



"To improve the health of our communities by identifying and assuring sustainable solutions to community health issues."

**Central District Health Department Board of Health Meeting
Friday, October 14, 2011 ~ 8:30 a.m. to 12:30 p.m.
707 N. Armstrong Place, Boise**

Board Members:

Steven F. Scanlin, JD, Chair	Dr. Ted Epperly, MD	Dr. Jane Young, DNP
Commissioner Ray Moore	Commissioner Arlie Shaw	Commissioner Terry Day
Betty Ann Nettleton, RN, V-Chair/Trustee (Absent)		

Guest:

Noelle Desserault	Michelle Behrens	Teri Ahrens
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Staff:

Russell A. Duke, Director/Board Secretary	Cindy Trail	Meghan Calaway
Rob Howarth	Donna Mahan, Recorder	

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Call Board Meeting to Order – Steven Scanlin

Chairman Steve Scanlin called the Central District Health Department (CDHD) Board of Health meeting to order at 8:32 a.m., welcoming the three Boise State University nursing students present.

Action on Board of Health Minutes for August 19, 2011 – Steven Scanlin

There are no corrections; the minutes stand approved as presented.

Financial Report: FY 2011 – Budget to Actual – Meghan Calaway

The "Budget to Actual" report for July 1, 2010 through August 31, 2011, reflects the reorganization. For Revenue, fees are currently at 17%; contracts are at 15%; and other revenue is at 23%, putting overall revenue at 19%. For Expenditures, personnel costs are over spent by .2%% (\$16,837). Overall Expenditures are at 14%.

Environmental Health Land Development Fee Update – Rob Howarth

Rob Howarth provided an update on cost reduction strategies that have been used over the past six years throughout the Environmental Health Department especially in the sewage permitting program. The following steps have been utilized to minimize cost:

- FTEs reduced from 23.1 in FY 2008 to 17.95 in FY 2011 (not refilling positions plus one lay off)
- Sewer permits decreased and food inspections increased, thus staff from the sewage permit program now performs food inspections to offset cost.
- Trips have been batched to save cost.
- Short-term contracts have been obtained to divert staff time out of the sewage program.

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
 W/C: 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
 W/C: 587-4409
 FAX: 587-3521

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

Carryover and Fund Designation – Russell Duke

In August, the Board approved \$772,800 in Designated Funds for Special Projects/Carryover. Out of the total funds committed, \$157,800 currently is assigned to future program planning, \$615,000 is committed to one time and/or multiyear projects, and of that amount \$428,000 is being requested for special projects for FY 2012. Mr. Duke requested the Board's approval for the following special projects:

- Electronic Medical Record Software Program (estimate)
- Immunizations
 - ~Immunization Reminder Project (3 years remaining) FY 2012 (2nd year)
- New High Production Color Photocopier
- Environmental Health
 - ~Research and clean-up scanned documents in Land Program, and scan food files
- WIC Projects
 - ~Breastfeeding Promotion Campaign (TV/radio)
 - ~WIC Program Outreach for High Risk and Underserved Populations (3 year project) FY 2012 (1st year)
 - ~Breastfeeding Education for Community Health Care Workers (3 year project) FY 2012 (1st year)

Motion: Dr. Jane Young made a motion to approve the allocation of Designated Funds for FY 2012 Special Projects that were presented; Commissioner Arlie Shaw seconded; no further discussion; all in favor; motion carried.

Board Elections – Steve Scanlin

With Steve Scanlin stepping down for one year (January 2012 through December 2012) to serve as president of the National Association of Local Boards of Health (NALBOH), Commissioner Arlie Shaw has agreed to be Board Chair in Steve's absence if approved by the entire Board.

Motion: Commissioner Terry Day made the motion for Commissioner Arlie Shaw to serve as Board Chair starting January 2012 through December 2012 while current Board Chair, Steve Scanlin, steps down to serve as president of NALBOH; seconded by Commissioner Ray Moore; no further discussion; all in favor; motion carried.

Excused Absence – Steve Scanlin

With Steve Scanlin serving as president of NALBOH, Mr. Scanlin requested excused absences from Board of Health meetings that conflicted with his role as president.

Motion: Commissioner Terry Day made a motion to grant excused absences to Steve Scanlin when NALBOH meetings conflict with CDHD Board of Health meetings throughout 2012; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

2012 Legislative Session Policy Agenda – Russell Duke

The CDHD Board of Health committed their support of the American Cancer Society's resolution to support increasing Idaho's tobacco tax in August 2011. The goal this year is to educate legislators about the health effects of tobacco products, to take the initiative to encourage teens to never begin using tobacco products, and to support current users to quit. If this resolution does become a bill, Russ asked for the Board's approval to use Mike Kane as a legislative advisor on behalf of CDHD. The Board agreed to have Mr. Kane work as a legislative advisor, if needed, with a cap of \$5,000 in fees.

Motion: Dr. Jane Young made a motion to utilize Mike Kane as a legislative advisor during this year's legislative session; Commissioner Arlie Shaw seconded; no further discussion; all in favor; motion carried.

The Board also agreed to continue to support the Idaho Association of District Boards of Health resolutions on tobacco.

Board Member Compensation Policy – Steven Scanlin

As a follow up to the August Board meeting, the Board reviewed the final copy of the Board Member Compensation policy before approving. The Board asked for modification to expand the role of a Board member when asked to represent the Board of Health outside of Board meetings. **NOTE:** The modifications were made prior to signing the new policy.

Motion: Commissioner Ray Moore moved to support the Board Member Compensation policy with the amendments stated; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Results of National Immunizations Survey – Russell Duke

The National Immunizations Survey is a continual survey conducted by the Centers for Disease Control and Prevention. The results are released twice per year. The most recent survey results are consistent with Idaho's long-standing trend of having one of the lowest childhood immunization rates in the country. Between the revised immunization laws and the work CDHD has been doing, we expect rates to improve. We will be continually evaluating the impact of immunization policy and education. As of September, our WIC-Immunization rates are at 87%, which is higher than the national average. Dr. Epperly encouraged educating the Governor's Office about the need to increase Idaho's immunization rates, which Russ has agreed to coordinate.

Boise City Tobacco Ordinances – Russell Duke

The City of Boise Smoke-Free Air Initiative contains progressive ordinances regarding smoking in places of employment and in public parks. Russ asked for the Board's support of the Boise City Tobacco ordinances in order to speak on behalf of both CDHD and our Board of Health at the Boise City Council public meeting on Tuesday, October 18.

Motion: Dr. Ted Epperly moved to act in favor of both Boise City tobacco ordinances; Commissioner Ray Moore seconded; no further discussion; all in favor; motion carried.

CDHD Match for Transportation Funds – Russell Duke

Hilary Flint-Wagner and Dave Fotsch have been working on the Boise Bike Share Project, which is another avenue for us to be a part of building a healthier community. The grant is for around \$600,000 to be used for infrastructure with the funds being obtained in the next 2 to 6 years. In applying for the grant, we need to provide a letter of support, committing to a matching contribution of 7.34% (approximately \$44,000) to the Community Planning Association of Southwest Idaho. After some discussion, the Board agreed to submit a letter of support committing to a 7.34% match with continual updates from CDHD staff on the project.

Motion: Dr. Jane Young made a motion to approve the letter of support for the Boise Bike Share Program grant application, committing a 7.34% match along with being updated on the progress of the program; seconded by Dr. Ted Epperly; no further discussion; all in favor; motion carried.

Director's Report – Russell Duke

CDHD Reorganization Update

Russ provided a high-level review of how the decision was made to restructure our organization to improve public health in our community. The Admin Team was told about the restructure prior to August Board meeting with all staff be told via e-mail following the Board meeting. This new structure went into effect on October 3.

CDHD Flu Campaign Update

This was our best year so far with an overall rate of 92% of staff vaccinated; WIC was 100% vaccinated. This year's campaign was Flubook; teams were named after a Facebook term. We required staff not receiving a flu shot to sign a declination. This year's lunch was catered by B29 Streatery for those receiving a flu shot.

2012 Idaho Association of District Boards of Health Annual Meeting

The 2012 IAB will be in Lewiston on Thursday, June 14 and Friday, June 15. This year's theme is "Public Health in Challenging Times."

Food License Late Fee

We discussed in August that vendors paying their food license fees late cost our District around \$9,000 annually in administrative cost. This year, Patrick Guzzle, State Food Protection Program Manager, will convene the Statewide Food Advisory Committee to discuss this dilemma. If nothing happens at the state level this year, we will propose a late fee charge next year when establishing fees.

CDHD Tobacco Hiring Policy (Baylor Video)

The Board viewed the Baylor video that addressed their new policy of not hiring anyone who uses any form of tobacco. Russ plans to bring a draft hiring policy to the Board in December that will propose that we do not hire tobacco users.

All Staff Meeting

On December 9 following the Board meeting, the All Staff Meeting will be held at the Boise State University Stueckle Building with Coach V (Viliami Tuivai) being the key speaker. The topic is "Life Characteristics that Yield Championship Results."

December 9 – Strategic Planning Session

Nikki Sakata will be here to talk about the FY 2011 CDHD Strategic Plan Report and the FY 2012 CDHD Strategic Plan. Please be thinking of items you would like to see us work on.

Executive Session – Steve Scanlin

Motion: Commissioner Arlie Shaw made a motion to go into Executive Session, under Idaho Code 67-2345 for the purpose of discussing litigation and personnel matters by roll call. Commissioner Ray Moore seconded the motion. The motion was carried unanimously by roll call vote individually: Commissioner Arlie Shaw, Commissioner Ray Moore, Dr. Ted Epperly, Dr. Jane Young, and Steven Scanlin.

Motion: Commissioner Arlie Shaw made a motion to come out of Executive Session; Commissioner Ray Moore seconded the motion. The motion was carried unanimously by roll call: Commissioner Arlie Shaw, Commissioner Ray Moore, Dr. Ted Epperly, Dr. Jane Young, and Steven Scanlin.

Discussion in executive session resulted in no action taken.

Adjournment – Steven Scanlin

No further business brought before the Board.

Motion: Dr. Jane Young made a motion to adjourn the Board meeting; Commissioner Arlie Shaw seconded; no further discussion; motion carried.

Meeting adjourned at 12:08 p.m.

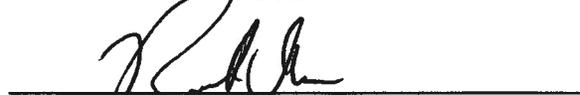
Respectfully submitted:



Commissioner Arlie Shaw, Chairman

12/9/11

_____ Date



Russell A. Duke, Secretary