

**BOARD OF HEALTH MEETING MINUTES**  
**November 16, 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 - <b>Via Phone</b>	Steve Thomas
Greg Shenton, Commissioner	Amy Gamett
Bryon Reed, Commissioner	Angy Harwood
Kimber Ricks, Commissioner	Tammy Cox

PUBLIC  
Noe Guevara, ISU Nursing Student

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Farnsworth called the meeting to order at 9:10 a.m.

Commissioner Wayne Butts and Barbara Nelson are excused from today's meeting. Commissioner Butts appointed Commissioner Miller as his Proxy.

**2. Approval of Consent Agenda**

- Approval of September 21, 2017 Board of Health Meeting Minutes.
- FY18 Year-to-Date Financial Report
- Ratification of Policy Revisions
- Ratification of Subgrants

**MOTION: Commission Shenton made a motion to approve the November 16, 2017 Consent Agenda.**

**SECOND: Commissioner Miner**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**3. Conflict of Interest Statements**

Ms. Rackow conducted the annual review of the Board's Conflict of Interest Policy and asked that Board members sign the form. The policy is based on Title 74 of Idaho Code, Transparent and Ethical Government, Chapter 4.

**4. 2018 Board of Health Meeting Schedule**

Ms. Rackow review the tentative 2018 Board of Health Meeting Schedule. No conflicts were noted. The Board may decide at a later date to combine the June Budget Hearing with the Idaho Association of Local Boards of Health's Annual Conference. Ms. Rackow will send out electronic calendar invitations for the meetings to the group.

**5. Trustee Report**

a. **Proposed 2018 Legislation:** There are two pieces of draft legislation being proposed by Health District 4. Representative Blanksma shared the draft bills with all of the health districts and asked for feedback on them.

- Family Planning Waiver: Ms. Rackow reviewed the draft bill on the Family Planning Waiver which would authorize the Department of Health & Welfare to provide medical assistance for family planning services

and supplies to women age 19-44 whose family income does not exceed 133% of the Federal Poverty Guidelines.

After discussion, the board could not fully support the draft bill at this time due to the lack of information regarding what exactly family planning services would be covered and how the waiver would be funded. Ms. Rackow and Mr. Leake will request answers to these questions from Representative Blanksma which will be shared with the Board.

- Relating to Public Health Districts – Amending Section 39-411, Idaho Code: Mr. Leake reviewed the draft bill with the board. Two of the changes proposed would 1) lock in the formula adopted by the Board of Trustees for at least five years without alteration and 2) state that all proceedings of the Board of Trustees be subject to the provisions of Chapter 52, Title 67, Idaho Code (Idaho Administrative Procedures Act) and Title 74 Idaho Code (Transparent and Ethical Government / Open Meeting Law). Discussion ensued.

**MOTION:** Commissioner Reed made a motion that the Board comes out against the recommended change on the basis that the five year time frame is too long and could lock in a formula that may be harmful to districts if the data changes.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY. Ms. Rackow and Mr. Leake will draft a response to Representative Blanksma.

**b. Food Fees:**

Ms. Rackow reviewed the Food Fee Resolution that was reviewed at the annual conference, which resolves to remove the food establishment fee from Idaho code and allow the Local Boards of Health to set the fee based on the cost of delivering the program.

Mr. Leake reviewed the work of Commissioner Tom Dale and the workgroup. Ms. Rackow shared an issue paper from Nikki Zogg regarding the most recent information from the workgroup.

Kellye Eager was able to share information about concerns and answer some questions for the board members. She feels things are moving forward; industry does seem to be willing to discuss the issue.

The Health Districts have been asked to provide Nikki Zogg with ideas on what they would do with the district dollars if they were not being used to support the food program. Ms. Rackow suggested that our district consider expansion of the Parents as Teachers Program to other counties, the implementation of a diabetes prevention program, and continuing to support immunizations for uninsured/underinsured adults. She also reported the intent to conduct a Community Health Assessment which would provide us with data to identify health priorities in our region. A Community Health Assessment has not been conducted for over 10 years in our health district.

**NEW BUSINESS**

**1. 2018 Holiday Schedule (Christmas Eve/New Year's Eve)**

Ms. Rackow requested permission from the Board to close offices at noon on Christmas and New Year's Eve in 2018 (which both fall on Mondays). Employees would be allowed to use vacation time or leave without pay or adjust their schedule that week to make up the time. The Board agreed to allow EIPH offices to close at Ms. Rackow's discretion on December 24, 2018 and December 31, 2018.

**2. Conference Room Usage Fees**

Ms. Rackow presented the fees charged for use of EIPH Conference Room rental for outside agencies. Since the divider door in the conference room is broken and too expensive to repair, we only have one room rather than two. Therefore, it is proposed that the rental fee be based on number of participants rather than a per room charge. The amount of the fee is not changing, just the way in which it is assessed will change.

**MOTION:** Commissioner Miller made a motion to approve the fee changes for conference room rental as proposed.

**SECOND:** Commissioner Shenton

**ACTION:** MOTION CARRIED UNANIMOUSLY

3. **Discussion on Policies**

a. **Employee Recognition**

Ms. Rackow reviewed with the Board EIPH's board-approved policy that allows for the purchase of employee recognition and retirement gifts. She reported that State General Funds cannot be used for such purposes. Discussion followed.

**MOTION: Commissioner Reed made a motion to add the following to the current policy: No State dollars will be used to purchase employee gifts. Gifts for employees will be purchased using district dollars from the Counties.**

**SECOND: Commissioner Ricks**

**ACTION: MOTION CARRIED UNANIMOUSLY**

b. **Workplace Violence and Employee Conduct**

Ms. Rackow reviewed the district's current Workplace Violence and Employee Conduct policies which prohibit weapons in the workplace. Several legal opinions indicate that an organization can establish a policy prohibiting firearms. Concerns were expressed regarding the concern about the potential risk of allowing firearms in the workplace, and especially in clinical areas where children are present. Ms. Rackow is proposing that reference to possession of weapons be removed from the Workplace Violence and perhaps wording concerning weapons in the workplace be included in the Employee Conduct policy. Lengthy discussion followed.

**MOTION: Commissioner Shenton made a motion to approve the Workplace Violence policy change as presented.**

**SECOND: Commissioner Ricks**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**Follow Up:** Commissioner Reed offered to check with Bonneville County's legal counsel to ask for recommendations with regards to implementing a policy prohibiting employees from bringing guns to work. Based on this information, Ms. Rackow will draft a policy and bring it to the next Board Meeting for discussion and consideration.

4. **Letter of Support – Medical Education & Residency Training in Idaho**

Dr. Ted Epperley, the President and CEO of the Family Medicine Residency of Idaho and Board of Health member in Health District 4, is asking all of the public health district boards to support a letter to the Governor and Legislature for expanding medical education and residency training opportunities in Idaho. Ms. Rackow provided the Board with information regarding this request.

**MOTION: Commissioner Miner made a motion to support Graduate Medical Education in Idaho.**

**SECOND: Commissioner Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

5. **Title X (Family Planning) Program**

a. **Program Review:** Amy Gamett, Nikki Sayer, and Rachel Mugelston presented an overview of EIPH's Family Planning program and answered questions from the board members.

b. **Site Visit Exit Meeting:** Katherine Humphrey from the State's Title X program has been at EIPH conducting a programmatic site visit the past two days. Ms. Humphrey reported on the findings from the site visit and answered questions from the board members.

6. **Update on Active Environmental Health Litigation**

Ms. Eager presented an update on the active Environmental Health enforcement litigation involving Mr. Guy Roundy.

**12:00 – BREAK FOR LUNCH WITH THE REGIONAL HEALTH CARE COALITION**

**12:50 – MEETING RESUMED**

7. **WIC Shopper App**

Ms. Harwood review the new smartphone application being used by the State of Idaho and several other states. The application is available in English and Spanish. Participants can scan foods to see if they are allowed, find WIC-participating stores, recipes, alerts, and other valuable information.

8. **Presentations by Certified Public Manager (CPM) Program Participants**

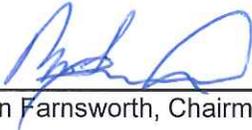
Ms. Rackow reported that five members of EIPH's Leadership Team (Amy Gamett, Angy Harwood, Troy Nelson, Nikki Sayer, and Nathan Taylor) have been participating in the State of Idaho's CPM program over the past two and a half years, which consists of classroom training, a capstone project, and a final exam. The participants have completed the program and will participate in a graduation ceremony in December. She congratulated the participants on their achievement. Each of the participants presented their capstone project to the Board.

9. **Announcements**

- a. The INL MFC Safety Team donated \$600.00 to EIPH's Mammogram Voucher Program which provides women in need with a voucher to receive a mammogram.
- b. EIPH received the "Service to the Community Award" from the Greater Idaho Falls Chamber of Commerce. Ms. Rackow accepted the award on behalf of all the employees at a ceremony on November 11, 2017.

**ADJOURNMENT**

The meeting adjourned at 2:10 p.m. The next Board of Health meeting will be held on February 15, 2018 in Idaho Falls.



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Brian Farnsworth, Chairman



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Geri L. Rackow, Secretary