



*"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 MEETING  
707 N. ARMSTRONG PL, BOISE, ID  
OCTOBER 10, 2008**

**BOARD MEMBERS:**

Steven F. Scanlin, JD, Chair  
Betty Ann Nettleton, RN, Trustee  
Dr. Ted Epperly, MD (absent)

Dr. Jane Young, DNP  
Commissioner Connie Cruser

Commissioner Frank Eld  
Commissioner Fred Lawson

**GUEST:**

Landis Rossi, H&W Region IV  
Melissa, BSU Student

**STAFF:**

Russell A. Duke, Director/Board Secretary  
Margaret Ross  
Donna Mahan

Cindy Trail  
Mike Reno

Meghan Muguira  
Tom Schmalz

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**CALL BOARD MEETING TO ORDER – Steve Scanlin**

Chairman Steve Scanlin called the Board of Health meeting to order at 8:34 a.m.

**ACTION ON MINUTES FOR AUGUST 8, 2008 – Steven Scanlin**

Chairman Steve Scanlin asked for a motion to approve the August 8, 2008, Board of Health minutes as presented.

**Motion:** Commissioner Frank Eld moved to approve the August 8, 2008, Board of Health minutes as presented; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

**EXCUSED ABSENCE FROM THE BOARD OF HEALTH MEETINGS - Steven Scanlin**

Dr. Ted Epperly has been elected as the President of the American Academy of Family Physicians, which will require him to periodically miss Board of Health meetings. Chairman Scanlin asked that the Board approve these absences in advance.

**Motion:** Betty Ann Nettleton moved to approve Dr. Ted Epperly's absence of CDHD Board of Health meetings due to his role as President of the American Academy of Family Physicians; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

**FINANCIAL REPORT: FY 2009 - Budget to Actual - Meghan Muguira**

July to September Budget to Actual

The "Budget to Actual" report for July through September was reviewed. For Revenue, fees are currently at 23%, contracts are at 31%, and other revenue is at 19%, which puts our overall revenue budget on target at 26%.

For Expenditures, personnel costs are at 23% and operating costs are 32% spent at this time. At the close of the first quarter, we are on target for the '09 fiscal year budget.

*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

**DISTRICT RESERVE FUND: Carryover - Meghan Muguira**

Our Cash Basis Fund Statement at year-end (June 30, 2008) showed that the District's 'Cash Balance' was \$1,392,794 before year-end adjustments. After the year-end adjustments were made, we had an 'Ending Cash Balance' of \$1,333,621. We are proposing that \$210,198 be used as a carryover for designated projects for the FY 2009 budget:

- Software/Hardware Upgrades
- IT Consultant & Training
- WIC/Immunizations Remodel
- Copiers (two high-production type)

**Motion:** Commissioner Fred Lawson moved to approve the designated funds of \$210,198 for the special projects; Commissioner Connie Crusier seconded; further discussion (see below); all in favor; motion carried.

**Discussion:** The Board had questions regarding the funding needed for the IT consulting and training request along with the software/hardware upgrades. To best utilize resources, consultants are brought in to do specialized projects and train staff. To better address some of the Board's questions, Margaret was asked to present the IT Strategic Plan.

**Motion:** Commissioner Frank Eld made a motion to move the 10:05 a.m. agenda item, IT Strategic Plan, in order to better understand the requests being made by IT; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

**Continued Discussion:** Margaret Ross, IT Manager, presented the IT Strategic Plan that would take place in the next three to five years. This plan relates to the funding being requested through the designated funds from the FY 09 Reserve Funding. Key areas of emphasis are as follows:

- Increase business continuity and disaster recovery capabilities
- Continue to upgrade and increase utilization of network management tools
- Continue to enhance business applications to handle the changing needs of the programs
- Continue to improve the hardware infrastructure to keep up with changes in technology as well as to help reduce power consumption
- Work with the Public Health Preparedness program to improve the infrastructure necessary for emergency situations
- Review and realign IT best practices for security and accountability

In addition to the carryover dollars approved today, additional funding may come from the annual IT Budget, the Building Fund Budget, and/or Public Health Preparedness Funding. As technology changes, so does the demand to keep pace with our program needs. The Board feels security is a number one priority, which Margaret and her team are doing great things to protect our systems from both external and internal threats. The Board inquired about moving toward operating wireless. At this time, we will limit the amount of operation being done wireless.

**2009 CDHD BOARD OF HEALTH MEETING SCHEDULE - Russell Duke**

To ensure that we have Budget to Actual reports ready for the board packets sent out prior to the Board of Health meeting, Russell Duke asked that we have our meetings on the third Friday of the months that we meet.

**Motion:** Betty Ann Nettleton moved that we approve the 2009 meeting schedule as presented reflecting the Board of Health meetings being held on the third Friday of the month in which we meet; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

**PROPOSED ON-SITE SEWAGE RULES - Mike Reno**

Mike Reno, Environment Health Program Manager, reviewed the changes of the proposed Department of Environmental Quality (DEQ) rule 58.01.03 – Individual/Subsurface Sewage Disposal Rule. This proposal will be presented in the next

legislative session for approval. The purpose of the proposed change is to provide a revised method to estimate wastewater flow from single family dwellings that is more consistent with domestic water usage statewide. Mr. Reno asked that the Board of Health submit a letter in support of these changes.

**Motion:** Betty Ann Nettleton moved for the Board to endorse the proposed changes for the Onsite Rules as proposed by DEQ by submitting a letter of support; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

#### **SEPTIC PERMIT RENEWAL POLICY - Mike Reno**

Mike Reno, Environmental Health Program Manager, presented the proposed Septic Permit Renewal Policy that would limit the renewal of a septic permit. Steve Scanlin asked that Mr. Reno add the time period a permit is good for in the policy. The proposal is to allow only two (2) renewals on new permits and five (5) renewals on existing permits.

**Motion:** Dr. Jane Young made a motion to adopt the Septic Permit Renewal Policy with the caveat that the proposal would include that a permit is valid for one year; Commission Frank Eld seconded; no further discussion; all in favor; motion carried.

**BREAK – Steve Scanlin**

#### **HOOKAH BARS - Steven Scanlin**

While attending the National Association of Local Boards of Health (NALBOH), Steve Scanlin became aware of Hookah Bars which are places to smoke flavored tobacco from a smoking device called a hookah that allows the smoke to pass through water. To better understand Hookah Bars and the effect this smoking has on individuals, additional information will be provided at our next meeting to determine if the Board will write a resolution or not.

#### **PET'S IN OUTDOOR PUBLIC PLACES WHERE FOOD IS BEING SERVED - Tom Schmalz**

Tom Schmalz, Environmental Health Program Manager, addressed Steve Scanlin's concerns regarding pets in outdoor public places where food is being served. Mr. Schmalz told the Board that there is no ordinance that prevents pets from these environments. We have no regulatory authority outside the licensed food establishment environment. Mr. Schmalz stated we could begin including in the vendor packets a message for them to use as a means to encourage people not to bring their pets to the event. The Board requested Tom to come up with several logos that they can choose from that Environmental Health would also include in the vendor packets.

#### **FLU COMPETITION UPDATE - Cindy Trail**

Cindy Trail announced that the Back to the Future Flu Campaign had started and the Board members were assigned a team. Our goal is to have 90% plus coverage this year. Everyone who gets their flu shot will receive a free lunch being catered by a local chef who was recommended by Angela Spain and Jennifer Bourff of the Senior Nutrition program.

#### **FOUR-DAY WORK WEEK UPDATE - Cindy Trail**

Cindy Trail presented the results of the clients and staff surveys regarding changing our work week to 4/10s. Even though the results were positive, the Board over all agrees that we need to be open five days a week and at this point do not want to pursue changing the State Statute. The Board agrees that we can provide flextime or 4/10s to those positions that it makes good business sense to change. All decisions need to be based on how it will affect our clients and service availability while remaining open five days a week.

#### **DIRECTOR'S REPORT - Russell Duke**

##### 1% Holdback by Governor Otter

The 1% holdback has already been reduced from our state budget revenue and there may be additional cut backs up to 2.5%. Since 20% of income comes from the state, our plan is not to refill a Community RN position at this time.

### 2008 NALBOH Election for President-Elect & Secretary/Treasurer

Please make sure you give Donna your 2008 NALBOH Election for President-Elect and Secretary/Treasurer ballot if you have not already submitted it. They are due to the NALBOH office no later than October 22.

### Update on Food Fee and Contracts

We are on target with the food fee proposal; we have submitted the proposal to the Division of Financial Management who has approved it. After meeting with the Department of Education, we should have support or at least not opposition from all public organizations that will be affected by the increase.

Currently, contracts makeup about 40% of all public health districts' budget that has, for the most part, been level funded for years. We can no longer continue to do business the same way, services and expenditures more than revenue received. Mr. Duke will bring to the Board in December ideas on how to address these issues.

### Child Care Update

We are mandated to do license day care inspections per State Code; we can only charge \$30 but cost exceeds \$250.00. This is the next area we need to address, increasing fees to cover cost.

### Immunization Resolution to Change Child Care and School Entry Law

Idaho now ranks 48 out of 51 in childhood immunization rates. One reason we are in this position is because our day care laws are weak. This year through Idaho Association of District Boards of Health (IAB) and the legislative process, Russell Duke would like to see local public health push legislation to change both the day care laws and school entry laws. Mr. Duke will work with Teresa Collins and Cindy Trail on writing this resolution.

### Pharmacy Rules

Pharmacy rules currently restrict nurses from having the ability to dispense contraceptives. We need a nurse practitioner or physician assistance to do this; however, this is challenging for our outlying offices. This is an IAB resolution to be written by Russell Duke to pursue legislation to change public health law to allow us to dispense with a limited formulary.

### NACCHO/ASTHO Annual Meeting Update

Russell Duke a member of the NACCHO Immunization Workgroup. He received an offer from a representative from Maryland, the number one state in childhood immunizations, to come and work with our district on developing a strategic plan on childhood immunizations.

Cindy Trail stated that the keynote presenters talked about how having evidence based programs are very important along with public health professionals and Boards of Health being politically involved. We need to do a better job telling people who we are and what we do in order to obtain better resources. Public health needs to be pro-active in addressing restaurant labeling on their menus before the food industry gets involved. The message needs to be presented to the public prior to purchasing their meal.

### West Nile Virus (WNV)

This year has been a light year with only one death and 34 – 35 cases reported statewide. WNV is here to stay. We will continue with the message of Fight the Bite.

### Travel to NIC on March 30 – April 1

Russell Duke and Teresa Collins will be attending the National Immunization Conference (NIC) March 30 – April 1 in Dallas, Texas. We would like to present our flu campaign at this conference.

### **EXECUTIVE SESSION - Steven Scanlin**

Chairman Steve Scanlin asked for a motion to enter into Executive Session for the purpose of discussing personnel matters.

**Motion:** Dr. Jane Young moved to go into Executive Session under Idaho Code 67-2345(b) for the purpose of discussing personnel matters and Betty Ann Nettleton seconded. The motion was carried unanimously by roll call vote individually – Betty Ann Nettleton, Connie Cruser, Fred Lawson, Frank Eld, Jane Young, and Steve Scanlin.

**Motion:** Commissioner Frank Eld moved that the Board of Health come out of Executive Session and Commissioner Fred Lawson seconded. The motion was carried unanimously by roll call vote individually – Betty Ann Nettleton, Connie Cruser, Fred Lawson, Frank Eld, Jane Young, and Steve Scanlin.

**Motion:** Betty Ann Nettleton recommended a 3% pay increase plus a \$1,000 merit bonus for Russell Duke; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried.

**ADJOURN** – Steve Scanlin

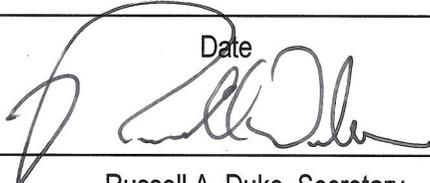
**Motion:** Commissioner Frank Eld moved to adjourn the meeting; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 1:23 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

12.12.08  
Date  
  
Russell A. Duke, Secretary