

**CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
FEBRUARY 2, 2007**

**BOARD MEMBERS PRESENT:** Steven F. Scanlin, JD, Chair  
Commissioner Fred Lawson  
Phil Davis  
Dr. Jane Young, DNP  
Dr. Ted Epperly, MD

**BOARD MEMBERS ABSENT:** Mary Egusquiza, Vice Chair  
Betty Ann Nettleton

**STAFF:** Russell A. Duke  
Rob Howarth  
Donna Mahan  
Cindy Trail  
Mike Reno  
Meghan Muguira  
Dave Fotsch

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**CALL BOARD MEETING TO ORDER – Steve Scanlin**  
Steve Scanlin, Chair called the Board of Health meeting to order at 12:42 p.m.

**ACTION ON MINUTES ON 12/15/06 – Steve Scanlin**  
Chairman Steve Scanlin asked for a motion to approve the minutes of the December 15, 2006 Board of Health meeting as presented.

**Motion:** Phil Davis moved to approve the minutes of the December 15, 2006 Board of Health meeting as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

**MENTAL HEALTH UPDATE – Gina Westcott**  
Mental Health Program Manager, Gina Westcott, from the Department of Health and Welfare Region 4, presented information regarding the Comprehensive Statewide Mental Health Transformation Action Plan (CSMHTAP). The CSMHTAP was developed by the collaborative efforts of the Idaho Transformation Work Group Subcommittee. The plan has three goals: to effect a paradigm shift by transforming the way we as a community think about and embrace mental health; to achieve a consumer-drive system of care by transforming the mental health delivery system; and to organize the structure to sustain the vision by transforming the manner in which resources are provided.

Idaho's mental health system of care will be transformed when the stigma of mental health does not exist, when treatment is accessible to all people of Idaho, and recovery and resiliency are primary goals. Idaho needs collaboration among community partnerships to bridge the gaps in the current system and work on changing the system for the future.

**FY 2007 BUDGET REVISION – Meghan Muguira**

Meghan Muguira presented a revision for FY 2007 budget that reflected an overall increase of \$361,725 in both revenue and expenditure due to increase in contract funding and contract deliverables. Cost savings in personnel was due to vacancies. Through operations, we were able to support many of our original projects that were projected to be paid from carryover monies. We are now asking for \$95,000 from reserves, which allows \$330,000 additional dollars to be put in the Permanent Building Fund.

The Board asked that we develop a policy on how the Permanent Building Fund money is to be used. Chairman Scanlin asked for a motion to approve the FY 2007 Budget Revision.

**Motion:** Phil Davis moved to approve the FY 2007 Budget Revision; Dr. Ted Epperly seconded; no further discussion; all in favor; motion carried.

**FINANCIAL REPORT – Meghan Muguira**

July through December Budget to Actual

The “Budget to Actual” report for July through December was reviewed. For Revenue, we are down slightly due to Medicaid dollars not distributed yet and contracts are 42% collected. Other revenues are on track.

For Expenditures, personnel costs are at 48% with a 2% salary savings (\$129,000). In operating costs, our current operating costs are 41% spent. Central Kitchen, Culinary Walk-about, HRSA funding, and some building projects are expected to be spent during the next six months. Overall, we are doing very well and in good standing.

**TRUSTEE REPORT – Russell Duke/Steve Scanlin**

JFAC Report and Legislation

Gene Gunderson from District 3 presented the Public Health District’s budget to JFAC on Monday, January 29. JFAC will decide our actually funding amount in late February. There are three pieces of legislation we are concerned with – Food Establishment Act (able to permanently collect food license fees and eliminate the Food Safety Fund), Board Compensation (move from \$50 to \$75), and Board Composition (eight counties public health districts able to increase board membership to eight members).

**DIRECTOR’S REPORT - Russell Duke**

The 10<sup>th</sup> Annual Culinary Walk-About

The Culinary Walk-About will be held on February 21 from 6-9 p.m. at the Boise Centre on the Grove, which supports our Meals On Wheels program. Tickets are still available.

Pandemic Flu Town Hall Meetings and Pandemic Summit

In compliance with our Public Health Preparedness contracts, we held four Pandemic Flu Town Hall meetings to education our district about pandemic flu. Steve Scanlin, Betty Ann Nettleton, and Commissioner Fred Lawson attended the meetings in their respected county.

On March 12 and 13, we will be hosting a Pandemic Summit at Boise State University. The focus of the summit will be to discuss policy issues regarding command and control, isolation and quarantine, planning-templates, and prioritization of resources.

**Board Meetings**

During this calendar year we will have a Board of Health meeting at each of our satellite offices – McCall and Mountain Home.

**Conferences**

IAB will be in Sun Valley from May 30 through June 1. NALBOH will be in Anchorage, Alaska from September 19 through 21. CDHD submitted a presentation proposal to NALBOH regarding business policy and practice changes implemented to protect our environment. Please plan to attend both of these conferences if possible.

**STRATEGIC PLANNING - Russell Duke**

Dr. Julia Robinson has been working with us on our two-year strategic plan that will be revised annually to ensure we are on track with our mission and priorities. Our vision statement will remain the same, 'Healthy People in Healthy Communities.' Our new mission statement is '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.'

The Board of Health reviewed the six priorities presented in the strategic plan. The Board discussed the importance of walking-the-talk and asked that we consider writing a policy requiring all employees to have an annual flu shot. Other suggestions were to add Methamphetamines as an example under substance abuse and add the 10 essential services of public health. After discussing each priority, the Board was in consensus and supported implementing the priorities as presented along with the vision and mission statements. The Board asked Mr. Duke to present these six priorities to the management staff and afford them the opportunity to express their opinion. The strategic plan will be voted on by the Board of Health in March.

**ADJOURN – Steve Scanlin**

Chairman Steve Scanlin requested a motion to adjourn the meeting.

**Motion:** Phil Davis moved to adjourn the meeting; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 4:20 p.m.

Respectfully submitted:

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Date

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Steven F. Scanlin, Chair

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Russell A. Duke, Secretary