

**BOARD OF HEALTH MEETING MINUTES**  
**September 19, 2019**  
**9:00 a.m.**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Bill Leake, Teton County, Trustee  
 Brent Mendenhall, Commissioner  
 Lee Miller, Commissioner  
 Ken Miner, Commissioner  
 Barbara Nelson, MD  
 Bryon Reed, Commissioner, Chairman  
 Greg Shenton, Commissioner  
 Shayne Young, Commissioner

**STAFF MEMBERS**

Geri Rackow  
 Kellye Johnson  
 Amy Gamett  
 Angy Harwood  
 Steve Thomas  
 Cheryl O'Connell  
 James Corbett

**1. Call to Order**

Chairman Reed called the meeting to order at 9:00 a.m. Commissioner Butts is absent from today's meeting.

**2. Public Comment**

No members of the public are in attendance.

**3. Approval of Consent Agenda**

- Approval of July 23, 2019 Board of Health Meeting Minutes
- FY20 Year-to-Date Financial Report
- Subgrant Review/Approvals

**MOTION:** Barbara Nelson made a motion to approve the September 19, 2019 Consent Agenda.

**SECOND:** Commissioner Mendenhall

**ACTION:** MOTION CARRIED UNANIMOUSLY

**4. 2020 Idaho Association of District Boards of Health Conference Dates**

Next year's annual Boards of Health conference will be held in District 6, likely the week of June 8 in or near Pocatello. Idaho Association of Counties' Commissioners and Clerks meeting will be on June 2-4, 2020 in Twin Falls.

**5. September 25, 2019 Executive Council Meeting Report**

- Update on Director Change in Employee Compensation: Bill Leake provided an update on the letter sent to Mr. Zach Hauge, Governor Little's Chief of Staff, by the chairmen of all seven District Boards of Health regarding Change in Employee Compensation for the Directors. The letter was sent out at the end of August and as of today there has been no response. Mr. Hauge has been invited to attend the Executive Council Meeting next week.
- Mr. Leake provided information regarding the upcoming Executive Council Meeting. He has asked that the Funding Formula be added to the agenda. He wants to discuss the County contribution portion of the formula.

**6. National Association of Local Boards of Health (NALBOH) Report**

Ms. Rackow, Dr. Nelson, Commissioner Young, and Bill Leake provided information regarding the NALBOH meeting. Dr. Nelson also reported on issues discussed at the State Association of Local Boards of Health (SALBOH) meeting. Ms. Rackow provided brief training on the following:

- a. Rules for Small board outlined in Robert's Rules of Order Newly Revised
- b. Ideas for Board Committees; after discussion, the Board felt that the way in which it is currently organized is adequate and functions well.
- c. Policy on Board Recordings: Ms. Rackow presented a draft policy regarding the procedures for handling recordings of public meetings held or facilitated by Eastern Idaho Public Health. This policy would formalize the district's current practice.

**MOTION:** Commissioner Minor made a motion to approve the proposed policy on Recordings of Public Meetings as presented.  
**SECOND:** Commissioner Shenton  
**ACTION:** MOTION CARRIED UNANIMOUSLY

#### 7. Christmas Eve Office Closure

Ms. Rackow requested permission from the Board to close all EIPH offices at noon on December 24, 2019.

**MOTION:** Bill Leake made a motion to approve the request to close all EIPH offices at noon on December 24, 2019, and to pay the employees without requiring them to use vacation or take time off without pay.

**SECOND:** Commissioner Miller  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commissioner Mendenhall made a motion to make the first motion a policy going forward. EIPH will close at noon every year and employees will be paid.

**SECOND:** Commissioner Miller  
**ACTION:** MOTION CARRIED UNANIMOUSLY

#### 8. EIPH Fees

Ms. Johnson and Ms. Gamett provided information on fee changes in the Immunization and Food programs.

**MOTION:** Commissioner Shenton made a motion to approve the fee changes as presented and to add the following statement to the fee schedule – Environmental Health fees are subject to change based on Idaho Code.

**SECOND:** Commissioner Young  
**ACTION:** MOTION CARRIED UNANIMOUSLY

#### 9. Environmental Health Update

- a. Appeal & Lawsuit Updates: Ms. Johnson provided an update on the Butler appeal and the Roundy lawsuit. Mr. Butler has applied for his septic system permit. Mr. Roundy has paid, in full, legal fees owed to EIPH. Ms. Johnson is working with EIPH's legal counsel to finalize the Roundy case. If she receives any additional information on this matter, she will update the Board.
- b. Idaho SepticSmart Week Proclamation: Governor Little declared September 16-20, 2019 as Idaho SepticSmart Week. He encourages all Idahoans and visitors to learn about septic system operation and maintenance in an effort to help protect public health and the environment. EIPH will be providing education on Facebook and public announcements on the Spanish radio station.
- c. Negotiated Rule Making – IDAPA 58.01.03: Ms. Johnson provided information on Idaho Department of Environmental Quality's (IDEQ) Negotiated Rule Making related to changes to its rules on Individual/Subsurface Sewage Disposal. She indicated that the Environmental Health Directors of all the health districts were able to provide input on the rule changes to IDEQ.

#### 10. EIPH FY2019 Annual Report

Ms. Rackow and Division Administrators, Mr. Corbett, Ms. Harwood, Ms. Eager, and Ms. Gamett, presented the FY2019 Annual Report to the Board. Meetings are currently being scheduled to visit each of the County Commissions to present the Annual Report.

**11. Board Education: Social Determinants of Health**

Ms. Rackow presented information on Social Determinants of Health and Public Health 3.0. She asked the Board to review the Public Health 3.0 document. The discussion will be continued at the next Board meeting in November.

**12. Community Needs Assessment Report**

Ms. Rackow reviewed the results of the Community Needs Assessment done earlier this year by EIPH, the United Way of Greater Idaho Falls, Eastern Idaho Community Action Partnership, and VOICE Advocacy. Every county in our district participated in community conversations. Ms. Rackow plans to use this assessment and other data available to identify priorities that EIPH could potential address as strategic initiatives. After this information is evaluated by EIPH's leadership and recommendations are developed, it will be brought back to the Board for further discussion.

**13. FY19 Year-End Budget Report & Carryover Designation**

Ms. Rackow and Mr. Thomas presented the FY19 year-end budget report and plans for carryover dollars.

FY19 Carryover:

Future Vehicle Purchases	\$136,727.02	Designated and authorized expenditure
Legal Defense	60,000.00	Designated and authorized expenditure
New Electronic Medical Record system	130,000.00	Designated, previously authorized
IT & Cybersecurity Needs	150,000.00	Designated and authorized expenditure
Community Needs	172,478.32	

**MOTION:** Bill Leake made a motion to approve carryover plan as presented including the designation and authorization for expenditure.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY

**14. November 14, 2019 Board of Health Meeting & Legislative Reception**

Ms. Rackow proposed holding a Legislation Reception on November 14, 2019, following our scheduled Board of Health meeting. She shared some of the topics she would like to include on the agenda and asked for feedback from the Board.

**ADJOURNMENT**

Commissioner Miner made a motion to adjourn the meeting 12:30 p.m. The next meeting will be held on November 14, 2019.



Commissioner Bryon Reed, Chairman



Geri L. Rackow, Secretary

