

**BOARD OF HEALTH MEETING MINUTES
September 17, 2015
10:00 a.m. – 3:00 p.m.**

PRESENT:	<u>BOARD OF HEALTH MEMBERS</u> Lee Staker, Commissioner Lee Miller, Commissioner Ken Miner, Commissioner Greg Shenton, Commissioner Kimber Ricks, Commissioner Lin Hintze, Commissioner Barbara Nelson, M.D. Bill Leake, Commissioner	<u>STAFF MEMBERS</u> Geri Rackow, Director Kellye Eager Steve Thomas Cheryl O'Connell Tammy Cox Angy Cook Gary Rillema James Corbett
-----------------	--	---

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Staker called the meeting to order at 10:06 a.m. Brian Farnsworth is excused from today's meeting. The meeting is being held at the Fremont County Annex Building in St. Anthony, Idaho.

2. Approval of BOH Meeting Minutes

MOTION: Vice Chairman Barbara Nelson made a motion to approve the June 18, 2015 Board of Health Meeting Minutes.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

3. Report on National Association of Local Boards of Health (NALBOH) Conference

Chairman Staker updated the Board on the NALBOH Conference. He reported that there were very few people in attendance. He feels the organization is trying to correct their problems and go forward. Ms. Rackow asked the Board if they were interested in pursuing the renewal of our membership with NALBOH as we have not renewed for the past couple of years due to the struggles they were having. The Board felt that further discussion was needed before a decision to renew could be made. Ms. Rackow will add this topic to the next BOH agenda. Membership is \$400 per year. Members did agree that NALBOH offers some good educational resources.

4. Save the Date – Idaho Association of District Boards of Health (IAB)

The 2016 IAB meeting will be held on June 8-9 in Coeur d'Alene. Please put the dates on your calendar if you are planning to attend.

5. Addition to Agenda

Chairman Staker requested the addition of an agenda item to today's meeting: Prescription Drug Abuse.

MOTION: Vice Chairman Barbara Nelson made a motion to add Prescription Drug Abuse to the agenda.

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY

DIRECTOR'S REPORT

1. Regional Behavioral Health Board Proposal

Ms. Rackow introduced Captain Sam Hulse and Randy Rodriguez to present the Regional Behavioral Health Board (RBHB) Proposal. This would be a partnership (through a contract between Idaho Department and Health Welfare and Eastern Idaho Public Health) that allows the RBHB to better address behavioral health needs of the region at the local level. EIPH would provide administrative support to the RBHB Board and Executive Committee. The contract includes adequate funding and no district dollars will be used in fulfilling the four year contract. Captain Hulse gave the

Board of Health detailed information regarding the role of the RBHB and also information on the Behavioral Health Crisis Center and other local behavioral health services. Following the presentation and a discussion, including a question and answer period, the EIPH Board of Health agreed to support the proposal. Ms. Rackow will arrange for a tour of the Behavioral Health Crisis Center in Idaho Falls at a future BOH meeting.

MOTION: Commissioner Shenton made a motion to approve a contract between Eastern Idaho Public Health and Idaho Department of Health and Welfare to support the Regional Behavioral Health Board.
SECOND: Vice Chairman Barbara Nelson
ACTION: MOTION CARRIED UNANIMOUSLY

2. Statewide Healthcare Innovation Plan (SHIP) Update

Ms. Rackow introduced James Corbett as the new SHIP Manager. Mr. Corbett has been working as the Immunization Coordinator EIPH for the past 6 years. Mr. Corbett gave the Board an overview of the SHIP, including organizational structure and goals. One of the primary goals of the SHIP is to transform primary care practices to patient-centered medical homes (PCMHs). Brian Hadlock from Grand Peaks Medical & Dental spoke to the Board about their role as a PCMH. Their practice has been a PCMH in St. Anthony for the past three years and just recently opened an office in Rexburg. Mr. Hadlock explained the role of a PCMH and also some of the challenges including electronic medical records systems. PCMHs help provide continuity of care to the patients. It also holds the patient and the provider accountable for treatment and compliance. In a PCMC, a patient's treatment is team based. Jaylee, also from Grand Peaks, is their PCMH Specialist and tracks the data. Jaylee gave an overview of the work flow that enables the practice to see a positive outcome. Becoming a PCMH is voluntary. The PCMH must have an EMR and adequate staff to meet the requirements.

3. Budget Reports

Steve Thomas reported that for the year ended June 30, 2015, the District's total expenditures for the year were 3.46% below adjusted budget. For the year ending June 30, 2014, the District's total revenues were 4.63% above adjusted budget. Cash impact from operations for the year was an operating surplus of \$470,017.10. Mr. Thomas also reviewed the cash carryover and designations. From the end of 2014 to the end of 2015 we made almost \$700,000 in new board designations.

MOTION: Commissioner Ricks made a motion to change the title of the cash designation "Reserved for Future Personnel Cost" to "Reserved for Future Operating Budget Stabilization" and change the amount from \$107,789 to \$225,000. This motion also supports that reserved "Vehicle Replacement Funds" are authorized to spend as needed.
SECOND: Commissioner Leake
ACTION: MOTION CARRIED UNANIMOUSLY

For FY16, for the two months ended August 31, 2015, we are .5% over on expenditures due to a three pay period month in July. Revenue is 5.68% ahead of budget.

4. Review and Approval of Contracts

Ms. Rackow reviewed renewed, amended, pending renewal/amendment, and new contracts/subgrants. Division Directors were asked to give a description of the contracts.

Child Care Health & Safety (renewed)	Oral Health (amended)
Children's Special Health Program (renewed)	Public Health Emergency Preparedness – PHEP (renewal)
Comprehensive Cancer Control (amended)	PHEP – Ebola (new)
Epi Surveillance (renewal)	PHEP – Epi Surveillance (renewal)
Family Planning – Title X (renewal)	Epi Education (pending renewal)
Fit & Fall (renewal)	Family Planning – Title V (pending renewal)
Hospital Preparedness Program – ASPR (renewal)	Housing Opportunities for People With AIDS - OPWA (pending renewal)
Medical Home Coordinator (amended)	
National Electronic Disease Surveillance System-NEDSS (amended)	Regional Behavioral Health Board (new)

MOTION: Commissioner Ricks made a motion to ratify the renewed contracts and approve the pending and new contracts.
SECOND: Commissioner Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

5. Employee Policy Review /Approval

The following Employee Handbook policies were reviewed with the Board members today: Employee Commuting, Family & Medical Leave Act, Human Resources Rules and Policies, Leave Donations, Limited English Proficiency, Media Relationships, Payroll, Problem Solving, Reasonable Accommodation. The policy pertaining to Records Disclosure was tabled due to additional revisions being required.

MOTION: Commissioner Shenton made a motion to approve the Employee Commuting Policy.
SECOND: Commissioner Miner
ACTION: MOTION CARRIED UNANIMOUSLY

The District follows the State of Idaho's travel policy, which was recently updated. This policy has been revised to reflect the State's policy changes. In addition, there are district-specific provisions in the policy regarding Compensatory Time for Travel. The policy has been revised to no longer allow time spent eating a meal while on travel to be counted as work time.

Currently there is a Board motion that is documented in a memo that was implemented in 1988 which allowed for refreshments/meals at Board of Health meetings, regardless of the number of attendees or the length of the meeting. Instead of having a separate document with this guidance, Ms. Rackow would like to include this in the Travel Policy in the Employee Handbook.

MOTION: Commissioner Miner made a motion to approve changes to the Travel policy.
SECOND: Commissioner Miller
ACTION: MOTION CARRIED UNANIMOUSLY

The following Board Policies (not included in the Employee Handbook) were reviewed: Employee Recognition and Complainant Confidentiality.

In 2005, the Board implemented a policy allowing funding of employee recognition, alternating between \$1,500 and \$3,000 every other year. Ms. Rackow requested that the Board consider keeping the funding at the higher level every year as well as authorize that these funds can be used to purchase food and other gifts as a form of employee recognition.

MOTION: Commissioner Ricks made a motion to increase the employee recognition amount to \$4000.00 each year and authorize the funds to be used to purchase food and/or other gifts.
SECOND: Commissioner Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

Kellye Eager, EIPH's Environmental Health Director, reported that it has been a longstanding practice of EIPH to not disclose the name of a person who reports a complaint to the health district. However, there is no formal policy approving this practice. She presented a draft policy for the Board's consideration.

ACTION: After discussion, the Board recommended EIPH get legal counsel's review of the proposed policy prior to a decision being made. Ms. Eager will obtain legal counsel's input and report back at the next Board meeting.

6. Update on Office of Performance Evaluation Project

Ms. Rackow provided the Board with an update on the project being conducted by the Office of Performance Evaluation (OPE) regarding the health districts' general fund appropriation distribution formula. The project is nearing completion and the report release in December.

7. 2015 Holiday Office Schedules

Ms. Rackow informed the Board of the decision of the Administrative Team to close EIPH offices at noon on December 24th and December 31st. Employees will be given the opportunity to flex their time during those weeks to get their full hours or they may use vacation time or take time off without pay.

8. Prescription Drug Abuse

Ms. Rackow provided an update on the Millennium Fund application for Prescription Drug Abuse. There is currently a Prescription Monitoring Program (PMP) in Idaho and prescribers are legally required to register. However, most Idaho prescribers are not using the PMP as a method to assess past opioid usage in patients before prescribing additional

pain management drugs. The seven health districts, in collaboration with Idaho State University's Department of Pharmacy and the Idaho Board of Pharmacy is requesting \$230,000 in funding to help address this problem by promoting the regular use of the existing Idaho PMP; developing an educational toolkit on the PMP; providing on-site training for primary care providers to inform, education and encourage use of the PMP; and identifying physician champions of this effort who will educate and engage the prescriber community on the usage of the Idaho PMP. The application will be submitted to the Millennium Fund Committee mid-October. EIPH's Board of Health shared their support for this effort.

DIVISION REPORTS

1. FY2015 Annual Report:

Ms. Rackow presented an overview of the FY2015 Annual Report. Each of the Division Directors reviewed the highlights of their respective divisions. Ms. Rackow reported that meetings will now be scheduled with all County Commissioners in our district in the coming weeks in which our annual report will be presented.

2. Family & Community Health Services Division:

Mr. Rillema shared informed with the Board regarding Immunization Exemption Rates. He also discussed the upcoming 2015-2016 Flu Season.

3. Environmental Health Division:

Ms. Eager updated the Board member on the status of the Environmental Health Enforcement Actions in Jefferson and Lemhi Counties. She also reported on the recent Negotiated Rule Making meetings that were held in Idaho Falls concerning proposed changes to the Idaho Food Code. These meetings were held throughout the State by staff from Idaho Department of Health & Welfare's Food Protection Program.

In addition, EIPH recently worked with Idaho Department of Environmental Quality staff from the Idaho Falls Regional office to coordinate a response to a Blue-Green Algae Bloom in Fremont County.

4. Health Preparedness, Promotion, and Surveillance Division:

Ms. Cox presented the Board with information regarding a training and site visit on October 27 for Federal Medical Stations (FMS). Federal and State partners will be in our district to conduct the training and will then be visiting our identified FMS sites in Rexburg and Driggs.

5. Nutrition Division:

Ms. Cook reported on the recent State Audit of the WIC program. She also reported that whole wheat pasta has now been added to WIC food list.

Adjournment

Chairman Staker adjourned the meeting at 2:40 p.m. The Board members were invited to proceed to the St. Anthony Public Health Office for a tour of the office and to receive their flu shots. The next meeting is scheduled on November 19, 2015. The Board was supportive of Ms. Rackow's suggestion of combining the Board meeting with a Legislative reception in an effort to update our Legislators on public health issues.



Lee Staker, Chairman

11/19/15

Date Approved



Geri L. Rackow, Board Secretary