

**BOARD OF HEALTH MEETING MINUTES**

**April 16, 2015**

**9:00 a.m. – 3:00 p.m.**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Lee Staker, Commissioner, Chairman  
Lee Miller, Commissioner  
Ken Miner, Commissioner  
Greg Shenton, Commissioner  
Kimber Ricks, Commissioner, via telephone

**STAFF MEMBERS**

Geri Rackow, Director  
Kellye Eager  
Steve Thomas  
Cheryl O'Connell  
Gary Rillema  
Angy Cook  
Tammy Cox

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Staker called the meeting to order at 9:07 a.m. Dr. Barbara Nelson, Commissioner Lin Hintze, Commissioner Brian Farnsworth, and Commissioner Bill Leake are excused from the meeting today. Commissioner Kimber Ricks joined the meeting via conference call at 11:40 a.m. All items requiring board approval were delayed until that time.

**2. Employee Recognition**

Ms. Rackow gave the board information regarding three new peer-to-peer employee recognition award programs that were implemented at the February General Staff meeting: the Top Banana, the GOAT (Greatest of all Team member), and the Champion of Values awards. The awards will be passed along to new employees each month. Ms. Rackow recognized Bryan Nielsen, Mary Hernandez, Hillary Coyne, Lori Lovell, Elyse Baird, and Kellye Eager, all recent recipients of the awards.

**3. Approval of BOH Meeting Minutes**

**MOTION:** Commissioner Shenton made a motion to approve the February 12, 2015 Board of Health Meeting Minutes.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**4. Trustee's Report and Draft Resolutions**

Ms. Rackow reviewed and provided information regarding the following resolutions. The resolutions will be presented for action at the Idaho Association of District Boards of Health (IAB) meeting in June. Comments from the board will be taken to the IAB meeting.

- a. Resolution to Improve Health Food Choices by Implementing a Traffic Light Food Labeling Policy
- b. Resolution Supporting Prevention of Excessive Alcohol Use
- c. Resolution to Support Research on the Use of Medical Marijuana and Monitoring of the Public Health Impact of Medical Marijuana Legalization
- d. Resolution to support an Excise Tax on Electronic Nicotine Delivery System
- e. Resolution supporting the Strengthening of Immunization Exemption Language

**5. Idaho Association of District Board of Health (IAB) Annual Conference**

This year's Conference will be held June 3-4 in McCall. Ms. Rackow, Commissioner Ricks, and Chairman Staker have registered to attend. Board members were asked to let Ms. O'Connell or Ms. Rackow know today if you are going to attend so arrangements can be made.

**6. Plans for June Board of Health Meeting in Challis**

Ms. Rackow reminded the board members that we had discussed having the June Board of Health meeting in Challis and wanted to make sure this is still their desire. The board members agreed. The meeting will be held at the Challis Community Center. The EIPH office in Challis is not large enough to accommodate a meeting but we will go visit the office. As the meeting gets closer we will facilitate carpooling to Challis.

The September 17, 2015 meeting will be held in Fremont County. The office there is not large enough so Ms. Rackow will work with Commissioner Miller to find a meeting location.

**DIRECTOR'S REPORT**

**1. Update on Environmental Health Enforcement Actions**

Ms. Eager updated the Board on the Guy Roundy Enforcement Action. She and Nathan Taylor conducted an on-site inspection, accompanied by two deputy sheriffs from Jefferson County. Mr. Greg Crockett will be providing a second affidavit with file notes and a map showing the locations where it appears eleven permits are needed. The next meeting with Judge Stevens will be on April 27, 2015.

Ms. Eager also updated the Board on the Stoneridge RV Park issue in Lemhi County. The property owners are making progress on the replacement of the system and have selected a contractor to install the pressurized system. They are working to reduce the number of connections to the septic system to the allowable number of seven; however, some unoccupied trailers still need to be removed from the property and the septic lines capped to ensure disconnection from the system.

Also in Lemhi there is a situation with a bank-owned property having a failed septic system. Ms. Eager is working with the bank to get the issue resolved so it can be ready for occupancy before it goes up for sale.

In Madison County the new owners of the former Rainbow Lake RV Park are being very cooperative. They are being careful with septic flows (using portable toilets at public events) and are planning to connect to the City of Rexburg's sewer system in 2016.

**2. Office of Performance Evaluation Review**

Earlier this month the Health District Directors received notice that a request was made by Senator Bert Brackett to the Office of Performance Evaluation (OPE) to investigate and report on the general issue of Public Health financing, specifically the distribution formula for the General Fund dollars. The Health District Directors are not opposed to the review and will assist OPE in any way possible answering questions or providing additional information as needed. A report is expected by year's end, which will be shared with the Board.

**3. Update on Regional Behavioral Health Board Partnership with EIPH**

Ms. Rackow has been working with the Regional Behavioral Health Board (RBHB) on their request to come under the oversight of the health district. The Idaho Department of Health & Welfare, Division of Behavioral Health (IDHW) would provide \$50,000 annually (for personnel and operating costs) for four years to support this effort. The RBHB has hoped to have a formal proposal to present to the board today; however, more time is needed to finalize the details. Ms. Rackow reviewed a draft copy of the Memorandum of Agreement between EIPH, the RBHB, and IDHW. Representatives from the RBHB plan to attend the September Board of Health meeting to present a formal proposal.

**4. Statewide Healthcare innovation Plan (SHIP) Update**

Commissioner Miller, Commissioner Ricks, Commissioner Farnsworth, and Commissioner Leake attended Dr. Ted Epperly's presentation on the SHIP program in Idaho Falls last month. Dr. Epperly is the chairman of the Idaho Healthcare Coalition, the group leading the SHIP effort. Commissioner Miller updated the Board members on some of what was presented at the meeting. The Board also reviewed a video about the SHIP program. If approved, this contract would start on July 1, 2015. EIPH's role would involve leadership and coordination of the Regional Collaborative.

**5. Review & Approval of Contracts**

Ms. Rackow reviewed contracts that have recently been renewed as well as two new contracts anticipated (Diabetes and SHIP). Discussion followed.

**MOTION: Commissioner Shenton made a motion to approve the following contracts: HOPWA, Medical Home Coordinator, Diabetes, and SHIP.**

**SECOND: Commissioner Miner**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**6. Approval of EIPH's FY2016 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 a 3% ongoing salary increase for employees based on merit. EIPH's FY16 Budget Proposal includes funding for a 3% increase for employee salaries.

Each year, EIPH is required to submit a Compensation Plan to DFM/DHR. Ms. Rackow presented EIPH's proposed plan to the Board for review; the plan includes a salary distribution matrix that rewards employee on performance. All employees hired on or before today would be eligible for an increase in FY16 after successful completion of 6 months of employment. Salary increases are scheduled to become effective June 7, 2015 and be reflected on the pay check employees receive on July 2, 2015.

The Compensation Plan must be submitted to and approved by DFM/DHR.

**MOTION: Commissioner Shenton made a motion to approve the FY2016 Compensation Plan**

**SECOND: Commissioner Ricks**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**7. FY2016 Budget Proposal**

Ms. Rackow distributed copies of the District's FY16 Budget Proposal to the Board members and reviewed details of the budget which were included in the document's highlights.

The Board recommended a change to the Operating Reserve Account—increase the amount reserved for and authorized for spending on a public health emergency from \$100,000 to \$500,000.

**MOTION: Commissioner Ricks made a motion to approve EIPH's FY2016 budget request of \$7,364,263, which includes:**

- **Approval of a 2% increase in County Contributions (total County Appropriation of \$1,046,211)**
- **Approval of the Capital Reserve Account**
- **Approval of the Operating Reserve Account, including increasing the amount authorized for spending on a public health emergency from \$100,000 to \$500,000.**

**SECOND: Commissioner Miner**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**8. FY2015 Year-to-Date Budget Report**

Mr. Thomas gave the Board the Year-to-Date budget report. For the nine months ended March 31, 2015, EIPH's total expenditures for the year were .97% above the approved budget. We have a number of program expansions and one new program. Total revenues were 14.1% above the original budget, which is also due to in part to added programs. There is also impact from revenue timing on State Appropriation received in January, food license fees received in November and December, and the large amount of immunization activity in the fall flu season.

Mr. Thomas reviewed the Revenue and Cash Flow Reports and the Expenditure Summary report. He also reviewed the impact of the 27<sup>th</sup> pay period which will happen in FY17.

**9. FY2015 Budget Adjustments**

Mr. Thomas reviewed the Fiscal Year 2015 Budget Adjustments Proposal. We have a number of program expansions and some program shifts. The Parents as Teachers contract was not in the original budget. Other expansions include Immunizations, Ebola, Epi Surveillance, National Electronic Disease Surveillance System, Idaho Community Foundation Dental Grant, Public Health Preparedness, Physical Activity and Nutrition, and donations from the Rotary Club for the oral health program. The total increase in revenue and expenses totals \$390,138.

**MOTION: Commissioner Miller made a motion to approve the FY2015 Budget Adjustments of \$68,000 for personnel costs and \$322,138 for operating costs.**

**SECOND: Commissioner Shenton**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**10. 2015 County Health Rankings**

Ms. Mimi Taylor, Public Information Officer, provided the Board with an overview of the 2015 County Health Rankings. Again this year, Madison County ranked as the healthiest county in the State.

**11. Policy Review and Approval**

Policies were made available to the Board for review prior today's meeting.

Ms. Rackow reviewed two new Employee Handbook policies (Attendance and Employee Illness) and also reviewed revisions to the Employee Immunization Policy.

**MOTION: Commissioner Miner made a motion to approve the addition of the Attendance and Employee Illness policies and the proposed revisions to the Employee Immunization Policy.**

**SECOND: Commissioner Ricks**

**ACTION: MOTION CARRIED UNANIMOUSLY**

Ms. Rackow reviewed the EIPH Fee Structure, the Reproductive Health Charges, Billing and Collections policies, the Sliding Fee Scale, and the Collection/Adjustment Policy. The revisions reflect the discontinuation of antigen billing for childhood vaccines as well as giving staff the ability to change the sliding fee scale for Reproductive Health services automatically when the Federal Poverty Level guidelines change.

**MOTION: Commissioner Miller made a motion to approve the revisions made to the Fee Structure, Reproductive Health Charges, Billing and Collection Policy and Collection/Adjustment Policy.**

**SECOND: Commissioner Shenton**

**ACTION: MOTION CARRIED UNANIMOUSLY**

Ms. Rackow will review new and revised policies with all staff at the next General Staff Meeting.

In an effort to conduct an annual review the policies included in the Employee Handbook, 10-15 policies will be reviewed at each Board Meeting. The following policies were reviewed but no changes were proposed: Audio-

Visual Equipment, Automated External Defibrillator, Benefits, Biohazardous and Chemical Materials, Breastfeeding Mothers, Clean Indoor Air Policy, Client Bill of Rights, Confidentiality, Compensation, Computer Use Access and Security, Conference/Meeting Room Usage, and Continuing Education.

**DIVISION REPORTS**

**1. Environmental Health Division Report**

Ms. Eager gave the Board an update on Cottage Food Legislation and meetings that are being held across the state to gather input from stakeholders, not only on Cottage Foods, but also on proposed changes to the Idaho Food Code that will be presented to the Legislature in 2016.

Merrill Hemming, Environmental Health Specialist and Coordinator of the district's Public Drinking Water Program, provided the Board with an educational presentation on Public Water Systems.

**2. Health Preparedness, Promotion, & Surveillance Division Report**

Ms. Cox reviewed the Give Kids a Smile Day Report and the Idaho Smiles Survey Report. She also gave the Board members information about the upcoming Regional Preparedness Exercise, a full-scale earthquake exercise that will take place on May 13. All counties in our District will be participating in the exercise.

**3. Family & Community Health Service Division Report**

Mr. Rillema reported the Title X Federal Site Visit will be April 22. This will be an audit of our financial and clinical practices and our policies and procedures. Nikki Sayer, Nurse Manager over the program, and the program staff have worked very hard preparing for the audit.

**ADJOURNMENT**

The Board expressed thanks to Ms. Rackow and all the staff for their enthusiasm and desire to do a good job, which was evident at the pancake breakfast held this morning. Of specific note was appreciation for the maintenance and janitorial staff for keeping the Idaho Falls building looking so nice.

The meeting was adjourned at 2:05 p.m. The next meeting, which will include the Public Budget Hearing, is scheduled for June 18, 2015, in Challis.



Dr. Barbara Nelson, Vice Chairman



Date Approved



Geri L. Rackow, Board Secretary

