



**BOARD OF HEALTH MEETING MINUTES**  
**April 18, 2019**  
**9:00 a.m. – 3:00 p.m.**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Wayne Butts, Commissioner (via phone)  
 Bill Leake, Teton County, Trustee (via phone)  
 Brent Mendenhall, Commissioner  
 Lee Miller, Commissioner  
 Ken Miner, Commissioner  
 Bryon Reed, Commissioner, Chairman  
 Greg Shenton, Commissioner  
 Shayne Young, Commissioner

**STAFF MEMBERS**

Geri Rackow  
 James Corbett  
 Kellye Eager  
 Amy Gamett  
 Angy Harwood  
 Cheryl O’Connell  
 Steve Thomas

**1. Call to Order**

Chairman Bryon Reed called the meeting to order at 9:00 a.m. Barbara Nelson is excused from today’s meeting. Bill Leake and Commissioner Butts are in attendance via conference call.

**2. Public Comment**

Landon Johnson, Public Health Administration student at Boise State University is observing the meeting but has no comment.

**3. Approval of Consent Agenda**

- Approval of February 21, 2019 Board of Health Meeting Minutes
- FY19 Year-to-Date Budget Report
- Subgrant Review/Approvals

**MOTION:** Commissioner Shenton made a motion to approve the April 18, 2019 Consent Agenda.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**4. Ratification of Board of Health Member Appointment – Commissioner Shayne Young**

Chairman Reed reported that Commissioner Young’s appointment to the Board of Health has been ratified by all county commissioners within the district with the exception of one who did not respond.

**5. Review/Update of EIPH Board of Health Bylaws**

The last review of the EIPH Board Health Bylaws was February of 2014. Ms. Rackow reviewed housekeeping and rule changes and asked the Board members to review the current Bylaws and changes for discussion at the next Board of Health meeting.

**6. Idaho Association of District Boards of Health (IADBH) Annual Conference**

The IADBH will be held June 19-20, 2019 in Lewiston, ID. Board members will travel on Tuesday and return on Friday. Please complete the registration and make necessary spouse payments by the first week in May.

The Board members reviewed the following resolutions:

- Tobacco 21
- Health Impacts of Marijuana Use
- Home Visitation
- Senior Cognitive Health
- Electronic Nicotine Delivery Systems
- Awareness, Education & Prevention of Suicide

**MOTION:** Commissioner Miner made a motion to support the resolutions that will be brought forth in the IADBH Annual Conference June 19-20, 2019  
**SECOND:** Commissioner Mendenhall  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**7. Plans for June 20 Public Budget Hearing**

The Public Budget Hearing is scheduled on June 20, 2019 at 4:30 MT. A conference bridge will be made available for those attending the Boards of Health conference in Lewiston that day.

**8. National Association of Local Boards of Health Conference**

The conference will be held on August 14-16, 2019, in Denver, CO. Ms. Rackow has distributed the agenda with the breakout sessions. Board members were asked to her know if they plan to attend by early June.

**9. 2019 Legislative Reception Recap**

- Ms. Rackow provided an update on the Sex Education Bill.
- Ms. Rackow and Ms. Eager provided information on HB151 Relating to Food Establishments. The bill changed licensing fees and also allows for certain other fees to be charged beginning July 1 including a plan review and preoperational inspection fee; a late fee, a license reinstatement fee; a request for variance fee; a compliance conference fee; enforcement and legal fees; and fees covering operational costs for inspections conducted pursuant to federal law or regulation.

**MOTION:** Commissioner Miner made a motion to implement the additional food fees outlined in HB 151, Idaho Code 39-1607(4) with the exception of item b (late fee).

**SECOND:** Commissioner Young

**ACTION:** MOTION CARRIED UNANIMOUSLY

**10. FY2020 Compensation Plan**

Ms. Rackow reviewed EIPH's proposed FY20 Compensation Plan and raise distribution Matrix with the Board. She reported that we are required by Idaho's Division of Human Resources (DHR) and Division of Financial Management (DFM) to include the compa ratio and a market component in the matrix this year. If the plan is approved by the Board, Ms. Rackow will submit it to DHR & DFM for approval. The requested increase in employee compensation will help bring our district a little more in line with pay levels at the other Public Health Districts in Idaho. Employee raises would go into effect on June 16, 2019 (the first pay period of FY2020). Ms. Rackow also reported that the FY20 state pay schedule will be adjusted upward by 3% effective June 16, 2018. Along with the merit component this year the Legislature directed state agencies to increase the ongoing annual salaries of their permanent state employees by no less than \$550.00.

**MOTION:** Commissioner Miller made a motion to approve the proposed FY20 Compensation Plan for Eastern Idaho Public Health.

**SECOND:** Commissioner Shenton

**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commissioner Young made a motion to allow Ms. Rackow the authority to resubmit the Compensation Plan using the state's instruction for the \$550.00 ongoing increase if the initial plan is not approved by DHR and DFM.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY

Commissioner Mendenhall asked that if the initial Compensation Plan is denied the Board requests a written reason why as EIPH is an individual governmental agency and not a state agency.

**11. FY2020 Budget Presentation**

Ms. Rackow and Mr. Thomas reviewed EIPH's FY2020 Budget Proposal and answered questions from the board members.

**MOTION:** Commissioner Shenton made a motion to approve the FY2020 County Appropriations of \$1,120,703 as outlined.

**SECOND:** Commissioner Mendenhall

**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commissioner Miner made a motion to approve the FY2020 Operating Budget and Capitol Reserve accounts as presented.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commissioner Butts made a motion to approve the FY2020 Budget as presented and spending authority of \$8,353,092.

**SECOND:** Commissioner Mendenhall

**ACTION:** MOTION CARRIED UNANIMOUSLY

**12. Public Health Preparedness Overview and April 24 Full Scale Exercise Plans**

Troy Nelson provided information on a statewide full scale exercise to be held on Wednesday, April 24, 2019. The exercise will be held at BYU-Idaho. A General Staff meeting will be held prior to the exercise. All board members are invited to participate.

**13. Partnership for Success Grant Update**

James Corbett provided an update on the Partnership for Success (PFS) grant.

**14. Child Abuse Prevention Month – Adverse Childhood Experiences Presentation**

Holly Whitworth presented information on Child Abuse Prevention Month along with a presentation on Adverse Childhood Experiences (ACEs). Ms. Whitworth also provided an update on the home visitation expansion which allows services to be provided in all eight of the district's counties.

**15. Immunization Education**

Amy Gamett provided Immunization information and education.

**16. Environmental Health Update**

- Kellye Eager provided the board with an update on an ongoing septic system complaint issue in Custer County. DEQ is involved in the matter, working with the complainant and EIPH.
- She also informed the board about a septic permit denial in Fremont County. The home owner has filed an administrative appeal and will meet with her on Monday, April 22, 2019.

**17. Driggs Local Improvement District**

Steve Thomas updated the board on the Driggs Local Improvement District (LID). Currently the LID is responsible for maintaining the road in front of our Driggs office, which is currently in disrepair. Improvements are being planned by the LID and EIPH's portion of the improvement costs is approximately \$13,000. The City has agreed to take ownership of the road when asphalt and curbing have been brought to standard.

**18. Announcements**

- Ms. Rackow provided an update on the Community Needs Assessment and Community Conversations done in conjunction with United Way and ECAP. The last one is scheduled in Challis on Monday, April 22, 2019. The report from the United Way is due to us in June.
- EIPH will be moving to a new electronic medical system and are looking at options.

**19. Executive Session**

**MOTION:** Commissioner Miner made a motion to go into Executive Session at 2:40 p.m. to discuss a personnel matter pursuant to Idaho Code 74-206 (b)

**SECOND:** Commissioner Shenton

**ACTION:** Commissioner Mendenhall – yes, Commissioner Miner - yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton - yes, Chairman Young – yes, Bill Leake – yes.

The Executive Session concluded at 2:55 p.m.

**MOTION:** Commissioner Miner made a motion to approve a 4% salary increase for EIPH Director, Geri Rackow, and a one-time \$2,000 bonus.

**SECOND:** Commissioner Young

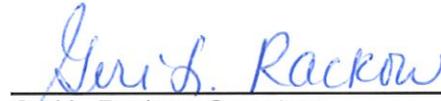
**ACTION:** MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

The meeting was adjourned at 3:00 p.m. EIPH's Budget Hearing will be held on June 20, 2019.



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Commissioner Bryon Reed, Chairman



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Geri L. Rackow, Secretary