

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
April 22, 2009**

Board Members Present:

Everett “Buck” Ward
Linda Montgomery
Don Clark
Marvin Hempleman
Don Billings
Marvin Hempleman
Marypat Fields

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
Karyn Goodale, PHP Manager
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant

Board Members Excused:

Angenie McCleary (by phone)

Guests:

Ben Botkin, Times News
Russ Lively – Executive Session
Jeff Hepworth – Executive Session

Minutes

The Board of Health Meeting was called to order by Mr. Ward at 1:10 p.m.

**MOTION (made by Mr. Hempleman, second by Mr. Billings): “I move that we approve the minutes of the March 25, 2009, Board meeting with correction of attendance as discussed.”
Motion carried.**

Copies of Policy .275 Hiring of New and Established Positions and IAB Resolutions were distributed for Board review and approval/signature. Action will be taken at the meeting in May.

Legislative/Trustee Update

No official appropriation for the public health districts has been set yet. Our FY 2010 budget proposal to be discussed today will include a 5% personnel cost reduction. The Food Fee legislation passed, and the Child Care legislation is pending.

Administrative Report

Mr. LeBlanc announced that Tom Machala has tendered his resignation/early retirement effective May 26, 2009. He has been offered a position in Oregon for the Jefferson County public health office.

Due to much effort on the part of administration and staff, a balanced budget will be presented today. There is no need to do anything to current programs other than looking at cost efficiencies where needed. No program is at risk of being cut at this point. Mr. LeBlanc felt it was still important to speak about their programs, services, and clients served. Also to be addressed is what the impact would be on staff and our communities if money is cut from the programs.

Operations Report

Ms. Spencer presented the fiscal report through the end of March (75% of the fiscal year). Total revenues including a limited reserve draw is at 74% of the budgeted level. The State has not called for the last 2% holdback yet. Contract revenues are a little low but will pick up by the end of the year. Fees and donations are also down particularly in Environmental Health. Total expenditures are at 68% with budgeted expenditures for the Gooding facility not incurred. The pass-through account balance is \$969,857. We have carryover expenditures for software upgrades not made yet.

The quarterly comparison of the JEPA and Diversified Bond Fund accounts was reviewed. For this year, the report shows that the Diversified Bond Fund continues to outperform the JEPA account (4.09% vs 2.01% respectively).

The FY 2010 budget proposal was presented by Ms. Spencer. The proposal is \$192,080 less than the current FY 2009 budget primarily because we do not have carryover expenditures for the upcoming year. It is \$451,000 more than the original FY 2009 budget because of expenditures planned for the Gooding facility. Proposed expenditures for personnel, operating, sub-grantee, and general capital outlay are all lower than FY 2009. With retirements and changes in positions, personnel savings may allow us to fill vacant nursing positions in Burley. Proposed revenues show decreases in the State General fund and Millennium fund and anticipated fees and donations; stable county contributions; and a small increase in contracts. Contract funding cuts have been offset by increases in the WIC contract. A reserve draw of \$657,000 is budgeted for the Gooding facility and computer workstation replacements.

MOTION (made by Ms. Montgomery, second by Ms. Fields): “I move that we approve the proposed FY 2010 budget as presented.” Motion carried.

Prioritization of Category 3 and 4 Programs

Division Directors presenting information on each of their programs that are not mandated. Tom Machala - Communicable Disease and Prevention: State Supplied Immunizations, Immunizations, District Purchased Immunizations, IRIS, Family Planning Title X and V, Refugee, and Ryan White B,C, and Hopwa. Merl Egbert - Environmental Health: Day Care ICCP, Public Water, Mortgage Survey, School Inspection/FDA, and Nuisance Complaints. Maggi Machala - Community Health: WIC, Tobacco Prevention, Millennium Fund, Women’s Health Check, Oral Health, Child Health and Safety, Physical Activity/Fit and Fall, Asthma, Cancer Control, Diabetes, School Nursing, Susan G. Komen, Community Health Resources, Adult/Child Other.

Ms. Spencer reviewed facilities, vehicle fleet, and IT unit information. She presented variable facility costs (by facility) for calendar year 2008 (data lines and phone services, building services and supplies, utilities, office space rent/lease or other, and IT network support/facilities

maintenance). Ms. Montgomery would be interested in numbers of clients served in each of the offices. The District has 30 vehicles in its fleet with an average of 7,300 miles per year per vehicle. Total costs incurred with the fleet was \$75,400 for 218,500 miles for an average cost of \$.345 per mile. The IT unit has a support technician position vacancy which has caused staffing issues. Video teleconferencing capabilities has been completed for the Twin Falls and Bellevue offices. Burley will be the next office to be connected.

Karyn Goodale also updated the Board on the Public Health and Emergency Preparedness contracts and programs which include the ASPR contract and the Medical Reserve Corps.

Amy Lierman reviewed her activities with the State PIO workgroup and projects that the IT interns have been working on.

Other Business

Mr. LeBlanc reviewed the County Budget Proposal booklets and their new format. In addition to the regular budget pages, each Division has a breakout of its services and financial benefit to the respective county. A recommendation to add page numbers to the document was made. Mr. LeBlanc will schedule a commissioner orientation with Cathy Roemer prior to the Jerome County Commission visit.

Ms. Montgomery and Ms. Fields will be revising the performance evaluation tool for the Director position. They would like input from the other Board members. Ms. Egbert was requested to send copies of the current tool to everyone with feedback to be returned to them prior to the June Board meeting.

Ms. Montgomery thanked Maggi Machala and Caroline Dolezal for the water presentation given to the Idaho Farm Bureau Women's Leadership Conference. It was well received by those in attendance. She also asked for help from anyone interested in volunteering at the Twin Falls Farm Safety Fair on May 16 at the Filer Fairgrounds.

Board Members will be given the opportunity to participate in the IAB Business Meeting via a conference call. Proxy forms for voting will be provided at the May Board Meeting. A business meeting agenda will be sent to Board Members with instructions to call into the conference bridge. Ms. Montgomery recommended informing the County Commissioners of the decision to not attend the IAB Conference as a cost saving measure to the District. This allowed funds to be available for the purchase of child car safety seats for WIC clients.

MOTION (made by Ms. Montgomery, second by Ms. Fields): "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.

Regular session was reconvened at 4:45.

MOTION (made by Mr. Hempleman, second by Ms. Montgomery): "I move that the District contract with JUB Engineers for the engineering of the Gooding facility." Motion carried .

MOTION (made by Mr. Faulkner, second by Mr. Hempleman): “I move that we proceed with the construction of the Gooding facility with the understanding of additional cost above those originally presented by the architect.” Motion carried.

MOTION (made by Mr. Faulkner, second by Ms. Fields): “I move that the meeting be adjourned.” Motion carried.

Meeting adjourned at 4:50 PM.

Everett "Buck" Ward

Everett “Buck” Ward
Board Chairman

Attest:

Rene R. LeBlanc

Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on _____ May 20, 2009