these children. He coordinates the travel arrangements for the visiting physicians and covers their expenses with contract funding. Services are available for cardiology, cranial-facial, rehab, orthopedic needs. Children without insurance can apply for this program through the state of Idaho

4. **Environmental Health**
   Ms. Kellye Eager updated the Board on the Food Safety Task Force Report.

NEXT MEETING

The next Board of Health Meeting is scheduled for June 19 and will include our public budget hearing. Ms. Rackow reported that she will be meeting with all of the County Commissioners soon to present the district's budget in preparation for the Budget Hearing.

ADJOURNMENT

All business was concluded and the meeting adjourned at 1:35 p.m.

R. E. Cope — 6-19-14

Commissioner Robert Cope, Board Chairman — Date Approved

Geri L. Rackow — 6-19-14

Geri L. Rackow, EIPHD Director & Board Secretary — Date Approved