



DRAFT

BOARD OF HEALTH MEETING MINUTES
November 7, 2013

PRESENT: BOARD OF HEALTH MEMBERS
Robert Cope, Commissioner, Chairman
Barbara Nelson, MD, Vice-Chairman
Lee Staker, Commissioner
Kimber Ricks, Commissioner
Kathy Rinaldi, Commissioner
Greg Shenton, Commissioner
Lin Hintze, Commissioner
LeRoy Miller, Commissioner

STAFF MEMBERS
Geri Rackow, Director
Steven Thomas
Angy Cook
Kellye Eager
Tammy Cox
Cheryl O'Connell
Amy Gamett
Nikki Sayer

ADMINISTRATIVE ITEMS:

1. Call to Order

The meeting was called to order by Chairman Cope at 9:10 a.m. Brian Farnsworth, **ROLL CALL: Dr. Nelson, aye; Commissioner Staker, aye; Commissioner Ricks, aye; Commissioner Rinaldi, aye; Commissioner Shenton, aye; Commissioner Miller, aye; Chairman Cope, aye.**

ACTION: MOTION CARRIED

Chairman Cope reconvened the meeting following the Executive Session. The Board of Health directed Mr. Crockett to file a petition for a Board Hearing with Mr. Kamlah Roundy for his failure to obtain a septic permit as required by IDAPA 58.01.03. The Board of Health will be notified when a hearing date has been set.

2. Public Health Trust Fund Appropriation Formula

Chairman Cope reviewed the discussion from the June, 2013, Idaho Association of District Boards of Health meeting in which the Public Health Trust Fund appropriation formula was revisited. At that meeting, the Trustees requested that the District Directors review the formula and bring back any additional recommendations to the Trustees for consideration in December. Ms. Rackow reported that the District Directors did review the appropriation formula at their October meeting and agreed to support a recommendation for the Trustees to revert to the formula from FY13, but to freeze the public assistance data component at the 2009 numbers. Chairman Cope stated that this will ultimately be a decision of the Trustees and asked for feedback from the Board members.

3. 2014 Board of Health Calendar Changes

Commissioner Ricks requested a change to the September 18, 2014 General Board Meeting as the current date conflicts with the IAC Meeting. The meeting was changed to

September 11, 2014.

Commissioner Shenton requested a change to the April 24, 2014 General board Meeting as the current date conflicts with the Welfare Conference. The meeting was changed to April 10, 2014.

The next General Board Meeting is scheduled for February 20, 2014

DIRECTOR'S REPORT

1. Review of Fee Structure/Proposed Fee Changes

Amy Gamett, Registered Nurse Manager, reviewed of the Immunization program's fee structure and billing changes, which includes a change in billing childhood vaccines per antigen instead of per shot. The proposed fee changes would go into effect January 1, 2014.

Nikki Sayer, Registered Nurse Manager, reviewed the Reproductive Health program's fees and policies. The proposed fee changes would go into effect January 1, 2014. The following policies were reviewed:

- Reproductive Health Cost Analysis
- Sliding Fee Scale
- Reproductive Health Fees
- Financial Policy
- Charges, Billing, and Collections
- Fee Collection Policy
- Inventory Policy
- Client Consent Form

MOTION: Dr. Nelson made a motion to approve the Reproductive Health program policies effective immediately.

SECOND: Commissioner Rinaldi

ACTION: MOTION CARRIED UNANIMOUSLY

Kellye Eager, Environmental Health Division Director, reviewed changes to Environmental Health fees for the Food Program and Septic Program. (There is an error on the Septic Program Fee Increase Proposal. Under the New System Fee, the cost was \$550.00 not \$500.00 so the proposed fee increase is \$50.00). The current fees do not cover the cost of the services we currently provide. The proposed fee changes would go into effect January 1, 2014.

Tammy Cox, Health Preparedness, Promotion, and Surveillance Division Director, reviewed the addition of new fees in the Oral Health Program, which would take effect immediately.

MOTION: Commissioner Rinaldi made a motion to approve the proposed fees for the Immunization, Reproductive Health, Food, and Septic programs

effective 01/01/2014; and approve the Oral Health Program fee additions effective immediately.

SECOND: Commissioner Hintze

ACTION: MOTION CARRIED UNANIMOUSLY

2. Reproductive Health Program Site Visit Report

Ms. Sayer updated the Board on the most recent site visit by the Idaho Department of Health and Welfare. She reported that some of the policy changes just reviewed by the Board were a result of that visit. In addition, some revisions have been made to printed brochures and the clinic manuals.

3. Review and Ratification of Contract Renewals

Ms. Rackow presented the following contracts for review and ratification. Ms. Gamett provided the Board with a summary of the services we provide to the school districts.

1. TB Control - \$2,000 contract amendment for staff to attend training
2. School Nursing Services, Bonneville County School District #92 - renewal
3. School Nursing Services, Clark County School District #161 - renewal
4. School Nursing Services, Custer County School District #181 - renewal
5. School Nursing Services, Custer County School District #182 - renewal
6. School Nursing Services, Fremont County School District #215 - renewal
7. School Nursing Services, Jefferson County School District #251 - renewal
8. School Nursing Services, Jefferson County School District #252 - renewal
9. School Nursing Services, Lemhi County School District #291 - renewal
10. School Nursing Services, Madison County School District #321 - renewal
11. School Nursing Services, South Lemhi School District #292 - renewal
12. School Nursing Services, Sugar-Salem School District #322 - renewal
13. School Nursing Services, Teton County School District #401 - renewal
14. School Nursing Services, West Jefferson School District #253 - renewal

MOTION: Commissioner Ricks made a motion to ratify the TB Control and the School Nursing Services contracts.

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

4. Board of Health By-Laws

Ms. Rackow presented some revisions to the EIPHD Board of Health By-laws based on the discussion of the Director's duties at the last board meeting. She reported that the By-Laws require that Board members be given a 30-day notice for all proposed amendments; therefore, adoption of the revised By-Laws will be an agenda item for the next board meeting. A copy of the By-laws with the proposed changes is located on EIPHD's website.

5. Program Priorities

Ms. Rackow provided the board members with the history of the health districts' program priorities, which was developed in 2008. Priorities are divided into four categories: mandated/delegated, core public health, contracts, and other local Board of Health Option. Ms. Rackow stated that many changes have taken place in the last five years and that is it her desire to develop an agency-specific strategic plan which would serve as a roadmap for the future of our agency. She feels that our strategic plan should be based on the 10 Essential Public Health Services, the National Prevention Strategy Priorities, as well as local needs of our health district. Ms. Rackow stated that she will work the district's leadership team over the next six months on this project. The goal is that by next June the leadership team would have a draft strategic plan addressing our needs to present to the Board for review. Ms. Rackow invited board members to participate in the strategic planning process if interested.

6. FY2014 Year-to-Date Financial Report

Steve Thomas, Financial Manager, reviewed the FY2014 year-to-date financial reports for three months ending September 30, 2013. The District's total expenditures for the year were .02% below the approved budget. For the three months ending September 30, 2013, the District's total revenues were 6.4% above original budget. This is normal since we get 100% of Millennium funds and half of the state funding awarded in the first month of the fiscal year.

Chairman Cope asked about the \$150,000 the Board agreed to place into the capital reserve account, which was not reflected on the financial statements. Mr. Thomas will make this correction.

Commissioner Shenton asked when the counties pay EIPHD. According to Mr. Thomas, some counties pay every month and some pay quarterly. Counties pay based on their fiscal year October through September and we bill based on our fiscal year so we may end up with timing discrepancies on the reports.

MOTION: Commissioner Ricks made a motion to approve the FY2014 YTD Financial Report

SECOND: Commissioner Staker

ACTION: MOTION CARRIED UNANIMOUSLY

7. Compensation Plan

Ms. Rackow thanked the Board for their decision to give a one time performance-based bonus to all employees using the carry over funds from last year. The staff was very excited and appreciative when she made the announcement at the General Staff Meeting. She reviewed the district's Compensation Plan and Salary Distribution Matrix with the Board, which will be sent to the Division of Financial Management and Division of Human Resources for approval. Bonuses will be distributed to employees in their December 6th paycheck.

8. Statewide Healthcare Innovation Plan Update

As Ms. Rackow discussed at the last Board meeting, the State of Idaho was awarded a

grant from the Centers for Medicaid and Medicare Services to plan for the future of health care in the state by developing a plan for moving health care forward on the concept of the patient centered medical home. Today was the deadline for the review of the plan by the various statewide workgroups. Implementation grants will be offered after the first of the year, and the State of Idaho intends to apply for the grant funds.

9. Your Health Idaho Consumer Connector Program Update

Ms. Rackow reported that it has been widely reported that the Federal Health Care Exchange website is experiencing some problems. Health district staff serving as In-Person Assisters has assisted a few individuals but is not able to get on the website either. Idaho has their own exchange, but for the first year they are going through the Federal website. Your Health Idaho has postponed its mass campaign until the Federal Health Exchange website problems have been corrected. We still have six staff members trained as In-Person Assisters available to answer questions; two based in Idaho Falls (traveling to Rigby, Rexburg, and St. Anthony as needed), and one each in Salmon, Challis and Driggs.

10. Prescription Drug Monitoring Program

Ms. Rackow reported that at the last Health District Director meeting, Dr. Rex Force from ISU reported that he is submitting a grant to the Millennium Fund for funding to address Prescription Drug Abuse in Idaho. He asked the health district to partner with ISU and other community partners in this effort. If the funding is granted, ISU would like to contract with the health districts to do assessment and education activities for this one-year project. All health district directors voiced support of this effort.

DIVISION REPORTS

1. Environmental Health

a. Septic Program Standard Operating Procedures and Audit:

Ms. Eager reviewed the Septic Program Standard Operating Procedures and Audit report with the Board.

b. Idaho Department of Water Resources' (IDWR) Shallow Injection Well Inventories Program:

Ms. Eager reported that there is an opportunity for our agency to contract with IDWR to do field work for the Injection Well Program. She asked the board members for feedback as to the number of shallow injection wells in the counties to try to determine possible workload this opportunity may require. Ms. Eager will follow up with county/city representatives to assess the potential workload of this program.

Action: Ms. Eager will conduct more research on this opportunity and provide the Board with additional information at the next meeting.

2. Health Preparedness, Promotion, and Surveillance – Oral Health Program

Ms. Cox updated the Board on the Oral Health Program contract. Idaho Dental Association

will be taking over the Give Kids a Smile event, with the district continuing to assist as needed. The new contract started in July of 2013. We will continue to work with clinics, Head State, schools, and day cares to provide fluoride varnish and sealants.

ADJOURNMENT

MOTION: Commissioner Rinaldi made a Motion adjourn

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUS

Robert Cope, EIPHD Board of Health Chairman

Geri L. Rackow, EIPHD Board of Health Secretary