

**Board of Health Meeting**  
**April 23, 2014**

Present:

Linda F. Montgomery, Chair (Jerome County)  
Charlie Ritter, Vice-Chair (Lincoln County)  
Tom Faulkner, Comm., Trustee (Gooding County)  
Terry Kramer, Comm. (Twin Falls County)  
Pam Jones, RN (Camas County)  
Cheryl Juntunen, RN (Minidoka County)

Excused:

Don Clark (Cassia County)  
Angenie McCleary, Comm. (Blaine County)  
Peter G. Curran, MD, MHCDS, FACP (Medical Consultant/At-Large Member)

Staff:

Rene LeBlanc, RS, District Health Director  
Cheryle Becker, RN, FACH & Preparedness Administrator  
Jeff Pierson, MCP, Information Management Administrator  
Melody Bowyer, REHS, EH Director  
Karyn Goodale, Community Health Director  
Jeremy St Clair, Fiscal Officer  
Eric Myers, Business Operations  
Amy Lierman, PIO  
Rachel Lowe, Graphic Design Specialist  
Angie Tamayo-Wojcik, HRA

- I. **CONVENE:** The meeting was called to order by Linda Montgomery, Chair at 1:30 p.m.
- Correspondence.
    - Appointment of the District Director (by SLMC) to the Community Board for SLMV & SLJ.
    - Article from the NWCPHP (Health Education – Action for Healthy Kids 2012).
    - Draft calendar for BOH meetings in FY 2015.
    - Health Heroes nomination form.
    - 2014 County Health Rankings & Roadmaps.
  - Conflict of Interest Form. Board members were requested to renew their COI form for FY 2015.

**MOTION (made by Commissioner Kramer, second by Commissioner Faulkner): “I move that we move the “Action Items” earlier in the meeting due to a scheduling conflict.” Motion carried.**

**MOTION (made by Commissioner Kramer, second by Mrs. Jones): “I move that we approve the consent agenda.” Motion carried.**

II. CONSENT AGENDA

- A. Approval of Minutes, March 26, 2014
- B. IMD Update Report – Updates current projects and the status of ongoing projects concerning Community Relations, IABDH planning, IT, and staff development.
- C. FACH/CHD Report – Idaho Bureau of Labs Testing Fees.

III. ACTION ITEMS

- A. Items pulled from the Consent Agenda – None.
- B. March 2014 Financials – Jeremy St Clair. The March fiscal reports were reviewed; revenues are on target for the end of the 3<sup>rd</sup> quarter of FY 14. Expenditures are lagging behind target but will increase during April when multiple projects are paid out.

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

- C. Review/approve FY 2015 CEC Matrix & Bonus Matrix – Rene LeBlanc. The Board reviewed the matrices for the legislative intent language of the FY 2015 appropriation bill for the public health districts. The Board approved both for processing with DFM/DHR/ and SCO effective June 8 and paid out in July. This includes a one-time bonus (1%) and permanent 2% average (includes the 1% permanent from the legislature). Both are based upon performance and the permanent CEC also includes market (compa-ratio).

**MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): “I move that we approve the two matrices; the 1% bonus matrix based on performance and the 2% average permanent increase matrix based on performance and policy rate, to be effective June 8, 2014 according to the Legislative intent language.” Motion carried.**

- D. Review/approve the Building Committee Report for Architects – Charlie Ritter. Mr. Ritter presented information on the 3 architectural firms who submitted their qualifications for potential selection on the Mini-Cassia facility (Heyburn). All three were highly qualified and experienced; however, the committee needed to select one and they recommended Myers/Anderson from Pocatello, ID. The Board reviewed all materials and ratified the recommendation of the committee and to move forward with designing the new building.

**MOTION (made by Mr. Ritter, second by Mrs. Juntunen): “I move that we accept Myers/Anderson as the architectural firm for the Mini-Cassia building.” Motion carried.**

- i. Mr. Ritter, Building Committee Chair recommended to the Board to dissolve the committee since their work was complete. After discussion, the Board approved the request. Presentations and work updates will be included in future board agendas to be reviewed by the Board Members.

**MOTION (made by Mr. Ritter, second by Commissioner Faulkner): “I move that we disband the Building Committee.” Motion carried. {4 approved and 1 opposed}**

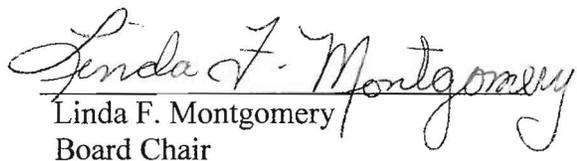
- E. Review/approve the FY 2015 Environmental Health Fees – Melody Bowyer. The EH Director reviewed the proposed fees with the board as presented at the March board meeting. She included the changes and net differences in cost recovery on the Lands Program. After discussion, the board approved the new Lands Program fees to be effective July 1, 2014 (FY 2015).

**MOTION (made by Commissioner Kramer, second by Mrs. Jones): “I move that we adopt the fee schedule for Environmental Health as presented with an effective date of July 1, 2014 (FY 2015).” Motion carried.**

IV. **DISCUSSION ITEMS – NO ACTION**

- A. FY 2015 Preliminary Budget Book – Rene LeBlanc. The final budget book format and figures were reviewed and consent was given for presentation to the county commissions.
- B. Board Volunteers – Linda Montgomery (Chair). The Chair solicited members to serve on the Nominations Committee (election of new officers; chair, vice-chair, and trustee) and Compensation Committee (review the District Health Director’s performance and change in compensation per the DFM/DHR/SCO memorandum of instruction dated 4/14/14). Pam Jones and Dr. Peter Curran (to be asked) will serve on the Nominations Committee; Charlie Ritter and Comm. Terry Kramer will serve on the Compensation Committee. Final reports to the full Board will occur at the June 25th meeting.
- C. Idaho Association of District Boards of Health Annual Conference Update – Amy Lierman/Rachel Lowe, IMD. An update on the agenda, invited speakers, venue, and activities were presented to the Board. Additionally, the Board reviewed the current list of attendees and the reservation list for the Sun Valley Lodge. They consented to the proposed list of activities, menu choices, reception format, and complimentary registrations for special invitees. Lastly, an update was provided on the vendors registering as sponsors or those who have made donations in support of the IADBH conference.
- D. Meeting dates:
- BOH Meeting & Budget Hearing            May 21, 2014
  - IADBH – Sun Valley                            May 29-30, 2014
  - Board of Health (BOH) Meeting            June 25, 2014

V. **ADJOURN** – 2:50 p.m.

  
Linda F. Montgomery  
Board Chair

Attest:   
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Rene R. LeBlanc  
District Director

Board Minutes approved on May 21, 2014