

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
September 24, 2008**

Board Members Present:

Everett “Buck” Ward
Don Billings
Don Clark
Linda Montgomery
Tom Faulkner (by phone)

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, Deputy Director
Tom Machala, Communicable Disease and Prevention Director
Merl Egbert, Environmental Health Director
Maggi Machala, Community Health Director
Amy Lierman, Public Information Officer
Jeremy St Clair, Financial Specialist
Susie Beem, Health Education Specialist
Karyn Goodale, Public Health Preparedness Manager
Kathlyn Egbert, Management Assistant

Board Members Excused:

Peter Curran
Marypat Fields
Marvin Hempleman

Guests:

Minutes

The Board of Health Meeting was called to order by Mr. Ward at 1:40 p.m.

MOTION (made by Ms. Montgomery, second by Mr. Clark: “I move that we approve the minutes of the August 27, 2008, meeting (with a clarification on wording of functioning of WIC Clinical Assistants).” Motion carried.

Ms. Egbert reported that SCPHD received a thank you from the CSI Foundation for our donation to the scholarship fund (to be used for CSI student internships). We also received a copy of the new CSI smoke free policy of which we are encouraged to comply. Board Members were given a copy of the Performance Measurement Report submitted by Eastern Idaho Public Health District on behalf of the seven health districts.

A summary of the Idaho Public Health Districts’ Food Protection Program was reviewed by Mr. LeBlanc. The committee recommended a tiered fee structure, and the new fee proposals have been approved by DFM. It is a work in progress, and they hope to have it ready for the next legislative session.

Fiscal Report

Ms. Spencer presented the August financial report that showed revenues at about 24% of the total budget for the year. We have not received the Millennium Funds typically received at the

beginning of the fiscal year. In the meantime, new tobacco cessation classes for adults have been curtailed.

Contract revenues are as expected. Fees and donations are a little weak. Upcoming influenza immunization clinics will increase the clinical revenues, but the economy is affecting the environmental revenues. Expenditures are a little high especially in operations, which is normal for the beginning of the fiscal year. Subgrantee payments are high due to the ASPR expenditures to area hospitals in August. The emergency fund was reduced to \$50,000 resulting in the cash balance of \$926,362.

The budget revision proposal was presented and discussed. The total change from the original budget to the proposed revision is an increase of \$995,360, the bulk to be funded by a reserve draw for the Gooding facility (\$290,000), and carryover of ASPR contract funding and Pandemic Influenza funding, and additional carryover projects discussed at the August meeting. The changes in expenditures show personnel going down, operating going up due to carryover items, subgrantee payments, and Gooding facility costs. Revenues include final figures for state and millennium funding, increases in contracts, a decrease in fees and donations, decrease in interest revenue, and a reserve draw of \$883,513.

MOTION (made by Mr. Billings second by Mr. Clark): “I move that we approve the proposed budget revision for FY 2009 as presented.” Motion carried.

Administration Report

Mr. LeBlanc discussed the FY 2009 General Fund Shortfall and our plan on how to implement the holdback. The Public Health Districts’ directors worked together and submitted a plan based on a 1%, 2%, and a 2.5% holdback as requested by the Governor. The cuts in revenues were to be sustainable, and the Health Districts requested DFM support for a fee increase in the Food Inspection Program during the upcoming legislative session to meet this requirement. Our District is taking it out of personnel due to salary savings of a few vacant positions.

The Food Fee Workgroup has been working with industry, commissioners, public health districts, and others since April. The workgroup feels good about their proposal to be submitted to JFAC for the next legislative session. The proposal outlines an increase in fees based on the type of establishment along with the definitions of the types of establishments to be included in state code. Inspection costs were modified to include a discount based on state and county taxes for the food industry. Ms. Montgomery questioned if fees (i.e., fair booths run by boy scouts, 4-H, church groups, etc.) could be reduced or be based on gross sales. Mr. LeBlanc indicated there is a mechanism to work with benevolent, non-profit organizations on a case-by-case basis. The second school fee inspection is calculated separately and is not tied to legislation.

Mr. LeBlanc reviewed the WICHE report for the Idaho Behavioral Health System Redesign. Reference is made to patterning after the Public Health District model. A recommendation was made to appropriate a portion of the County CAT fund over to the regional district over behavioral health. This is of concern to the counties and is a process to watch.

The Division of Human Resources Temporary and Proposed Rules letter from the Division of Human Resources was presented. MDA (medical and dental appointment) time was eliminated and the rule for *Layoff After Six Months Disability* was revised and changed from six months to twelve weeks to mirror FMLA. Official comment period will be October 1 to October 22, 2008.

Two items suggested for discussion at the Legislative luncheon in November are the proposed food fee increase and child care amendment legislation. Tentative date is November 19, 2008.

Diabetes Program Update

Susie Beem, Health Education Specialist, presented an abstract last fall to the CDC about the District's Diabetes "Head to Toe" Clinics. The abstract was accepted for an oral presentation; and in May, she attended the 2008 CDC Diabetes Translation Conference held in Orlando, Florida. She shared the presentation she took to the conference with the Board. She outlined the various problems with diabetes, the barriers to accessing services in rural/frontier counties, and the Magic Valley Diabetes Coalition's answer to providing services. With donations of equipment and services of health care providers, a 30 foot van (MSU) provided by the Lions Club travels to rural communities providing necessary services to those with diabetes. A calendar of upcoming clinics was shared. Ms. Beem requested that a letter be drafted and signed by the Board thanking the coalition for their many hours of service.

Ms. Montgomery recommended nominating the Lion's Club for a Health Hero Award next year.

MOTION (made by Ms. Montgomery, second by Mr. Billings): "I move that we as a Board support the thank you letter request for the Diabetes Coalition." Motion carried.

Community Health Report

Ms. Machala gave an update on the Nurse Family Partnership grant writing process. She submitted the Health and Human Services grant application and should hear back by September 30 if accepted. She has submitted a grant application to the Twin Falls Trust and is working on one for the Millennium Fund.

Environmental Health Report

Mr. Egbert reported on the hiring of an Environmental Health Specialist to cover food and daycare programs in Blaine and Jerome counties (and as backup in Gooding, Lincoln, and Camas counties).

The tort claim that was filed on a failed septic system and reported at the August Board meeting was referred to the Division of Risk Management. After looking at past claims and tort laws, the claim was denied. If the claimant decides to sue the District, Risk Management will support us.

September is Food Safety Education Month. The Food Safety Coalition sponsored a booth at the Twin Falls County fair. Coalition members provided prizes that were given to over 3,000 participants who answered "Wheel of Fortune" food safety questions. It was a very successful project. Infomercials on food safety are currently running on four television stations and a newspaper ad will highlight Food Safety Education Month, all paid for by FDA grant funds. Food

Safety Recognition Awards will be presented on September 30 to food establishments that met inspection criteria and exemplified food safety.

Communicable Disease and Prevention Report

Mr. Machala reviewed the schedule and location of upcoming influenza vaccination clinics. We will be starting vaccinations early in October. FluMist will be available for healthy clients within the identified age range. We will have them complete a form stating they do not have health conditions that would disqualify them from the FluMist. Vaccinations will be made available to Board Members at the October meeting.

Public Health Preparedness Report

Ms. Goodale reviewed the contract deliverables of the two new Public Health Preparedness contracts. Workforce development and staff training continues to be a major component along with bringing community partners to the table for preparedness planning. A new requirement is to conduct a comprehensive mental health assessment survey to determine the availability of entities in the area to provide disaster mental health crisis counseling. The ASPR contract will continue to allocate funds to area hospitals and emergency agencies who are NIMS compliant. A new requirement is to form and maintain a medical reserve corp. The seven health districts are discussing again applying for Public Health Ready certification which would require twelve new plans be written, most of which are of an environmental health nature.

CSI Intern Program Report

Recipients of the new intern scholarships were introduced to the Board. Rick Kent, Mercedes Opheim, and Jim LeBlanc will be working with the IT Unit. Their schedule and assigned projects were outlined.

MOTION (made by Ms. Montgomery, second by Mr. Billings): “I move that we go into executive session as authorized by Idaho Law 67-2345 for the purpose of discussing employee or real property issues.” Motion carried.

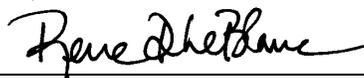
MOTION (made by Mr. Clark, second by Mr. Billings): “I move that we adjourn.” Motion carried.

Meeting adjourned at 3:45 P.M.



Everett “Buck” Ward
Board Chairman

Attest:



Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on October 22, 2008