

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT  
BOARD MEETING  
April 17, 2013**

**Board Members Present:**

Linda Montgomery, Chair  
Charles Ritter, Vice-Chair  
Tom Faulkner, Commissioner, Trustee  
Angenie McCleary, Commissioner  
Cheryl Juntunen  
Don Clark  
Pamela Jones

**District Staff Present:**

Rene R. LeBlanc, Director  
Bonnie Spencer, Deputy Director  
Cheryle Becker, FACH Administrator  
Melody Bowyer, Environmental Program Manager  
Jeremy St Clair, Financial Specialist, Sr.  
Karyn Goodale, PHPP Program Manager  
Amy Lierman, Public Information Officer  
Paula Bryant, Physician Assistant

**Excused:**

Terry Kramer, Commissioner  
Peter Curran, MD

**Guests:**

Sheryl Koyle, Minidoka County Commissioner

**Minutes**

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

**MOTION (made by Commissioner McCleary, second by Commissioner Faulkner): “I move that the Board of Health meeting minutes for March 27, 2013, be approved.” Discussion: Mrs. Montgomery requested that the word auction be changed in regards to the Gooding property.**

**MOTION (made by Commissioner McCleary, second by Commissioner Faulkner): “I move that the Board of Health meeting minutes for March 27, 2013 be accepted as corrected.” Motion carried.**

Mr. LeBlanc requested that the Board members confirm with him if there is an interest in attending the NALBOH Conference in Salt Lake City. Registration was included in the FY 2014 budget.

Resolutions drafted for IAB included Medicaid Expansion in Idaho and Food Program License Fee increase. Mr. LeBlanc briefly reviewed them and requested Board members to email any comments or questions to him before the next meeting.

Registration forms for the IAB Conference were provided for completion by those planning to attend.

Mrs. Montgomery asked Pamela Jones and Don Clark to serve on the nomination committee.

**Board Training – State Process and Local Governance**

Mr. LeBlanc provided a training on our use of state processes and rules governing Boards of Health. Process refers to the State systems we utilize as a public health district and the internal controls associated with them. Systems we utilize are personnel management, fiscal management, procurement

and purchasing, contract management, information technology, and risk management. Governance is addressed in the Idaho Code: Duties and Responsibilities of the Board of Health outlines how oversight is provided to all actions taken.

## **Operations Report**

Mr. St Clair reviewed the March finance report representing 75% of the fiscal year. The recent financial audit went well with no findings for FY 2011 and 2012. The comparison to budget report shows that total revenues are at about 79%. Overall expenditures are a little low at 69%; personnel expenditures are at 76% with three pay periods in March. Operating and capital outlay are currently under budget with Gooding and Bellevue generator expenditures pending. The pass-through account balance is \$950,824.

**MOTION (made by Commissioner Faulkner, second by Mrs. Juntunen): “I move that we accept the March financial report for filing.” Motion carried.**

Ms. Spencer reported that the State approved the total replacement of our Twin Falls generator. She reviewed the FY 2014 proposed budget with the comparison to the revised FY 2013 budget. The total proposed budget is \$6,329,533. Personnel costs are significantly higher due to increased costs for health insurance and PERSI contributions effective July 1, 2014. An average salary increase of 2.5% is included. Proposed operating expenses are budgeted about 9% lower than the previous year, and capital outlay includes funding for architectural fees for the Mini-Cassia office. Revenues include a 3% proposed increase to county funding, stable contract funding and fees/donations, and a reserve draw of about \$225,000.

Mr. LeBlanc reviewed a spreadsheet showing the comparison of county apportionment based on population and net market value. Cassia County was the only county showing increases in both population and market value, and PHD5 has the third highest net market value in the state.

**MOTION (made by Mrs. Juntunen, second by Commissioner McCleary): “I move that we approve the budget proposal for FY 2014.” Motion carried.**

The budget proposal booklet for County Clerks and Commissioners was reviewed.

## **Administration Report**

The District Budget Committee will meet on May 22, 2013, in conjunction with the May Board meeting. Cassia County will be chairing the meeting. June 26 is tentatively scheduled for a Board meeting if it is needed.

The term of the current Board member for Lincoln County expires on June 30, 2013. Letters have been sent requesting another appointment or reappointment.

In regards to selling part of our Gooding property, Mr. St Clair contacted the auditors and other health districts on correct procedure. The Board can sell property after a survey, appraisal, and public notice. At the May meeting, the Board can decide how they want to proceed.

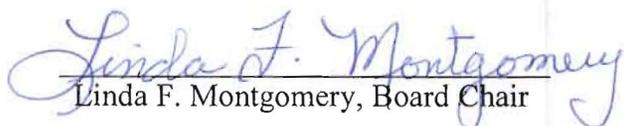
Ms. Lierman proposed hosting the Health Heroes award presentation on June 26, 2013

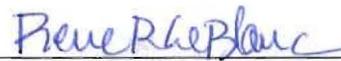
Mrs. Becker introduced our new physician assistant, Paula Bryant.

**MOTION (made by Commissioner Faulkner, second by Mrs. Juntunen): "I move that we go into executive session pursuant to Idaho Law 67-2345 (b) for the purpose of discussing personnel issues." Roll call vote: Lincoln County, aye; Cassia County, aye; Blaine County, aye; Gooding County, aye; Minidoka County, aye; Camas County, aye; Jerome County, aye. Motion carried.**

The Board returned to regular session and adjourned at 3:20 p.m.

**MOTION (made by Commissioner Faulkner, second by Mrs. Juntunen): I move that we adjourn." Motion carried.**

  
Linda F. Montgomery, Board Chair

Attest:   
Rene R. LeBlanc, District Director

Board Minutes approved on 5/22/13