



“To improve the health of our communities by identifying sustainable solutions to community health issues, developing partnerships for implementation of strategies, and demonstrating our success through measurement of outcomes.”

**BOARD OF HEALTH MINUTES
FOR CENTRAL DISTRICT HEALTH DEPARTMENT
FRIDAY, MARCH 20, 2009**

BOARD MEMBERS:

Steven F. Scanlin, JD, Chair
Betty Ann Nettleton, RN, V-Chair & Trustee
Fred Lawson
Dr. Jane Young, DNP
Commissioner Connie Crusier
Commissioner Frank Eld (excused absent)
Dr. Ted Epperly, MD (excused absent)

GUEST:

Commissioner Sharon Ullman

STAFF:

Russell A. Duke, Director/Board Secretary
Rob Howarth
Wally Sanchez
Cindy Trail
Tom Schmalz
Donna Mahan
Meghan Muguira
Chad Waters
Mike Reno
Tammie McCarter

* * * * *

CALL BOARD MEETING TO ORDER – Steven Scanlin

Chairman Steven Scanlin called the Board of Health meeting to order at 8:54 a.m.

ACTION ON MINUTES FOR FEBRUARY 20, 2009 – Steven Scanlin

Chair Steven Scanlin asked for a motion to approve the February 20, 2009, Board of Health minutes as presented.

Motion: Betty Ann Nettleton moved to approve the February 20, 2009, Board of Health minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

ENVIRONMENTAL HEALTH PROGRAMS – Rob Howarth, Chad Waters, and Tammie McCarter

Rob Howarth, Environment Health Director, provided an overview of his department and introduced Tammie McCarter, Environmental Health Specialist 2, along with Chad Waters, Environmental Health Specialist Senior. Ms. McCarter provided information on the food safety program. The focus is to prevent foodborne illnesses by providing food inspections based on five contributing factors: food from unsafe sources, improper holding/time and temperature, inadequate cooking, poor personal hygiene, and contaminated equipment/prevention of contamination and through trainings on site (risk factor consultations) and/or off-site classes.

Chad Waters reviewed the process for installing a septic system. Key steps are as follows: application process and records review; test hole and site evaluation to determine soil type and percolation rate; approved systems determined (standard system or extended treatment package) based on the level of nitrates and groundwater level; and written permit given.

BUDGET REVISION FOR FY 2009 – Meghan Muguira

Meghan Muguira presented the revised FY 2009 budget reflecting the changes in our adult immunization program and 4% holdback from the governor’s office.

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office
707 N. Armstrong Pl.
Boise, ID 83704
Enviro. Health: 327-7499
Reproductive Health: 327-7400
Immunizations: 327-7450
Senior Nutrition: 327-7460
WIC: 327-7488
FAX: 327-8500

Elmore County Office
520 E. 8th St. North
Mountain Home, ID 83647
Enviro. Health: 587-9225
Family Health: 587-4407
WIC: 587-4409
FAX: 587-3521

Valley County Office
703 N. 1st St.
McCall, ID 83638
Ph. 634-7194
FAX: 634-2174

Motion: Dr. Jane Young moved to approve the revised FY 2009 budget as presented; Fred Lawson seconded; no further discussion; all in favor; motion carried.

FINANCIAL REPORT: FY 2009 – July through February Budget to Actual – Meghan Muguira

The "Budget to Actual" report for July through February was reviewed. For Revenue, fees are currently at 80%, contracts are at 69%, and other revenue is at 69%, which puts our overall revenue budget at 70%. For Expenditures, personnel costs are overspent by 1.4% (\$116,472). In operating costs, the Board originally approved the concrete work in the McCall office. This project is estimated at \$16,000 and has been moved to a capital expense. We should end the year with a balanced budget.

LEGISLATIVE SERVICES AUDIT – Meghan Muguira

As a result of the audit for fiscal years ended for June 30, 2006 and 2007, Central District Health Department was issued an unqualified opinion, which is good, on our financial statements. One finding was reported: contraceptives given to us by Health and Welfare were not included on the Statement of Expenditures of Federal Awards and posting of county contributions as receivables were not reported as required by the 2001 rule; this has been corrected.

MOUNTAIN HOME OFFICE UPDATE – Wally Sanchez

Elmore Memorial Hospital has approached us about purchasing our land and building for further development of their campus. Wally Sanchez, Facility Manager, presented an update on this project. If we choose to sell, we can purchase land and build a new facility (hopefully LEED certified) or purchase land with a pre-existing facility. Land varies from as low as \$4 a square foot to at least \$8 a square foot. A minimum appraisal fee is \$3,500, which the Board had agreed to have done. The Board would like Wally to continue working on this project and will find out the following: how much our facility/land is worth, look for a new location, required square footage for operation, cost for constructing a LEED facility, and check on a cash sale with lease option. Mr. Sanchez will report his findings at a future meeting.

SENIOR NUTRITION – Cindy Trail

Cindy Trail, Deputy Director, provided an update on the transition of Meals On Wheels and congregate meals. Southwest Idaho Area Agency on Aging (AAA III) is aware that our last day to provide these programs is May 29, 2009. Several meetings have taken place between our two agencies. AAA III has been following leads on possible new contractors for the Meals On Wheels program and congregate meals. Ultimately it is the responsibility of Area III to insure the programs continue without interruption; however, we have offered our support to insure this is a seamless transition. It is important that no senior goes without a hot, nutritious meal during this period. CDHD will still be hosting the annual Culinary Walk-About on April 9 at the Boise Centre on the Grove. Ada County Commissioner Sharon Ullman proposed that we consider having the Ada County jail prepare meals for the Ada County Meals On Wheels program. The staff at the jail is willing to talk about the possibility of providing this service.

BREAK – Steven Scanlin

IAB AND NALBOH TRAVEL BUDGET – Russell Duke

With the governor's new orders to limit travel, the Board discussed if they should travel for the Idaho Association of District Boards of Health (IAB) and National Association of Local Boards of Health (NALBOH). After some discussion, the decision was made that these meetings are essential. This year Steve Scanlin, Betty Anny Nettleton, and Commissioner Frank Eld will be attending IAB in May. Currently, Commissioner Frank Eld, Steve Scanlin, and Fred Lawson will be attending NALBOH in July.

CENTRAL DISTRICT HEALTH DEPARTMENT BYLAWS – Russell Duke

In reviewing and discussing the current CDHD bylaws, several modifications were presented – extending term limits for Chair, having a commissioner from each county on the Board, using a more descriptive word than secretary, and the Board determining excused absences. The proposed updates to the bylaws will be presented at the next meeting for further discussion.

IT AUDIT – Russell Duke

Two contractors have been identified as potential companies to perform the IT audit. One option is for \$10,000 which is a higher level audit not including HIPAA compliance that can be done for about \$10,000 more. The other option is for \$20,000 which is a more thorough audit including HIPAA compliance. The IT Audit team will present the two options in detail at the next

Board meeting. The Board will decide which direction to take next. The audit findings will be presented to Russ and the Board just like in our financial audit.

REQUEST FOR STIMULUS FUNDS – Cindy Trail

CDHD Program Managers did a great job writing five stimulus proposals totaling \$757,000, which can also be used for grant opportunities. The governor's recommendation for the stimulus money did not include public health.

TRUSTEE REPORTS – Betty Ann Nettleton

Betty Ann Nettleton has participated in the weekly Board of Trustee calls and updated the Board on legislation pertaining to public health.

Food Fees: The Senate Health and Welfare Committee voted to table our original bill thus we have modified our proposal including a new tiered fee structure which seems to be acceptable to all parties involved. We believe this will pass.

Child Care: The Child Care bill, which removes the requirement that the public health districts perform the health inspections, has passed the Senate Health and Welfare Committee and is now being considered by the full Senate. However, some believe that it interferes with fundamental core family values and are not supportive of the bill.

Midwifery: House Bill 185 regarding licensing midwifery in Idaho has passed with a unanimous vote on the House side and will next be introduced to the Senate.

JFAC: Public health appropriation was basically \$9,300,000. Our impact of reduction is around \$350,000 to our FY 2010 budget

DIRECTOR'S REPORT – Russell Duke

Russell Duke thanked Betty Ann for her commitment to the Trustee meetings this year and her hard work. Mr. Duke provided a quick update on the following items:

Food Fee: The new tiered inspection fees are supported by the all parties involved as Betty Ann stated.

FY 2010: The state general fund will be cut by approximately 13% for 2010; counties are looking at level funding. Russ will be presenting the proposed FY 2010 budget to the Board at the April 17 meeting for approval.

Grant Writer: Russ talked about establishing a part time grant writer for CDHD. With the Board's support, Russ will include a grant writer position in the FY 2010 budget.

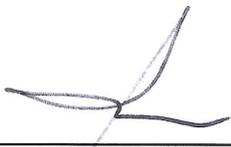
NO EXECUTIVE SESSION

ADJOURNMENT – Steven Scanlin

Motion: There being no further business, Betty Ann Nettleton moved to adjourn the meeting; Fred Lawson seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 12:44 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

4.17.09



Russell A. Duke, Secretary