

BOARD OF HEALTH MEETING MINUTES

November 19, 2015

9:00 a.m. – 12:00p.m.

DRAFT

PRESENT:

BOARD OF HEALTH MEMBERS

Lee Staker, Commissioner
Lee Miller, Commissioner
Ken Miner, Commissioner
Brian Farnsworth, Commissioner
Kimber Ricks, Commissioner
Lin Hintze, Commissioner
Barbara Nelson, M.D.
Bill Leake, Commissioner

STAFF MEMBERS

Geri Rackow, Director
Kellye Eager
Steve Thomas
Cheryl O'Connell
Gary Rillema
Angie Cook
Gary Rillema

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Staker called the meeting to order at 9:00 a.m. Commissioner Shenton is excused from today's meeting; Commissioner Farnsworth was excused at 10:00 a.m. The meeting is being held at the Madison County Courthouse in Rexburg, Idaho.

2. Approval of BOH Meeting Minutes

MOTION: Vice Chairman Barbara Nelson made a motion to approve the September 17, 2015 Board of Health Meeting Minutes.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

3. Proposed 2016 Board of Health Meeting Schedule

Ms. Rackow proposed the 2016 Board of Health Meeting schedule and noted that the District 1 Director is considering a possible date change of the Idaho Association of Local Boards of Health annual meeting originally scheduled for June 8-9 as it conflicts with the IAC Commissioners and Clerks meeting. We will hold our June meeting on the 6th or the 16th depending on this schedule change. There is a typo in the schedule; September 18th should read as September 15th. It was also noted that February 11th conflicts with a General Staff Meeting so Ms. Rackow proposed changing the Board of Health meeting to February 18th. When the confirmed dates for IAB are known she will send out an updated 2016 BOH meeting schedule.

DIRECTOR'S REPORT

1. FY2016 Year-to-Date Budget Report

Mr. Thomas reported that for the four months ending October 31, 2015, the District's total expenditures were 0.94% above budget. There are some heavy flu vaccine purchases in the fall along with some new program start-up expenses that are pushing the expenses early this year. For the same time period, the District's total revenues were 3.52% above Budget.

2. Review and Approval of Contracts

Ms. Rackow reviewed renewed and amended contracts as well as pending contract renewals:

Adolescent Pregnancy Prevention (amended)	Oral Health (renewal)
Biosense (renewed)	Perinatal Hepatitis B (amended)
HIV/AIDS Surveillance (pending renewal)	STD/HIV Prevention (pending renewal)
Hypertension, Diabetes, & Stroke Prevention (amended)	Tuberculosis Control (pending renewal)
Immunizations – Coop Agreements (pending renewal)	Vaccine for Children Quality Assurance Reviews (pending renewal)
Immunizations – Provider Agreements (pending renewal)	Vital Statistics (pending renewal)

MOTION: Commissioner Miner made a motion to approve the renewal and amendment of the contracts.

SECOND: Vice Chairman Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

Commissioner Miner inquired about the cost of a TB skin test and the Hepatitis vaccine. He wondered if there was some sort of program that would offer the vaccines at a lower rate for the volunteer fire department staff in Lemhi County. There is not, everyone is charged the same rate for testing and vaccines.

3. Policy Review /Approval

- **Employee Handbook:** The following Employee Handbook policies were reviewed with the Board members today:
 - Records Disclosure (Idaho Public Records Law) – *updated to include new Idaho Code citations and a section on Public Record Guidelines*
 - Retention and Disposal of Records
 - Service Requests
 - Sexual Harassment and Other Prohibited Discrimination Practices
 - Sick Leave
 - Special Leaves
 - Telecommuting
 - Tobacco-Free Environment
 - Tort Claims, Summons, or Complaints
 - Vacation Leave
 - Workplace Violence

MOTION: Vice Chairman Nelson made a motion to approve the policies, including the changes to the EIPH Records Disclosure Policy.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

- **Board Policy - Complainant Confidentiality:** Ms. Eager reviewed the proposed new policy regarding Complainant Confidentiality. Per the Board’s request at the last meeting, the policy was reviewed by EIPH Legal Counsel, Greg Crockett. EIPH receives calls from the public concerning complaints regarding matter within the health district’s regulatory authority (food handling, sewage on the ground, garbage on property, water pressure issues, swimming pool concerns, etc) and that could lead to disease and health hazards and are threats to public health. This policy would allow EIPH to keep the names of complainants confidential unless the individual is a witness in litigation.

MOTION: Commissioner Leake made a motion to approve the Complaint Confidentiality Policy as presented.

SECOND: Commissioner Farnsworth

ACTION: MOTION CARRIED UNANIMOUSLY

4. Update on Office of Performance Evaluation (OPE) Project

Ms. Rackow and Mr. Thomas reviewed the draft report from OPE regarding the distribution of state general fund dollars to public health districts. It was noted that the report is in draft status and is confidential and exempt from disclosure under Idaho Code until the Joint Legislative Oversight Committee releases it at a public meeting on December 16. The draft report will not be made part to the meeting minutes today.

The Health Districts will have until Tuesday, November 24, 2015, to provide a written response to OPE. The health district directors are discussing it and are determining if they will respond separately or as a group. The board was supportive of a unified joint response with the other health districts.

MOTION: Commissioner Miller made a motion to support collaboration with the other Health Districts for a response to the OPE Report.
SECOND: Commissioner Ricks
ACTION: MOTION CARRIED UNANIMOUSLY

5. Review and Approval of District Fees

Mr. Rillema reviewed change to the Special Use Vaccines within the Family and Community Health Division's section of EIPH's Fee Structure. The change would allow a \$14 charge for flu vaccine supplied by the state or procured by other means at no cost to the district.

MOTION: Commissioner Leake made a motion to approve the EIPH Fee Structure effective January 1, 2016.
SECOND: Commissioner Hintze
ACTION: MOTION CARRIED UNANIMOUSLY

6. Proposed Revision to EIPH's Compensation Plan – Bilingual Employees

Ms. Rackow reviewed with the board the current Compensation Plan which rewards new employees with a 2% increase if they are bilingual and filling a position that does not require bilingual skills. Ms. Rackow is proposing a change to the policy to reward all bilingual (Spanish) employees with a 2% increase. The employee would be required to attend training to agree to perform interpreting services as needed in the course of day-to-day duties. Along with this change, she would like to give a 2% increase to bilingual employees who did not previously receive credit for this valuable skill. The total cost for these increases in approximately \$8,900.

MOTION: Commissioner Leake made a motion to approve the change to the Compensation Plan allowing a 2% increase to all newly hired bilingual employees. In addition, current employees who are bilingual in Spanish and did not previously receive credit for this skill upon hire will receive a 2% salary increase.
SECOND: Commissioner Hintze
ACTION: MOTION CARRIED UNANIMOUSLY

DIVISION REPORTS

1. Family & Community Health Service Division Report

Gary reviewed the Reproductive Health Program's Financial and Administrative Policies.

MOTION: Vice Chairman Nelson made a motion to approve the Reproductive Health Program's Financial and Administrative Policies as presented.
SECOND: Commissioner Leake
ACTION: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

Chairman Staker adjourned the meeting at 11:40 p.m. The Board members will join the District 6 Elected Officials Meeting beginning at 12:00 p.m. The next meeting is scheduled on February 18, 2016.

Lee Staker, Chairman

Date Approved

Geri L. Rackow, Board Secretary