

BOARD OF HEALTH MEETING MINUTES
April 27, 2017
9:00 a.m. – 3:00 p.m.

PRESENT:

<u>BOARD OF HEALTH MEMBERS</u>	<u>STAFF MEMBERS</u>
Brian Farnsworth, Commissioner, Chairman	Geri Rackow, Director
Lee Miller, Commissioner	Kellye Eager
Ken Miner, Commissioner	Cheryl O'Connell
Bill Leake, Trustee	Steve Thomas
Wayne Butts, Commissioner	Angy Harwood
Barbara Nelson, M.D., Vice Chair	Amy Gamett
Greg Shenton, Commissioner	
Bryon Reed, Commissioner	
Kimber Ricks, Commissioner	

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Farnsworth called the meeting to order at 9:07 a.m.

2. Approval of Consent Agenda

- Approval of February 16, 2017 Board of Health Meeting Minutes
- FY17 Year-to-Date Financial Report
- Ratification of Contracts/Subgrants
- Employee Handbook Policy Revisions
- Written Program Highlights

MOTION: Commissioner Reed made a motion to approve the April 27, 2017 Board of Health Meeting Consent Agenda.

SECOND: Barbara Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

3. NALBOH Conference – August 2-4, 2017 in Cleveland, OH

Ms. Rackow presented information on the NALBOH Conference. This year the annual conference is August 2-4 in Cleveland, Ohio. We do have in money budgeted for a couple of board members to attend. Registration is due by mid-July. Board members were asked to let Ms. Rackow know if they are interested in attending. We will finalize the attendees at the June 9, 2017 Board meeting.

4. Review of EIPH Board of Health Bylaws

Ms. Rackow has posted a draft revision of the Bylaws and reviewed the proposed changes with the board members. No changes have been made in the past four years. Changes to the Bylaws require a 30 day notice. A copy of the proposed changes are on the website for review. Changes will be voted on at the June or September board meeting.

5. Board Member Reappointments

Commissioner Shenton's and Commissioner Butts' position on the board are up for re-appointment on June 30, 2017. Each of them have been provided with a letter to take back to their respective Commissions requesting a nomination. Once we have a nominee from each of their counties, we will seek approval from all the Commissions in our District.

6. Trustee Report

Bill Leake presented on the March 15-16 Trustee Meeting in Boise. The mediation meeting was held to discuss formula options for the distribution of the State funding to each District. The following formula was agreed upon for the approval from each District's Board.

- 67% of County contribution
- Remaining funds split based on:
 - 18% infrastructure
 - 14% of the number of people in poverty
 - 50% on population
 - 18% on Health Provider Shortage Area (HPSA).

MOTION: Commissioner Butts made a motion accept the Trustees' Proposed Formula for State Appropriation allocation as presented.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

7. June 8-9, 2017 Idaho Association of District Boards of Health Annual Meeting

- Registrations have been sent out to all the districts. Please get completed registrations turned in today if you are planning to attend. The district will pay for the registration of board members but not guests.
- The Business Meeting will be held on June 9 from 1:00 p.m. to 5:00 p.m. Proxies will need to be collected from any member not attending. Ms. Rackow reviewed the agenda.
- The Health District Directors will meet the morning of June 8 and the Trustees in the afternoon.
- The evening event will be at Mountain River Ranch. We will begin loading the bus at the Shilo at 5:00 p.m.
- Proposed Bylaws amendments will be reviewed and voted on. The Bylaws amendments were e-mailed to all board members.
- The following Resolutions were reviewed.
 - 11-01 Support a Tobacco Tax Increase in the State of Idaho (revised)
 - 15-01 Support Prevention of Excessive Alcohol Use (revised)
 - 14-05 Oppose the Use of Recreational Marijuana in Idaho (revised)
 - Prevention of Opioid Drug Overdose through Provider Education (new)

The Board members agreed to support the Resolutions

REGIONAL BEHAVIORAL HEALTH UPDATES (10:00 A.M.)

Capt. Sam Hulse, the Region 7 Behavioral Health Board Chairman, gave the board an update on the Behavioral Health Crisis Center of East Idaho, the Region 7 Behavioral Health Board and Children's Mental Health Subcommittee.

1. Behavioral Health Crisis Center of East Idaho

- The Behavioral Health Crisis Center sees clients from all counties but transportation continues to be a struggle and some clients are too ill to be seen at the center. Their goal is to help change the stigma of mental health and addiction in order to get individuals to talk and seek help. They provide resources that are free or affordable to those in need. Sustainability will be a struggle for the center and support of the counties is necessary. The center provides a valuable service that saves money for the counties.
- Capt. Hulse will provide detailed information on the clients served for each county to Ms. Rackow for distribution to the BOH members.

2. Region 7 Behavioral Health Board

a. Children's Mental Health Subcommittee

The subcommittee has several events planned for Children's Mental Health Awareness Week.

- May 4 – All day conference for professionals including: CANS (Child and Adolescent Needs and Strengths) assessment training, YES (Youth Empowerment Services), More Than a Stigma, and Ethics training. YES will be available during the lunch break to answer questions and provide information.
- May 5 – Optum is sponsoring the viewing of Paper Tigers.
- May 6 – Keep the Ball Rolling Poster and Photo Contest at the Idaho Falls Public Library and Live Music at Freeman Park.

Ms. Rackow will send out the flyer.

b. Region 7 Behavioral Health Board (R7BHB)

- Currently, there is a group in Idaho collecting signatures on a petition to get a ballot initiative for medical marijuana legalization. It is currently the most liberal petition for the legalization of marijuana in the nation. The soonest this bill could be put on the ballot is November 2018. The R7BHB is working on educating members and updated their position and support against the legalization of marijuana.
- Capt. Hulse reported that HB212 passed. The Bill will allow psychologists to prescribe medications and was supported by the R7BHB.
- The R7BHB recently nominated two people for regional awards and they both took the State awards. Lisa Koeller received the Voice of Idaho award and Logan Zuck received the Regional Empowerment Award.
- The board recently updated their Bylaws and is currently working on their Strategic Plan and Gaps and Needs analysis.
- Capt. Hulse reminded the board members of the importance of community involvement in the R7BHB; everyone is invited to attend the meetings. Commissioner Reed and Commissioner Farnsworth are on the R7BHB.

DIRECTOR'S REPORT

1. Review/Approval of FY18 Compensation Plan

Ms. Rackow reviewed the FY18 Compensation Plan and raise distribution Matrix. We are required to include the compa ratio/market component in the Matrix. If the plan is approved by the board, Ms. Rackow will submit it to the Division of Human Resources for approval.

The FY18 pay schedule will be adjusted upward by 3%. The starting salaries are 70% of policy and is what EIPH uses for our new hires.

Ms. Rackow reviewed our agency's policy for determining starting salaries for new employees. The salaries are based on a formula that includes education and experience.

MOTION: Commissioner Reed made a motion to approve EIPH's FY18 Compensation Plan as proposed.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

2. FY2018 Budget Presentation

Ms. Rackow and Steve Thomas reviewed EIPH's FY2018 Budget Proposal and answered question of the board members.

MOTION: Commissioner Miner made a motion to approve the FY2018 Budget as proposed.

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY

3. Federal Budget – Contingency Plans

In the event federal government funding is not approved this week, we could be facing a government shut down. This would have major implications to the majority of the health district's programs. Ms. Rackow and the division directors have been discussing contingency plans. We have been notified that the State of Idaho does have money to help cover the WIC program through the end of July; however, there has been no discussion on all of our other federally funded programs.

In addition, the President's FY18 budget proposal includes may cuts to public health funding, which again, could have major implications to the work conducted by public health. This will be a future agenda item as needed.

4. Policy Discussion – Employee's Use of Accrued Leave Time

Ms. Rackow asked for input and discussion from the Board regarding changing our current policy of allowing employees to take unpaid leave while on FMLA. We are considering changing our policy so that employees would have to use accrued sick leave concurrently with the FMLA. The board members were supportive of the changes being considered.

Ms. Rackow will work with the Administrative Team to decide if we will move forward with this change. If so, the revised policy will be presented at a future board meeting for approval.

5. Environmental Health Enforcement Update

Kellye updated the Board on the status of the Guy Roundy case.

6. Cybersecurity Executive Order

The Governor created a Cybersecurity Taskforce at the State level last year and in January of 2017 they issued an Executive Order requiring agencies to comply with increased security. We are required to comply with the critical security controls and submit an employee training plan. The challenge is we did not receive funding from the state to fulfill these new requirements. Our estimated cost to comply with the first five components of the order is \$100,000 plus one new staff. Our training plan was submitted to Division of Human Resources. The seven health districts sent a collective letter to the Taskforce letting them know we are doing everything that we can within our capabilities to comply with the order but the cost is prohibitive since we did not receive funding from the state.

7. 2017 Solar Eclipse Planning Update

Ms. Rackow reviewed the summary of the Solar Eclipse activities EIPH staff are engaged in. The Health Education, Epidemiology, and Preparedness division will be using the eclipse as a live training exercise for their staff.

Ms. Eager updated the Board on the possible waste issues that will occur due to the eclipse event. She asked that the commissioners talk with the stakeholders in their counties to see if our staff can provide assistance. It may be a possibility to have holding tanks allowed and disposed of the waste at a later date. Information regarding the eclipse and the Environment Health Division's role is available on the EIPH website.

The Board requested Ms. Rackow and Ms. Eager present their recommendation for EIPH's plan during the event for consideration at the June board meeting.

PROGRAM REPORTS

1. Childhood Immunizations

Amy Gamett and Mimi Taylor reviewed the recent free clinic. Students from Compass Academy designed a flyer and video to promote the event, which were shared with the board members. EIPH's board recognized the students for their great work on this project.

2. Tobacco Cessation Program

Neeley Bowen-Butler presented the board with information on the Tobacco Cessation Program.

Steve Thomas presented information about the Millennium Fund and how funds are distributed.

3. Prescription Drug Overdose Prevention Program

Pam Rich presented an overview of the Prescription Drug Overdose Prevention Program.

EXECUTIVE SESSION: PERSONNEL MATTER [74-206(b)]

MOTION: Commissioner Reed made a motion to go into Executive Session to discuss a personnel matter pursuant to Idaho Code 74-206 (b)

SECOND: Commissioner Miner

ACTION: Bill Leake – yes, Commissioner Ricks – yes, Commissioner Miner - yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton - yes, Chairman Farnsworth – yes. Commissioner Butts and Barbara Nelson were absent from the Executive Session.

The board conducted the performance evaluation of EIPH district director, Geri Rackow.

MOTION: Commissioner Miner made a motion to approve a 4% permanent salary increase for Geri Rackow, to be implemented in accordance with EIPH's FY18 Compensation Plan, and a \$2,000 performance bonus.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned at 3:15 p.m. The next Board of Health and Public Budget Hearing will be held on June 9, 2017 at 8:00 a.m.



Brian Farnsworth, Chairman



Geri L. Rackow, Secretary