

BOARD OF HEALTH MEETING MINUTES
September 11, 2014
9:00 a.m. – 3:00 p.m.

DRAFT

PRESENT: **BOARD OF HEALTH MEMBERS**
Robert Cope, Commissioner, Chairman
Kathy Rinaldi, Commissioner
Greg Shenton, Commissioner
Lin Hintze, Commissioner
LeRoy Miller, Commissioner
Kimber Ricks, Commissioner

STAFF MEMBERS
Geri Rackow, Director
Kellye Eager
Cheryl O'Connell
Gary Rillema
Steve Thomas
Tammy Cox
Angy Cook

ADMINISTRATIVE ITEMS

1. Call to order

The meeting was called to order by Chairman Cope at 9:00 a.m. Commissioner Staker and Dr. Nelson are absent from the meeting; Commissioner Ricks will be leaving at 11:45.

2. Executive Session to Discuss an Environmental Health Enforcement Action Follow

MOTION: Commissioner Rinaldi made a motion to enter into Executive Session under Idaho Code 67-2345, to discuss an Environmental Health Enforcement Action follow up with legal counsel, Gregory Crockett.

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE (Ricks–yes; Hintze–yes; Miller–yes; Farnsworth–yes; Rinaldi–yes; Cope–yes).

Chairman Cope reconvened the meeting at 9:38 following Executive Session.

MOTION: Commissioner Rinaldi made a motion that EIPHD pursue further action against Kamlah Roundy if previously requested payment is not made by the deadline of September 12, 2014. Greg Crockett will send Mr. K. Roundy a letter informing him the Board will be pursuing a judgment to recover the attorney fees and asking him to contact us within 15 days.

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Miller made a motion to request District Court to continue with proceedings against Guy Roundy for contempt of court for failure to comply with the court's judgment and work with the District Judge to at least establish a line of communication and work towards resolving non-compliance issues with his septic system.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

3. Approval of Board of Health Meeting Minutes

MOTION: Commissioner Shenton made a motion to approve the June 19, 2014, Board of Health Meeting Minutes with one amendment; Commissioner Rinaldi was noted as being absent and present; she was not at the meeting and was removed from the attendance list.

SECOND: Commissioner Rinaldi

ACTION: MOTION CARRIED UNANIMOUSLY

4. Idaho Association of District Boards of Health Annual Conference

Ms. Rackow reported that there have been discussions in the past among the Trustees regarding the frequency of Idaho Association of the District Boards of Health conferences. Historically, the conferences have been held annually. Hosting of the conference rotates among all seven health districts. Central District Health Department is scheduled to host the conference in 2015. Eastern Idaho Public Health is scheduled to host the conference in 2017. Ms. Rackow reviewed the average annual cost of the conference with the Board and reported that it has been suggested that we consider holding the in-person meetings every other year as a cost-savings measures.

Board members discussed the issue and agreed that the conference is useful and beneficial, not only for the information presented but also the networking; however, the cost savings of having it every other year was something to take into consideration. Ms. Rackow also reported that the Health District Directors have also discussed moving the Business Meeting portion of the conference to a different time in hopes of getting more board members to attend.

MOTION: Commissioner Shenton made a motion to discuss the topic again at the BOH meeting in November when more members are present.

SECOND: Commissioner Rinaldi

ACTION: MOTION CARRIED UNANIMOUSLY

5. 2015 Schedule

Ms. Rackow reviewed a tentative 2015 meeting schedule with the board members and asked how they felt about the frequency of the meetings. Board members felt we are having the correct number of meetings. She also discussed the value of holding some of our Board of Health meetings in our other counties. We could look at the possibility of shortening the June and September meetings to allow the additional time for travel. The Board thought it would be a good idea to have the June meeting in Custer County and we will decide at a later date the location of the September meeting. Ms. Rackow indicated that the District's Budget Hearing does not necessarily have to be combined with a Board Meeting. We could hold a separate meeting specifically for the Budget Hearing.

ACTION: Board members were asked to take the schedule and review it for conflicts and we will finalize the schedule at the November meeting.

DIRECTOR'S REPORT

1. Presentation on Ebola and Human Enterovirus D68

Ken Anderson and Mike Taylor, Staff Epidemiologists, presented information to the Board regarding Ebola and Enterovirus D68 (EV-D68). It was noted that our staff are working with the hospitals in our district to monitor the number of cases of EV-D68 and are providing information to schools, day cares, and the media regarding signs, symptoms, and prevention measures for the EV-D68.

2. Strategic Planning Update

Ms. Rackow reviewed with the board a summary of our agency's Strategic Planning efforts and then presented a document outlining our agency's Strengths, Weaknesses, Opportunities, and Threats (SWOT) Assessment and asked for input from the board. Commissioner Rinaldi recommended adding "Changes in

Idaho Code to support Public Health” as an opportunity as well as a threat. Ms. Rackow then shared a draft list of priority areas and objectives identified by the Administrative Team and reviewed it with the Board. This information will be used to move forward with finalizing the agency’s Strategic Plan which will be presented at the November Board meeting. Ms. Rackow asked the board members to provide her with any input they have on the strategic planning information shared.

3. District’s Marketing and Outreach Plan

- **Rack Card**: Ms. Rackow has been working with a marketing agency to develop a rack card to educate people on the services EIPHD provides. She shared a draft of the card with the Board members.
- **Agency Logo**: Ms. Rackow has also been working with this same agency to refine our logo. The current logo was adopted in 2006; however, it has many limitations. The original intent was to make the current logo more readable and usable electronically. However, after having discussion with the artist/graphic designer and explaining the mission of the agency, a new logo was designed which Ms. Rackow feels better represents the work of our agency, our internal collaborations, as well as our collaboration with community partners. In addition, the word “District” has been dropped from our name since it only represents how we are structured and doesn’t add value to the name. The new logo/name change name was presented to the Board for review. Ms. Rackow asked the Board to approve the new logo and name change, which they did. However, Commissioner Ricks felt that the colors of the logo were too similar and blended together and suggested we possibly look at revising the colors. Ms. Rackow will work with the designer to revise the colors. We will then begin using the new logo and name immediately. There will be a transition period as we change out all of our logo materials (signs, letterhead, business cards, etc.)
- **Service Promotion**: As part of our outreach efforts, we are working with the agency’s Leadership Team and PIO, Mimi Taylor, to identify all current outreach efforts and develop an agency-wide outreach plan. Our goal is to have more frequent and consistent outreach in our local newspapers with paid ads as well as press releases. In addition, we are using social media to promote our services as well as public health messages. Furthermore, we are working to develop promotional videos featuring a variety of the district’s key services that can be used on our website, Facebook page, and in our waiting rooms. We are proceeding with this project as time and budget allows.
- **Open Houses**: It was suggested that we hold open houses in our counties to help educate our community members on the services we provide. This could be done in conjunction with the rollout of the new logo. Ms. Rackow will follow up on this suggestion.

4. FY2015 Year-to-Date Budget Report

Mr. Thomas, Fiscal Officer, presented the report to the Board. For the two months ended August 31, 2014, the District’s total expenditures are .59% above budget. This is expected since August is a three payroll period month and we paid the State Controllers annual assessment in August. Revenue is 7.5% above budget, which is expected since 50% of state appropriation is received in July. Fee revenue is also ahead of budget at this point in time.

5. FY2014 Year-End Budget Report

Mr. Thomas reviewed the FY2014 Year-End Budget Report. For the twelve months ended June 30, 2014, the District’s total expenditures for the year were 5.02% below adjusted budget and revenue was 2.4% above adjusted budget.

Mr. Thomas reported that cash from operations for the year resulted in a surplus of \$301,484. There was also carryover funds from FY13 that were designated for specific projects (remodel of St. Anthony office and carpeting for Rexburg and Rigby offices) that have not yet been spent. As a result, our current balance of carryover funds is \$552,116. It was requested that the Board approve the following designation of carryover funds:

- \$159,739 move to capital reserve for future building needs
- \$23,167 for FY15 budget stabilization (funds would stay in operating reserve)
- \$55,000 for the purchase of vehicles
- \$80,000 for carpeting and remodeling projects
- \$174,210 FY16 Budget for change in employee compensation costs 3% raise plus health insurance
- \$60,000 Vehicle replacement fund

MOTION: Commissioner Miller made a motion to accept the designation of funds as requested by Mr. Thomas.

SECOND: Commissioner Rinaldi

ACTION: MOTION CARRIED UNANIMOUSLY

6. Ratification of Contract Renewals

Ms. Rackow reported that we do not have any contracts up for renewal at this time; however, there is one potential contract that we may be awarded in the near future. Last year we were awarded a contract to provide In-Person Assister services for Your Health Idaho, Idaho's health insurance exchange. Collectively, Idaho's health districts submitted a proposal to provide these services again this year. We have heard back that we have made it through the first cut. If we are awarded the contract, our districts portion would be approximately \$28,000 compared to \$49,000 that was awarded last year. The contracts should be awarded in the next 4-6 weeks. Open enrollment for the exchange starts on November 15 and goes through the end of February. Ms. Rackow feels this is a valuable service that we provided to our communities last year and asked for the Board's support to provide the services if we are awarded the contract.

MOTION: Commissioner Miller made a motion to approve the contract with Your Health Idaho to provide In-Person Assister services if it is awarded to the health district.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

7. Update on Changes to Idaho's Title X (Family Planning) Services

Ms. Rackow provided the board with an update on Title X (family planning) Services in the State. Title X is a federally funded program. The State of Idaho applies for the funding and then subcontracts with the Health Districts to provide family planning services in their districts. During the competitive bid process for the current contract period, the State of Idaho was awarded the contract with the exception of Twin Falls County. Planned Parenthood received the contract to provide Title X services in Twin Falls County. Ms. Rackow reported that at the present time Health District 5 is not planning to provide Title X services in its district. The State of Idaho is working with Title X on a contingency plan for ensuring Title X services are provided in that region.

8. Immunization Antigen Billing

Ms. Rackow reported that in January of 2014, we changed our billing structure for childhood immunizations and began billing per antigen (each individual vaccine component) instead of per-shot based on guidance from Idaho Department of Health and Welfare. Gary explained the codes currently being used. Within the last month, we received additional information about this billing practice in which the definition of who can use these billing codes is unclear (registered nurse versus clinician/physician). This matter has been discussed with staff from the State's Immunization Program, who is attempting to help us better understand the new definition of "other qualified health care provider." At this point, we will continue with our current billing practice until such time a definitive answer is received, but may have to revise our billing in the future.

9. Update on Regional Behavioral Health Board

Ms. Rackow reported that the new 22 member Behavioral Health Board (BHB) is in place. Brenda Price is the Health and Welfare staff member that supports the BHB. At the BHB Meeting on September 12, Ms. Price will provide a presentation on the new legislation concerning the role and structure of the newly formed BHB in an effort to help the board understand its options for oversight. One of the options is that the Health

District provide the fiduciary responsibility for the BHB. At this time, the BHB is reviewing all of their options and is not working under any timeline to make a decision. Ms. Rackow will keep the Board of Health updated as she learns more.

10. Office Hours for Christmas Eve

Ms. Rackow stated that she would like to close the health district offices at noon on Christmas Eve and possibility New Year's Eve. The Board had no concerns with closing early on either of these days.

11. Report on Rexburg Flooding Response

Ms. Rackow updated the Board on the role of Public Health in the Rexburg flooding situation in July. She reported that EIPH staff participate in all of our counties' Local Emergency Planning Committees (LEPCs) and work regularly work with the emergency managers as well the other first responders in the counties. EIPH was not part of the initial Incident Command structure for this flooding incident; however, we reached out to Incident Command to offer our assistance on issues related to public water systems, septic systems, as well as the need to ensure people (responders as well as the public) were up-to-date on vaccines if they were going to be in contact with the flood waters. EIPH's Madison County staff set up an emergency clinic to provide Tdap (tetanus, diphtheria, and pertussis) vaccinations to anyone in need. We also posted reference material for flooding response on our website. Ms. Rackow emphasized that public health is a resource for the counties for these types of disasters.

FY2014 ANNUAL REPORT

Ms. Rackow presented an overview of the FY2014 to the Board. Mr. Thomas presented the financial summary and then each of the Division Directors as well as some program staff reviewed the highlights of their respective divisions. Ms. Rackow reported that meetings will now be scheduled with all County Commissioners in our district in the coming weeks to present our annual report to them.

ADJOURNMENT

Chairman Cope adjourned the meeting at 1:55 p.m.

APPROVAL

Robert Cope, Board Chairman

Date Approved

Geri Rackow, Board Secretary