

*"Partnering to promote, protect and preserve health in our community"*

**Central District Health Department Budget Hearing and Board of Health Meeting  
Friday, May 15, 2015 ~ 10:00 a.m. to 1:30 p.m.  
Three Island Crossing State Park, 1083 S. Three Island Park Drive, Glens Ferry**

**Board Members**

Steven F. Scanlin, JD, Chair	Betty Ann Nettleton, RN, V-Chair/Trustee	Dr. Ted Epperly, MD
Commissioner Al Hofer (Absent)	Commissioner Elt Hasbrouck, Valley County	Dr. Jane Young, DNP
Commissioner Vicki Wilkins (Absent)		

**Guests**

Commissioner Wes Wootan, Elmore County                      Commissioner Jim Tibbs, Ada County

**Staff**

Russell A. Duke, Director	Donna Mahan, Recorder	Rob Howarth	Bonnie Spencer
Michele Hanrahan	Dawn Irons		

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**Call Board of Health Meeting to Order – Steve Scanlin**

Chairman Steve Scanlin called Central District Health Department (CDHD) Board of Health meeting to order at 10:23 a.m. in lieu of the Budget Hearing. The agenda was adjusted accordingly.

**Board Minutes – April 17, 2015 – Steve Scanlin**

The Board of Health minutes stand approved as presented for April 17, 2015.

**Financial Reports – Bonnie Spencer**

Before reviewing the financial reports, Bonnie Spencer introduced Michele Hanrahan, our new Financial Specialist Principal. The FY 2015 Budget to Actual for April 2015 report reflects that we are 83% through the FY 2015 budget year, including revised budget numbers. Total revenues are at 91% of budget. Fees are at 96%; contracts are at 89%; and county contributions are at 98%. Total expenditures are at 80%. Personnel cost is 83%. Operating and capital costs are both underspent. The FY 2015 Cash Balance Statement and Reserve Report at the end of April reflects a total cash balance of \$2,762,796; and the reserve fund designation was \$1,606,528 with a balance of undesignated funds at \$1,156,268. We have a balance of \$41,275 left in our Special Projects Reserve Fund for FY 2015.

**Board Elections – Steve Scanlin**

The chair, vice chair, and trustee positions are opened for election. Steve Scanlin asked that he be considered for one more term only, completing his 3 two-year consecutive terms. Commissioner Elt Hasbrouck nominated Dr. Ted Epperly to serve as chair; Dr. Jane Young nominated Steve Scanlin. The Board discussed the eligibility of Steve serving one more two-year term as board chair. With the Budget Hearing chairman on his way to the meeting, the Board postponed the election until after the Budget Hearing and proceeded with the Director's report.

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***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  
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

**Director's Report – Russell Duke**

All Staff Meeting

The annual All Staff Meeting will be held on Friday, June 12 at Barber Park, featuring guest speakers: Lyle Nelson and Dr. Barbara Mink.

Idaho Association of District Boards of Health

The Idaho Association of District Boards of Health annual meeting will be June 3 and 4 in McCall, Idaho.

Behavioral Health – Region 4 Board

We will have a signed contract as of May 18 with the Department of Health and Welfare to oversee the Region 4 Behavioral Health Board. This is a \$50,000 per year contract for 4 years. CDHD staff will take over providing support for the Behavioral Health Board after the first of July. Rebecca Lemmons will be the lead with Barbara Gilbert providing administrative support. The meetings will continue to be held at Health and Welfare (Westgate).

**Board Meeting Recessed – Steve Scanlin**

The CDHD Board recessed at 10:43 a.m. for the Budget Hearing.

**Budget Hearing – Commissioner Wes Wootan**

Commissioner Wes Wootan, Elmore County Commissioner, called the public Budget Hearing to order at 10:44 a.m. to consider the proposed fiscal year 2016 budget. CDHD has requested a 3% increase from the counties in the amount of \$2,166,492 for a total budget of \$10,095,300. Three of four counties were present: Commissioner Wes Wootan, Elmore County; Commissioner Jim Tibbs, Ada County; and Commissioner Elt Hasbrouck, Valley County.

**Motion:** Commissioner Elt Hasbrouck made a motion to approve the proposed FY 2016 budget as presented; seconded by Commissioner Jim Tibbs. Discussion of motion: During the discussion of the motion, Commissioner Tibbs stated Ada County would not support the 3% increase, making it clear they do support the work of the health department. With no further discussion, the FY 2016 budget passed by majority vote with Commissioner Jim Tibbs, Ada County, voting no.

**Budget Hearing Adjourned – Commissioner Wes Wootan**

Commissioner Wes Wootan adjourned the Budget Hearing at 10:55 a.m.

**Resumed Board Meeting – Steve Scanlin**

The CDHD Board Chairman Steve Scanlin resumed the Board meeting at 10:56 a.m.

**Executive Session – Steve Scanlin**

Steve Scanlin requested a motion to go into executive session.

**Motion:** Dr. Ted Epperly made a motion to go into executive session under Idaho Statute 74-206 (f) to discuss legal matters; seconded by Betty Ann Nettleton; confirmed by roll call: Ted Epperly, Elt Hasbrouck, Betty Ann Nettleton, Jane Young, and Steve Scanlin.

The Board came out of executive session by roll call: Ted Epperly, Elt Hasbrouck, Betty Ann Nettleton, Jane Young, and Steve Scanlin.

**Lunch Break – Steve Scanlin**

The Board decided to have a working lunch.

**Board Elections – Steve Scanlin**

A ballot vote was taken, resulting in Steve Scanlin serving one more two-year term, which will complete his maximum 3 two-year consecutive terms as the board chair in accordance with the CDHD Board by-laws.

Betty Ann Nettleton has completed her 3 two-year consecutive terms, being ineligible to serve as vice chair and/or trustee. Steve Scanlin nominated Dr. Ted Epperly to serve as vice chair and was confirmed by majority vote. Dr. Ted Epperly nominated Commissioner Elt Hasbrouck to serve as trustee and was confirmed by majority vote.

**2015 Resolutions and Proxies for IADBH – Russell Duke**

The Board filled out individual proxies for this year's Idaho Association of District Boards of Health meeting in June.

**Update on IT Audit and Intrusion Testing – Bonnie Spencer**

Bonnie Spencer, COO, requested direction by the Board on how to proceed with the IT audit, intrusion testing, and backup and data recovery system testing with our new website to be completed in FY 2016.

**Motion:** Dr. Ted Epperly made a motion to approve all three components to be completed in the next fiscal year upon the completion of our new website. Dr. Jane Young seconded. Discussion on motion: After discussing scenarios on the most effective process to pursue, the Board agreed to wait until FY 2016 upon the completion of the new website. It is understood that FY 2015 funds would be carried over and used in FY 2016 to complete the work. Motion carried by majority vote.

**CDHD Employee Compensation – Bonnie Spencer**

As requested by the Board, Bonnie Spencer provided an overview of CDHD staff compensation.

**Additional Director's Report – Russell Duke**

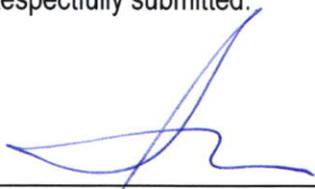
SHIP (Statewide Healthcare Innovation Plan)

We continue working with Idaho Department of Health and Welfare on the details of the contract. We may not make the July 1 deadline. An update will be given in August.

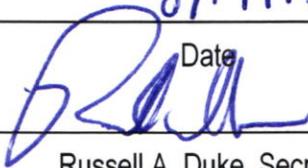
**Adjournment – Steve Scanlin**

No further business was brought before the Board; meeting adjourned at 1:13 p.m.

Respectfully submitted:



Steven F. Scanlin, Board Chair

8/14/15  
Date  
  
Russell A. Duke, Secretary