



**Board of Health Meeting Minutes
February 25, 2015**

Present:

Linda F. Montgomery, Chair (Jerome County)
Angenie McCleary, Comm., Vice-Chair (Blaine County) – *phoned in @ 1:28 pm*
Tom Faulkner, Trustee (Gooding County)
Charlie Ritter, (Lincoln County)
Terry Kramer, Comm. (Twin Falls County)
Pam Jones, RN (Camas County)
Cheryl Juntunen, RN (Minidoka County)
Bob Kunau, Comm. (Cassia County)
Peter G. Curran, MD, MHCDS, FACP (Medical Consultant)

Staff:

Rene LeBlanc, RS, District Health Director
Cheryle Becker, RN, FACH & Preparedness Administrator
Jeff Pierson, MCP, Information Management Administrator
Melody Bowyer, REHS, Environmental Health Director
Karyn Goodale, Community Health Director
Jeremy St Clair, Fiscal Officer
Eric Myers, Business Operations
Amy Lierman, PIO
Kansas Guthrie, HR Associate

- I. **CONVENE:** 1:30 p.m.
- Correspondence – None.
 - Additional Agenda Items – Commissioner McCleary requested a Discussion Item to be added: Mental Health Awareness Month: May 2015.
- II. **CONSENT AGENDA:**
- A. Approval of Minutes, November 12, 2014
 - B. Financial Reports – November & December 2014; Investment Report.

MOTION (made by Tom Faulkner and seconded by Commissioner Bob Kunau): “I move that we approve the consent agenda and pull the financial report for review under Action Items.” Motion passed.

III. ACTION ITEMS

- A. Items pulled from the Consent Agenda – January 2015 Financial Report, Jeremy St Claire. Mr. St Claire briefed the financial report which represents 58.33% of the current Fiscal Year. Revenues are coming in very strong (70.78%) due to improved medical billing to insurers and third parties and with the Food Permits renewals which occur each December-January. Mr. St Claire indicated that revenues will smooth out and may stay above target for the remainder of the FY. He also reviewed the board restricted investment accounts.

MOTION (made by Tom Faulkner and seconded by Commissioner Terry Kramer): “I move to approve the financials as presented.” Motion passed.

- B. Review/Approve the Selected Bid for the Heyburn Facility – Eric Myers. Mr. Myers reviewed the bid process with the board, to include the pre-bid conference of 2/5/15. The bid opening occurred on 2/13/15 at 2:00 pm in the Katz A&B conference rooms of the Twin Falls office of SCPHD with Linda Montgomery (Board Chair), Rene LeBlanc (District Director), Eric Myers (Business Operations Specialist), and Richard Creason (Myers/Anderson) present along with contractors. There were 8 submitted bids from the pool of 16 qualified contractors. By state code, the lowest responsible bidder was selected; Bideganeta Construction from Mountain Home had the lowest responsible bid. Myers/Anderson (Architects) has worked with Bideganeta on previous projects and they are well recommended. The bids ranged from \$1.35M to \$1.84M. The board also reviewed the cumulative total of expenditures (to date) for the Heyburn project.

MOTION (made by Cheryl Juntunen and seconded by Commissioner Bob Kunau): “I move that we accept the selected bid pending legal review by the district legal counsel.” Motion passed.

- C. Network Services Contract – Jeff Pierson. Mr. Pierson briefed the board on the ‘potential’ impact of the recent court ruling regarding the IEN. The impact was greater than just school districts in Idaho, all state agencies outside Ada County were included (by Department of Administration) in the original contract with the IEN for connectivity to the state network architecture. We received a letter from the Office of the Chief Information Officer (OCIO), Department of Administration (DoA) outlining steps and negotiations with the contractor to keep access open for the state agencies. The board was requested to give the District Director to proceed, if necessary, with negotiations with an internet carrier should efforts by DoA prove unsuccessful. Any negotiation would require approval by the board.

MOTION (made by Pam Jones and seconded by Cheryl Juntunen): “I move that we approve the Director to enter into negotiations, if deemed necessary, and to solicit approval by the board before committing to a contract if efforts by the Department of Administration prove unsuccessful.” Motion passed.

IV. DISCUSSION ITEMS – NO ACTION

- A. Review of the Preliminary Draft Budget for FY 2016 – Jeremy St Claire. Mr. St Claire provided the board a copy of the initial draft of the FY 2016 budget. The only known items at this time include: personnel costs and the Public Health Trust Fund (State GF) total. We must wait until April for census data (by county) and the Tax Commission for county market values to determine the proportionate share of the GF. Revenues from fees and insurance reimbursements are estimated based upon current year projections. Federal contracts for FY 2016 have not been negotiated at this time. The budget sheet was outlined by PCA (Project Cost Account) with personnel costs (salary, fringe, and benefits), revenues (contract, fees, and reimbursements), expenditures, total program cost, indirect, and district support. The board recognized this was preliminary; they asked if the PCA’s could be color coded to match the 4 categories of public health programs (I-Mandatory/Delegated; II-Core Public Health; III-Contracts; and IV-Local Board of Health Option).
- B. Communicable Disease Update – Cheryle Becker. Ms. Becker updated the board on recent activities regarding a suspect measles exposure with a group of refugees through the CSI Refugee Center. All suspect cases are treated as serious and investigations were conducted along with daily monitoring of three families (9 individuals) in their current homes. This was required for the duration of the communicability period (until day 21 or Feb. 25th) to either confirm or rule-out disease. The end result was the family was not communicable nor did any family member exhibit symptoms of the disease.
- C. Mental Health Awareness Month: May 2015 – Comm. McCleary. Comm. McCleary briefed that the month of May is Mental Health Awareness Month. She inquired if the board was interested in efforts to increase awareness and outreach to community members regarding mental health. The board was very supportive and has asked for a concept plan to increase awareness to be developed and presented at the next board meeting.
- D. Meeting dates:
- Board of Health Meeting March 18, 2015
 - Board of Health Meeting April 15, 2015
 - County Commission Visits Start April 20, 2015
 - Budget Hearing May 20, 2015

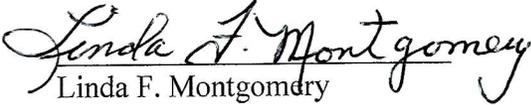
VI. **EXECUTIVE SESSION** – MOTION (made by Tom Faulkner and seconded by Commissioner Terry Kramer): “I move that we go into Executive Session under provisions of 67-2345(1)(b) to discuss performance goals and outcome measures for the District Director.

Roll call vote: Blaine-Yes; Camas-Yes; Cassia-Yes; Gooding-Yes; Lincoln-Yes; Minidoka-Yes; Twin Falls-Yes; and Jerome-Yes.

The board entered executive session at 3:50 pm.
The board came out of executive session at 4:40 pm.

The board agreed to conduct another session at the next meeting to continue the dialogue with the director and to lengthen the board meeting times from 1:30 – 4:30 pm for all future board meetings.

VII. **ADJOURN** – The board motioned to adjourn-passed at 4:45 p.m.

 Attest: 
Linda F. Montgomery Rene R. LeBlanc
Chair District Director

Board Minutes approved on: Mar. 18, 2015