



*“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 North Armstrong, Boise, ID  
August 8, 2008**

**BOARD MEMBERS:**

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

Dr. Jane Young, DNP (absent)  
Commissioner Connie Cruser (absent)

Commissioner Frank Eld  
Commissioner Fred Lawson

**GUEST:**

Dr. Lee Hannah  
Landis Rossi

**STAFF:**

Russell A. Duke, Director/Board Secretary  
Rob Howarth

Cindy Trail  
Nikki Sakata

Meghan Muguira  
Donna Mahan

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**CALL BOARD MEETING TO ORDER** – Betty Ann Nettleton  
Betty Ann Nettleton, Trustee, called the Board of Health meeting to order at 8:44 a.m.

**BSU RESEARCH PROJECT** – Dr. Lee Hannah  
Dr. Lee Hannah from Boise State University presented an overview of the “Central District Health Department: Supply and Demand Evaluation Report” to the Board. Through a collaboration of diverse community partners, this study was designed to assess the market demand (where people live) and supply on services offered by Central District Health Department (CDHD). The study identified location(s) for new satellite clinics for CDHD and can be used for communitywide planning.

**FINANCIAL REPORT** – Meghan Muguira  
FY 2008 – Year-end Budget to Actual  
The FY 2008 Budget to Actual report for July 1, 2007 to June 30, 2008, shows a -1% budget variance. Our overall revenue came in 2% (\$264,831) under budget and our expenditures came in 1% (\$113,517) under budget. Actual Revenue over Expenditures was -\$322,814 for year-end.

**SEPTIC PERMIT RENEWAL POLICY** - Rob Howarth  
Rob Howarth presented the proposed Septic Permit Renewal Policy that would allow only two renewals of the original permit before needing to apply for a new septic permit. This will assist in preventing non-conforming systems from being installed and approved due to rule changes and will prevent loss of revenue due to septic permit fee changes. After a lengthy discussion, Rob agreed to take in consideration feedback from the Board and present a revision at the October Board of Health meeting.

*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

**BREAK – Betty Ann Nettleton**

**DIRECTOR'S REPORT - Russell Duke**

Potential Capital Reserve Request

The WIC program has outgrown their service area in the Armstrong facility. Mr. Duke proposed that we move the WIC and Immunizations departments to better serve our clients, which the Board supported. When the time comes to make the switch, a budget will be presented to the Board for approval to utilize the Capital Reserve account.

Four Day Work Week

Mr. Duke presented the idea of a four day work week. We have collected some preliminary data in regards to budget savings. State Code states we are required to be open five days a week. If we choose this course of action, we will be required to change legislation. We have surveyed staff and they are on board with working 4/10s. The Board approved surveying clients to get their perspective. In moving toward a 4/10 work week, public access is our number one priority.

Food Fee Update

All three workgroup meetings have gone well. We have worked hard to meet concerns in order to ensure that we get this approved through the legislature this year. If this goes into effect July 1, the following year we can begin generating revenue. Recommendations so far are based on all seven public health districts' cost, which has been collected the same way. The cost is excluding foodborne outbreak, second school inspection, training, and plan review. We are giving food establishments a 29% discount due to taxes already paid. The fee is in three tiers: temporary, intermittent and mobile; medium risk; and high risk. We have a draft code. Next Tuesday, Russell Duke will meet with the Division of Financial Management to discuss the legislative ideas which have been submitted.

Child Care Legislation

The local boards of health passed a resolution to license childcare sites with five or more unrelated children to the care giver; however, what is being presented is four or more children. Currently, we can only charge \$30 for the health inspections at these sites. If this passes, the health districts can set the fee for the inspection. We have several concerns with the current proposal with the most significant issue being increased cost without revenue.

Additional Items

- Landis Rossi, Regional Director - Region IV of Idaho Department of Health and Welfare, has been very instrumental in helping us meet our strategic vision/plan to increase our involvement in mental health and substance abuse. Currently we are focusing on these two projects:
  - We are almost ready to sign a contract that would allow us to work with the child protection program. We would have a public health nurse go into a home to do both a health and environmental assessment then make referrals for preventive and health care services based on our findings.
  - We are working on a pilot project to hire an onsite clinician who will act as a clinical social worker. The clinician would work with our current clients to do a brief assessment and intervention. They would then work with clients by providing guidance to services available in the community and set up the appointments with these agencies.
  
- Russell Duke's evaluation is due in October. The Board will use the same evaluation process as last year.

**ACTION ON MINUTES FOR MAY 9, 2008** – Steven Scanlin

Chairman Steve Scanlin asked for a motion to approve the May 9, 2008, Board of Health minutes as presented.

**Motion:** Commissioner Frank Eld moved to approve the May 9, 2008, Board of Health minutes as presented; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

**FUND DESIGNATIONS/CARRYOVER** - Meghan Muguira/Russell Duke

Our Cash Basis Fund Statement at year-end (June 30, 2008) showed that the District's 'Cash Balance' was \$1,333,621 after the year-end adjustments. Currently our undesignated balance is \$210,198 that may be utilized for designated projects during fiscal year 2009 after approval from the Board.

**FEES** – Russell Duke

The Board reviewed the proposed FY 2009 fee schedules for Family Health and Risk Reduction and Environmental Health Services. Chairman Steve Scanlin asked for a motion to approve the fees for this year.

**Motion:** Betty Ann Nettleton moved to approve the Family Health and Risk Reduction and Environmental Health Services fee schedules as presented; Commissioner Frank Eld seconded; no further discussion; all in favor; motion carried.

**REVISION: REFUND POLICY** - Rob Howarth

Rob Howarth presented the proposed revision of our refund policy to allow clients up to two years to request a refund.

**Motion:** Commissioner Frank Eld moved to approve the revision of the CDHD Refund Policy as presented; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

**TRUSTEE REPORT** - Betty Ann Nettleton/Steven Scanlin

IAB – Boise

We hosted the conference this year which was well received and the speakers were great. At the business meeting, all the proposals and resolutions were passed. Next year the conference will be in Kellogg.

**National Association of Local Boards of Health (NALBOH)** - Steven Scanlin/Betty Ann Nettleton/  
Commissioner Frank Eld

Mr. Duke thanked Steven Scanlin, Betty Ann Nettleton, and Commissioner Frank Eld for attending this year's NALBOH conference in Madison, Wisconsin. This is a great opportunity to see what is happening across the country in public health. Points of interest were as follows: differentiating between the vision of leaders and the work style of management regarding boards; beginning to talk about food imports on our border, what is acceptable; universal health care; governance; and accreditation of public health districts by 2011.

**ADJOURN** – Steven Scanlin

Meeting adjourned at 12:15 p.m.

Respectfully submitted:



Steven F. Scanlin, Chair



Russell A. Duke, Secretary

10/10/08

Date Approved