

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
Board of Health Meeting
September 23, 2009**

Board Members Present:

Everett “Buck” Ward
Marvin Hempleman
Linda Montgomery
Marypat Fields
Peter Curran
Tom Faulkner

District Staff Present:

Rene LeBlanc, Director
Cheryle Becker, FACH Administrator
Merl Egbert, Environmental Health Director
Jeremy St Clair, Financial Specialist
Karyn Goodale, PHPP Manager
Jeff Pierson, IT Resource Manager
Eric Myers, Facility Foreman
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant

Board Members Excused:

Don Billings
Angenie McCleary
Don Clark

Guests:

Minutes

The Board of Health Meeting was called to order by Mr. Ward at 1:30 p.m.

MOTION (made by Mr. Hempleman, second by Mr. Faulkner): “I move that we approve the minutes of Board meetings held on August 26, 2009, and August 31, 2009.” Motion carried.

Policy Review

A few District policies requiring Board Chairman signature were reviewed:

- .011 Reporting of Personnel Issues to Board of Health – approved
- .013 Board Member Orientation and Ongoing training – change to two meetings
- .015 Employee Conduct and Conflict of Interest – approved
- .017 Non-Discrimination in District Programs and Services – approved
- .020 Duties and Authorities – approved

MOTION (made by Mr. Faulkner, second by Ms. Montgomery): “I move that we authorize Mr. Ward to sign the policies with the noted changes.” Motion carried.

A proposed guideline to be added to Policy .151 Assessing Individual Client Fees was discussed. The guideline outlines how adjustments to client fees may be processed and who can approve the changes.

MOTION (made by Mr. Faulkner, second by Mr. Hempleman): “I move that we approve the addition of Guideline G to Policy .151.” Motion carried.

Employee Service Awards

Discussion on appropriate staff service awards resulted in the decision to write a policy outlining the type and cost of gifts to be given at five year increments. Ms. Spencer will develop a policy for future Board approval.

Operations Report

Mr. St. Clair presented the August Finance Report. Contracts are coming in as expected in the FACH division; Environmental Health is coming in below budget; and PHPP is low due to the timing of the ASPR funding. Revenues are on budget with the investment interest below projections. Operating expenditures are high due to the purchase of children's vaccine. The Cash Balance Report shows we are running ahead of last year in contracts and behind in fees and donations. Expenditures are running lower than last year mostly due to vacant positions. Operating costs are about the same as the previous year; capital outlay is higher due to the Gooding facility. The pass-through account is \$870,163. We are anticipating additional state holdbacks this coming year and changes in contracts, so the budget revision proposal will be made in October.

Carryover expenditures approved by the Board in August that were to be included in the budget revision were reviewed. The Board approved starting projects and making expenditures prior to the formal budget revision.

Mr. Ward reported that Lincoln County may have an office space available in Shoshone for us to provide services. Mr. Ward will get more information from the County commissioners, and Mr. Myers look at the office space to see what would need to be done to accommodate our clinics and the cost of a remodel.

MOTION (made by Mr. Hempleman, second by Mr. Faulkner): "I move that we approve proceeding with projects and expenditures as outlined on the proposed carryover list."
Motion carried.

Mr. Myers reviewed progress and developments on the construction of the Gooding facility. The building permit has been issued, and the first day of construction was set as September 21. Idaho Power has approved our preliminary construction application which should result in approximately \$1600 in reimbursements from their building efficiency program. Burkes Excavating will be doing the excavation and paving; and the paving has been pushed out to October 15. A Construction Time Line was provided to Board Members that shows a projected completion date in early February.

Idaho Department of Health and Welfare Report

Mr. Hathaway, Regional Director of IDHW, meets with Mr. LeBlanc monthly to share information and coordinate efforts. He gave an economic synopsis of our area and the inter-relationship of the agriculture and other businesses in our community. He shared his observations and projections of the economic status for our region and how services are being affected. He believes the economic impact is just beginning to be felt locally and will be getting worse. The demands for Medicaid, unemployment, and food stamps are increasing rapidly.

H1N1 Update

Mr. LeBlanc and Ms. Becker met with the region school superintendents, and all but one school district is interested in having H1N1 vaccination clinics for their students. Funding for personnel, infrastructure, equipment, and supplies to handle mass vaccination clinics has been received; and we will be receiving shipments of vaccine over the next few months.

Environmental Health – Mercury Spill Report

Mr. Egbert shared the information on the mercury spill incident in Twin Falls and the health district's involvement in the investigation and remediation. The spill involved mercury in a parking lot, children playing with it, and high levels of contamination in an apartment. Twin Falls Fire Department assumed Incident Command with federal, regional, and local agencies participating. We conducted effective interviews with the children and family members associated with the mercury. We developed a mercury fact sheet for parents and press releases for the public, as well as posted information on the district website. The incident provided an opportunity to function with multiple agencies in the incident command structure; and the results were positive in solving and remediating a hazardous situation.

H1N1 School Vaccination Clinics

Ms. Goodale reviewed a spreadsheet of school districts (also private and charter schools) interested in vaccination clinics and the school districts' responses to questions. With information from the questions, calculations can be made about staffing and accommodations for clinics. Additionally, it was recommended to contact the home school association and virtual academies so they can post the information on their websites. Day care providers will be surveyed as to their interest in participating in local clinics.

Mitigation and medical countermeasures include MOUs being updated/established with area sheriff offices to provide services during as needed during public health events/emergencies. Health educators are preparing, scheduling, and delivering community influenza presentations. Letters to medical providers were sent surveying who would like to receive vaccine for their staff and clients. We will be participating in the SLMV health fair at the mall. Weekly updates of H1N1 activities are being sent to community partners, counties, and staff. Board members requested to receive these updates.

Ms. Becker gave an operations update for H1N1. Out of 80 letters sent to providers, about 40 responded that they would like vaccine. As we receive shipments, we will send vaccine to providers who register with the State. The State will be sending vaccine to Family Health Services and area hospitals. Plans are to start with small clinics when we accumulate enough vaccine to hold them (school district and community clinics). If we have a shortage on vaccine, we will limit those who can receive it to the primary target risk groups. We will be hiring nurse and clerical support temporary employees to assist regular staff in the clinics. We hope to hire an LPN to do H1N1 surveillance.

Storage and distribution plans were reviewed by Mr. Egbert. We will be leasing a cold storage unit with a temperature control device which will be located in our storage room. New refrigerators have been ordered to store vaccine in the satellite offices. Private medical providers requesting

vaccine will be responsible for picking up the vaccine from our office; they will be responsible for controlling the temperature and maintaining the vaccine as it leaves our hands. Vaccine will not be returned to us. We will be purchasing coolers that can maintain temperature to transport vaccine to and from clinics. If multiple clinics are held at the same time, we may ask for assistance from Trans IV or Trailways in transporting staff. Temporary support staff will be hired to package supplies for the providers, help in clinics, and do data entry. School districts will be asked to help supply support staff for their on-site clinics. We will coordinate with county disaster coordinators for additional help if needed. Communication systems will be critical to handle phone calls and data, and some upgrades will be added. A backup generator will be installed to maintain the pharmacy and data center in the event of power outages. The public health districts are also working together on a video conferencing system for communicating with PODs, meetings, and training.

The District website has been updated to include information on H1N1 with special hot buttons and links to make it easier to navigate and locate printable materials and documents. Posters are also being developed for the PODs.

Confirmed Cases of H1N1 in south central Idaho

Ms. Becker reviewed a list of Idaho counties with their numbers of confirmed cases of H1N1 prior to September 1, 2009, and then after the date marking the new influenza season. We are doing active surveillance by asking school districts to report their absentee rates. New cases have been confirmed in Blaine, Gooding, Jerome, and Minidoka counties.

Other Business

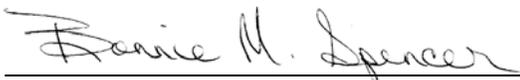
The Legislative reception will be held on November 18 in our Katz Conference rooms.

Board members are invited to attend the Staff Training Day on October 2 at the Herrett Center.

**MOTION (made by Mr. Hempleman, second by Ms. Fields: "I move that we adjourn.")
Motion carried.**



Everett "Buck" Ward
Board Chairman

Attest: 

Bonnie M. Spencer, Deputy Director
for
Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on 10/28/09