



*“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.”*

**Central District Health Department  
Board of Health Minutes  
707 N. Armstrong Place, Boise, Idaho  
Friday, August 20, 2010**

**Board Members:**

Steven F. Scanlin, JD, Chair  
Betty Ann Nettleton, RN, V-Chair/Trustee  
Commissioner Frank Eld  
Dr. Ted Epperly, MD  
Commissioner Connie Crusier, RN  
Dr. Jane Young, DNP  
Commissioner Terry Day

**Staff:**

Russell A. Duke, Director/Board Secretary  
Nikki Sakata  
Angela Spain  
Cindy Trail  
Kim Link  
Teresa Collins  
Meghan Calaway  
Daniel Allen  
Margaret Ross  
Rob Howarth  
Nick Ulmen  
Donna Mahan

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**Call Central District Health Department (CDHD) Board of Health Meeting to Order – Steve Scanlin**  
Chairman Steven Scanlin called the CDHD Board of Health meeting to order at 8:39 a.m.

**Action on Minutes for May 21, 2010 and June 16, 2010 – Steve Scanlin**

**Motion:** Betty Ann Nettleton moved to approve the Board of Health minutes as presented for May 21 and June 16, 2010; Dr. Ted Epperly seconded; no further discussion; all in favor; motion carried unanimously.

**Financial Report: FY 2010 – Yearend Budget to Actual – Meghan Calaway**

The “Budget to Actual” report for July 1, 2009 through June 30, 2010 shows a 2.9% budget variance. Our overall revenue came in -2.2% (\$227,111) under budget; and our expenditure came in 5.1% (\$533,028) under budget. Actual revenue over expenditures was \$146,767 for yearend.

**Motion:** Dr. Ted Epperly moved to approve FY 2010 yearend budget; Dr. Jane Young seconded; no further discussion; all in favor; motion carried unanimously.

**Carryover and Fund Designation – Meghan Calaway/Russell Duke**

Our Cash Basis Fund Statement at yearend (June 30, 2010) showed the District’s “Cash Balance” was \$1,911,072 before yearend adjustments. After the yearend adjustments, we had an “Ending Cash Balance” of \$1,936,323. We are proposing that \$812,900 to be used as a carryover for designated projects for FY 2011 budget:

- WIC Refugee Nutrition Education Program
- Electronic Medical Record Software Program
- Upgrade Existing Phone Systems in All Three (3) Offices
- Two (2) New Hybrid Vehicles for District Fleet
- Immunizations: Targeted School-based Flu Clinics and Immunization Reminder 4-Year Project
- Reproductive Health Outreach Program
- Reserve for Future Program Planning

*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

The balance of \$1,123,423 is designated as follows: \$600,000 to the Contingency fund and \$523,423 to the Capital Reserve fund.

**Motion:** Dr. Ted Epperly made a motion to approve the designated funds as presented; Dr. Jane Young seconded; further discussion; all in favor; motion carried.

#### **FY 2011 FEES - Meghan Calaway/Russell Duke**

Meghan Calaway presented the proposed FY 2011 fees for Family Health and Risk Reduction and Environmental Health and addressed questions from the board.

**Motion:** Betty Ann Nettleton made a motion to table approving the FY 2011 proposed fees until modifications were completed; Commissioner Connie Cruse seconded; additional discussion; motion tabled.

**Discussion:** In discussing the fees, the Board requested that modification on the wording for the immunization fees be completed prior to final approval of fees.

Final approval was postponed until modification to the wording on the proposed FY 2011 Family Health and Risk Reduction Fee schedule was completed and presented to the board.

#### **CDHD Facility Use Policy – Russell Duke**

Incorporating directives given by the board during the conference call held in conjunction with the June IAB meeting, Russell Duke modified and presented a revised CDHD Facility Use policy. After a lengthy discussion on the new policy presented, a motion was made.

**Motion:** Dr. Ted Epperly made a motion to approve the revised CDHD Facility Use Policy. A request for a modification on the motion was made; the new motion made was to approve the revised CDHD Facility Use Policy having the mission statement moved to the first paragraph; Dr. Jane Young seconded; discussion; motion tabled.

**Discussion:** After a lengthy discussion and addition clarification, the Board asked that they receive a new copy of the policy before moving forward on the motion that provided more clarification. The motion was to be taken up again later in the agenda.

**Break – Steve Scanlin**

#### **Updated CDHD Continuity of Operations Plan (COOP) Report – Kim Link**

Kim Link presented the updated CDHD Continuity of Operations Plan (COOP) to the board for approval. After reviewing the proposed changes and modifications requested by the board, a motion was made to approve the updated COOP report.

**Motion:** Dr. Ted Epperly moved to approve the proposed updated CDHD Continuity of Operations Plan with new modifications; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

#### **CDHD HIV/AIDS Report – Nikki Sakata**

Nikki Sakata presented the 2010 CDHD HIV/AIDS report that provided an overview of HIV/AIDS in District 4. The data was collected through case investigations done by local infectious disease epidemiologists with the intent to both monitor disease trends and prevent the spread of disease. The outcome of this report will allow us to identify areas where prevention efforts need to be focused, identify risk behaviors or other risk indicators that need further examination, and communicate and collaborate with partner agencies and policy makers. Dr. Ted Epperly volunteered to draft a letter on behalf of Central District Health Department for Steve Scanlin's signature to the United States Department of State regarding testing refugees for HIV prior to entering America.

#### **2010 Community Assessment Report – Nikki Sakata**

Due to time restraints, Nikki Sakata will present the 2010 Community Assessment report at the October Board of Health meeting.

**CDHD By-Laws – Russell Duke**

During the May Board of Health meeting, a motion was passed to update the CDHD by-laws to reflect that officials will be elected every two years with a three-term limit. The updated by-laws were signed.

**Reveal 4 Real Website – Daniel Allen/Nick Ulmen**

Daniel Allen, from our reproductive health program, and Nick Ulmen, from our information technology section, presented the new Reveal 4 Real website that targets 16-24 years. Daniel was the content expert and Nick designed the website. The purpose of the website is to use the latest technology to communicate with the public about reproductive health and pregnancy prevention in addition to presenting the material in a way that people of all ages can feel comfortable contacting CDHD's Reproductive Health Department for testing and getting protection.

**WIC Immunization Linkage – Angela Spain/Teresa Collins**

Teresa Collins, Immunizations Program Manager, and Angela Spain, WIC Program Manager, collaborated on a project to boost immunization rates among our WIC clients. WIC linkage has been in place for years but has traditionally focused on certain age groups. Under the leadership of the two program managers, they put together a strategy to boost rates and moved children at the age of two (2) being fully immunized from 24% to 63% through education and reminders of vaccinations coming due as well as vaccines past due.

**Finalizing the CDHD Facility Use Policy – Russell Duke**

The modifications discussed earlier in the meeting were incorporated into a new revised policy, which Russ represented to the board. Again, discussion for clarification took place with the decision to approve the current policy with the request for a fee schedule to be added.

**Motion:** Dr. Ted Epperly made a motion to approve the new revised CDHD Facility Use Policy along with additional changes; Dr. Jane Young seconded; no further discussion; motion carried.

Chairman Scanlin asked that Russ have staff create a fee schedule to be used in conjunction with this policy.

**Finalizing FY 2011 FEES - Meghan Calaway/Russell Duke**

With modifications completed and a new copy presented to the board, a motion was made.

**Motion:** Betty Ann Nettleton made a motion to approve the revised proposed FY 2011 fees for Family Health and Risk Reduction and Environmental Health as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

**October Board Meeting – Steve Scanlin**

Due to scheduling conflicts, the CDHD Board of Health meeting has been moved to Friday, October 22.

**Federal Qualified Health Centers (FQHC) – Russell Duke**

Russell Duke contacted community leaders within our district regarding FQHCs to determine where public health fits in as discussed at our May meeting. At this point, our district is well covered with the current FQHCs providers. Until we see how the 2014 Affordable Care Act plays out in Idaho, we will continue to monitor the need in our community and look for ways to collaborate when appropriate.

**NALBOH – Commissioner Frank Eld, Betty Ann Nettleton, and Steve Scanlin**

All three board members were very appreciative for having the opportunity to attend this conference. Each member focused on different sessions from obesity to smoking to public health's role in the community to board certification. Steve Scanlin is on the ballot in October's election for president-elect.

**National Association of County and City Health Officials (NACCHO) – Cindy Trail/Russell Duke**

Cindy Trail, Deputy Director, and Russell Duke, Director, appreciated the opportunity to attend NACCHO. The sessions they attended provided useful information regarding new opportunities for public health and description of CDC's winnable battles.

**Director's Report – Russell Duke**

**Behavioral Health Transformation Work Group**

The Behavioral Health Transformation Work Group will be hosting regional stakeholder outreach sessions in all seven regions along with three consumer and family outreach sessions during the months of August and September. These sessions will allow the public to provide input, guidance, and suggestions regarding behavioral health as they develop a plan to present to the governor in October.

**Adult Refugee Immunizations**

We have heard concerns that adult immunizations are not readily available for the adult refugees. Mr. Duke is working on addressing these concerns.

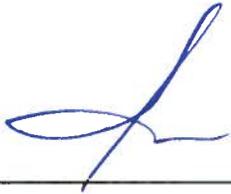
**Performance Review in October**

The process for evaluating Russ's performance will remain the same. In addition, Russ will submit his priorities and accomplishments along with goals for next year to the board in October.

**Adjournment – Steve Scanlin**

Meeting adjourned at 1:22 p.m.

Respectfully submitted:



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Steven F. Scanlin, Chairman

10/22/10

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Date



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Russell A. Duke, Secretary