

**BOARD OF HEALTH MEETING MINUTES**  
**September 20, 2018**  
**9:00 a.m. – 3:00 p.m.**

<b>PRESENT:</b>	<b><u>BOARD OF HEALTH MEMBERS</u></b>	<b><u>STAFF MEMBERS</u></b>
	Brian Farnsworth, Commissioner, Chairman Bill Leake, Teton County Brent Mendenhall, Commissioner Lee Miller, Commissioner Ken Miner, Commissioner Barbara Nelson, MD, Vice Chairman Bryon Reed, Commissioner Greg Shenton, Commissioner	Geri Rackow Amy Gamett Kellye Eager Cheryl O'Connell Angy Harwood James Corbett

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Farnsworth called the meeting to order at 9:00 a.m.

**2. Approval of Consent Agenda**

- Approval of April 19, 2018 Board of Health Meeting Minutes
- Approval of June 21, 2018 Board of Health Meeting Minutes
- FY18 Year-End Budget Report
- FY19 Year-to-Date Budget Report
- Subgrant Approvals/Renewals

Ms. Rackow asked for the removal of the Infection Control Policy from today's consent agenda as the policy is not yet complete. She will add this to the November Board meeting agenda.

**MOTION: Dr. Barbara Nelson made a motion to approve the September 20, 2018 Consent Agenda with the removal of the Infection Control Policy.**

**SECOND: Commissioner Mendenhall**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**3. Legislative Reception for 2018**

Following discussion, the Board decided to have a Legislative Reception in conjunction with the November Board meeting. The board meeting will be scheduled from 9:00 a.m. to 11:00 a.m. followed by lunch and the Legislative Reception. Once Ms. Rackow finalizes the agenda for the Legislative Reception she will share it with the Board members know so they can reach out to legislators and extend personal invitations for them attend the reception.

Lunch will be in conjunction with the Eastern Idaho Healthcare Coalition members as well as EIPH employees.

**4. 2019 Board of Health Calendar**

Ms. Rackow reviewed the tentative 2019 Board of Health meeting calendar. No conflicts were noted and the schedule was approved. Ms. Rackow will look into trying to schedule a couple of the meetings in other counties we have not yet visited, which are Lemhi, Clark, and Madison Counties.

## NEW BUSINESS

### 1. National Association of Local Boards of Health Conference Report

Commissioner Reed provided the Board members with a report on the NALBOH Conference he and Ms. Rackow attended in August. The meeting gave him the larger picture of Public Health throughout the country and gave him a great appreciation for how well the local health district is doing.

Ms. Rackow provided information regarding accreditation of Health Districts. For a five year accreditation the cost is about \$21,000 for the initial application fee and then \$8,400 for the four years following. In Idaho, currently Health Districts 1 and 2 are accredited as well as the State.

Next year's NALBOH Conference will be held in Denver on August 14-16.

### 2. Executive Council Report

Mr. Leake provided an update of the Executive Council Meetings.

#### a. Endorsement of Proposition 2 – Medicaid Expansion:

Bill Leake provided information from the Board of Trustees Executive Council with regards to the Medicaid Expansion. The Board members reviewed and discussed The Idaho Association of Boards of Public Health resolution regarding Medicaid expansion.

**MOTION: Dr. Barbara Nelson made a motion to continue to support the resolution supporting Health Insurance Coverage for Low Income Idahoans.**

**SECOND: Commissioner Greg Shenton**

**ACTION: MOTION CARRIED UNANIMOUSLY**

#### b. Food Fees:

The only Food Fees in statute are the licensing fees. Idaho's Public Health District Boards of Health have authority to set other fees. This topic is on the Executive Council meeting agenda to discuss next week to compare and discuss what each district is doing with regards to additional fee charges.

### 3. Approval of Fees

Ms. Gamett reviewed proposed changes to the immunization fee schedule.

**MOTION: Commissioner Ken Miner made a motion to approve the proposed changes to the Immunization Fee Schedule effective September 1, 2018.**

**SECOND: Commissioner LeRoy Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

Kelly Eager reviewed fee changes for a temporary food license with Commissary.

**MOTION: Commissioner Ken Miner made a motion to approve the proposed changes to the Food Fee Schedule effective January 1, 2019**

**SECOND: Commissioner LeRoy Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

### 4. Statewide Healthcare Innovation Plan (SHIP)

Mr. Corbett presented information on the progress of the SHIP. The grant will end at the end of January 2019. EIPH has two limited service employees who will be leaving at that time. The Idaho Health Transformation Council will continue with some of the work done under the SHIP Program.

### 5. Update on Environmental Health Litigation

Ms. Eager provided an update on the Guy Roundy case. She also reported on septic issue in Custer County.

### 6. Director's Report

#### a. Staffing Update

Tammy Cox, Director of the Health Education, Epidemiology & Preparedness retired on August 2, 2018. Ms. Rackow is evaluating the district's need before replacing the position.

b. Allocation of FY18 Carryover

Ms. Rackow requested FY18 carryover be used for the following:

<u>Designated Use</u>	
Future Building Needs	\$250,000.00
27 <sup>th</sup> Pay Period	200,000.00
Future Operating Stabilization	238,708.07

<u>Designated Use and Authorized for Spending</u>	
Vehicle Purchases	\$120,000.00
Building Maintenance	100,000.00

**MOTION:** Commissioner Ken Miner made a motion to authorize the above designated use of FY18 carryover funds and authorize the expenditures for vehicle purchases and building maintenance.

**SECOND:** Commissioner Brent Mendenhall

**ACTION:** MOTION CARRIED UNANIMOUSLY

c. FY2015 & 2016 Audit Update

Ms. Rackow updated the Board on the audit that was conducted in May of 2017. We anticipate the audit is nearing finalization. When the final audit report is received, a report will be provided to the Board.

Ms. Rackow reported that Dr. Barbara Nelson is an employee of Eastern Idaho Public Health as the Supervising Physician for Alison Barto, Physician Assistant. Dr. Nelson oversees Ms. Barto's clinical work and reviews a percentage of her charts. Dr. Nelson does not make decisions regarding business practices or policy.

d. November 8 General Staff Meeting

Brian Elms, author; Susan Buxton, Administrator at Idaho Division of Human Resources; and a representative from PERSI will be presenting at our General Staff Meeting. Ms. Rackow extended the Board members an invitation to attend the meeting and participate in the Employee Soup Cook-off lunch.

e. Citizen Review Panel Update

Ms. Rackow is in the process of selecting members for the Citizen Review Panel. She has six applications at this time. Training for the panel members will be in November.

f. Community Service

Ms. Rackow request the Board to authorize her to allow employees to perform up to twelve hours of community service each year during work time. Community service would be monitored and would need to be approved through the Administrative Team. Ms. Rackow is looking for participation with partners of EIPH and community-wide service programs.

**MOTION:** Commissioner Bryon Reed made a motion to allow employees up to twelve (12) hours per year of paid time for community service approved and monitored by the EIPH Administrative Team.

**SECOND:** Commissioner Greg Shenton

**ACTION:** MOTION CARRIED UNANIMOUSLY

g. Adolescent Pregnancy Prevention and Parent Education

Ms. Rackow provided the Board members with information regarding our Reducing the Risk Program. We have a Health Educator, Kaylene Craig, who works with schools to teach the curriculum which is approved by the Idaho State Board of Education. EIPH has partnered with Ririe High School, Ririe Junior High School, Emerson Alternative School, and Hillcrest High School. The focus is giving kids tools and strategies to help them resist peer pressure and avoid risky situations of all kinds.



EIPH also receives requests from parents who are looking for education and other resources to assist them in having conversations with their children regarding sex. Ms. Rackow would like to move forward with offering such a class to parents. The class would be taught by EIPH staff.

**7. Family & Community Health Services Division Report – Amy Gamett**

Ms. Gamett provided information on the following programs.

- a. Title X & Reproductive Health Program – Program overview.
- b. Maternal Child Home Visiting Update – Program overview and updates.
- c. Immunization Update:
  - Stamaril – There is a shortage of yellow fever vaccine due to the closure of a manufacturing plant. EIPH worked with Sanofi Pasteur to become a provider of this alternative vaccine. We are one of two providers offering Stamaril in Idaho.
  - Meningococcal Rule Change – Letter of Support  
Ms. Gamett requested a letter of support from the Board supporting the Meningococcal Rule change that would require an additional Meningococcal booster in a student's senior year of high school.

**MOTION: Commissioner Bryan Reed made a motion to support a letter of support for the Meningococcal Rule change.**

**SECOND: Dr. Barbara Nelson**

**ACTION: MOTION CARRIED UNANIMOUSLY**

- 2018-2019 Flu Season:  
EIPH does have flu vaccine in all offices and we have started flu clinics. Flu shots will be offered to Board members following the meeting today.

**8. EIPH FY18 Annual Report**

Ms. Rackow, Ms. Eager, Ms. Gamett, and Ms. Harwood reviewed EIPH's FY18 Annual Report. Ms. Rackow will be scheduling meetings in the coming weeks/months to present the Annual Report to all the County Commissioners in the district.

**9. Asset Limited, Income Constrained, Employed (ALICE) Report**

Warren Maxfield and Christine Wiersema from the United Way reviewed the ALICE Report. Anyone who has ideas or contacts for other groups who may be interested in this presentation can contact Mr. Maxfield at Wmaxfield@unitedwayif.org.

**10. Community Health Assessment**

The United Way is doing a Community Needs Assessment and Ms. Rackow would like EIPH to partner with them on this effort. Part of the process will include Community Conversations in all the counties in the district. A Community Conversation is a process through which United Way turns to the community it serves, seeking their insight, knowledge, and input with regard to challenges facing the communities. Ms. Rackow asked for help from the Commissioners to get the information out about the Community Conversation meetings in their counties.


**MOTION: Commissioner Bryon Reed made a motion to support EIPH engaging in a Community Needs Assessment and partnering with United Way.**

**SECOND: Commissioner Greg Shenton**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**ADJOURNMENT**

All business being conducted, the meeting was adjourned at 2:50 p.m. Board members were invited to attend an ice cream social with EIPH employees. The next Board of Health Meeting will be held on November 15, 2018 in Idaho Falls.

  
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Brian Farnsworth, Chairman

  
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Geri L. Rackow, Secretary