

**BOARD OF HEALTH MEETING MINUTES**  
May 12, 2016

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Lee Staker, Commissioner  
Lee Miller, Commissioner  
Ken Miner, Commissioner  
Brian Farnsworth, Commissioner  
Greg Shenton, Commissioner  
Bill Leake, Commissioner  
Lin Hintze, Commissioner

**STAFF MEMBERS**

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

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Staker called the meeting to order at 9:00 a.m. Commissioner Ricks and Vice Chairman Nelson are excused from today's meeting.

Chairman Staker requested a Motion to amend today's agenda to add BOH elections.

**MOTION:** Commissioner Miner made a motion to add elections to the agenda as the #6 item under Administrative items.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**2. Approval of BOH Meeting Minutes**

**MOTION:** Commissioner Leake made a motion to approve the February 18, 2016 Board of Health Meeting Minutes.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY

**3. Executive Session:**

**MOTION:** Commissioner Miner made a motion to go into executive session pursuant to Idaho Code 67-2345 to review legal matters.

**SECOND:** Commissioner Shenton

**ACTION:** Chairman Staker – yes, Commissioner Leake – yes, Commissioner Hintze – yes, Commissioner Shenton – yes, Commissioner Farnsworth – yes, Commissioner Miller – yes.

Greg Crockett, legal counsel for EIPH, presented an update on legal matters.

Out of Executive Session at 10:02

#### 4. Trustee Report

##### a. 2016 Resolutions:

Ms. Rackow reviewed the following resolutions being presented for consideration at the Idaho Association of District Boards of Health (IAB) conference in June. Each resolution was reviewed. The board was supportive of each of the resolutions. The board members will vote on the resolutions at the IAB Business meeting.

- Health Insurance Coverage for Low Income Idahoans
- Raising the Minimum Age of Legal Access and use of Tobacco Products
- Remove the Food Establishment License Fee in Idaho Code

##### b. Update on OPE Recommendations re: General Fund Appropriation Formula:

The Public Health Trustees met in February and again in March to review and discuss the recommendations from the Office of Performance Evaluation (OPE) report concerning the distribution of General Fund dollars. Ultimately, the Trustees voted to maintain the current funding formula for FY17, but to discuss the matter at the IAB meeting in June. Ms. Rackow reported that over the past month, the health district directors have been working together to identify alternative funding formulas, but have not yet come up with one that is fully supported by all seven districts. This work will continue in preparation for the discussion at the IAB meeting next month.

##### c. 2017 Annual Conference – Idaho Association of District Boards of Health (PHD7 to Host):

- Ms. Rackow reminded the board that next year is our district's turn to host the IAB Annual Meeting. She proposed the dates of June 8-9, 2017 for the meeting, which would be in conjunction with the Idaho Association of Counties' Commissioners and Clerks meeting to be held in Southeast Idaho June 6-8. The Board was supportive of these dates.
- Possible locations were discussed. It is likely we will hold the meetings at EIPH's Idaho Falls office. Options for the evening meal/entertainment are being considered.
- Board members attending this year's conference were given their hotel confirmations and a copy of the agenda. Proxy forms were handed out to board members who will not be attending the meeting on June 8.

##### d. Reappointment of Board Members:

Three board member positions are up for reappointment: Commissioner Farnsworth, Commissioner Miner, and Dr. Barbara Nelson. Dr. Nelson is absent today but Ms. Rackow has talked with her and she is interested in being reappointed. Ms. Rackow will be sending letters to the commissions asking for a nominee from Jefferson and Lemhi counties. Appointments or reappointments will be ratified by all the commissions.

**MOTION: Commissioner Shenton made a motion to reappoint Dr. Barbara Nelson to the Board of Health.**

**SECOND: Commissioner Miner**

**ACTION: MOTION CARRIED UNANIMOUSLY**

##### e. Board of Health Elections

Chairman Staker is not seeking reelection this year so a new Chairman and Trustee will need to be elected. Chairman Staker will remain on the board until the end of the year. Chairman Staker has talked with Commissioners Leake and Farnsworth regarding the positions and both would be willing to accept either or both positions.

After discussion, the board members agreed, by acclamation, to have Commissioner Farnsworth serve as the Board of Health Chairman and Commissioner Leake will assume the Trustee position.

Commissioner Miller nominated Barbara Nelson to continue the Vice Chairman position; all board members agreed by acclamation.

The appointments will be effective today at the end of the meeting.

#### DIRECTOR'S REPORT

##### 1. FY2017 Compensation Plan

Ms. Rackow Geri reviewed changes to this year's Compensation Plan. Some minor changes have been made. The agency continues to face challenges regarding staff salaries; we remain lowest paid health district in Idaho. Over the last few years we have gotten all of our employees above 70% of policy and continue to start employees at 70% of policy. Ms. Rackow reviewed the matrix and asked the board to fund the entire amount of the FY17 salary increases.

Funding the entire amount to this matrix will cost about \$6,000 more than a funding pool of 3%.

Increases would be implemented on 6/5/16, and paid out beginning the first paycheck in July (7/1/16). Employees receiving an increase must have a current Performance Evaluation. Employees in a probationary status would not receive an increase until successful completion of probation or 6 months of employment with a favorable performance evaluation.

**MOTION: Commissioner Miner made a motion to approve the Compensation Plan as presented.**

**SECOND: Commissioner Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

## **2. FY2017 Budget Presentation**

Ms. Rackow and Mr. Thomas presented the Fiscal Year 2017 Budget Proposal, with input from the division directors highlighting specific areas. Ms. Rackow reported that this year's budget includes a 4% increase from the Counties. The proposed FY17 budget is \$8,159,409.

**MOTION: Commissioner Leake made a motion to approve the FY17 Budget Proposal as presented and to approve the Capital and Operating Reserve accounts.**

**SECOND: Commissioner Farnsworth**

**ACTION: MOTION CARRIED UNANIMOUSLY**

## **3. Review & Approval of Policy Revisions**

Ms. Rackow reviewed changes to the following policies:

- Emergency Call Codes
- Dress Code
- Solicitation Policy

Ms. Rackow also provided an overview of the recent bomb threat drill that was conducted at the General Staff Meeting on May 5<sup>th</sup>.

**MOTION: Commissioner Shenton made a motion to approve policy revisions as presented.**

**SECOND: Commissioner Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

## **4. Review and Approval of Contracts**

Ms. Cook, Ms. Cox, and Mr. Rillema reviewed renewed and amended contracts for the board members.

- Breastfeeding Peer Counseling - amended
- Children's Special Healthcare Program - amended
- Epi Education - amended
- HIV Care - renewal
- Immunizations – Cooperative Agreements - amended
- Immunizations – Provider Visits - amended
- Women's Health Check - amended

**MOTION: Commissioner Farnsworth made a motion to ratify contracts.**

**SECOND: Commissioner Miner**

**ACTION: MOTION CARRIED UNANIMOUSLY**

## **5. FY2016 Year-to-Date Budget Report**

Mr. Thomas reviewed the FY16 year to date budget and budget adjustment request.

- For the ten months ended April 30, 2016, EIPH's total expenditures for the year were .93% below the approved budget. For the whole district we are below budget. The FACHS division is above 100% of their operating budget due to extra vaccine purchases. We are requesting budget adjustments in this board meeting to account for these additional operating expenses.
- For the ten months ended April 30, 2016, EIPH's total revenues were 11% above original budget. This is largely related to FACHS and Environmental Health fees being about 130% of budget at this point in time.
- Budget adjustment proposal is being made for district purchased immunizations to increase revenue and expense budget by \$200,000.

**MOTION:** Commissioner Hintze made a motion to approve the requested budget adjustment.  
**SECOND:** Commissioner Miller  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**6. FY2013 & 2014 Legislative Services Audit Report**

Mr. Thomas reviewed the findings of the FY2013 & FY2014 Legislative Services Audit Report, which was completed in January 2016. There was one finding having to do with Federal Suspension Debarment compliance requirements. The rule was changed and we were not aware of the change. Mr. Thomas reported that we have changed our internal process/policy to address this finding.

**7. EIPH Staffing Changes**

Ms. Rackow informed the Board that Mr. Rillema, Physical Health Director, has resigned his position and his last day will be July 29, 2016. Ms. Rackow thanked Mr. Rillema for his years of dedicated service to the agency. Anita, Financial Technician, is leaving in August and moving to Texas; we will be recruiting for her position soon.

**8. Employee Recognition**

The Idaho Immunization Coalition and the Idaho Immunization Program nominated Mr. Rillema for the Centers for Disease Control and Prevention (CDC) the Childhood Immunizations Champion for the State of Idaho, for which he was selected by the CDC. Congratulations Gary!

**9. Labor Market Presentation**

Christopher St. Jeor from the Idaho Department of Labor provided the Board with a presentation concerning the current labor market.

**DIVISION REPORTS**

**1. Environmental Health**

a. Lead in Drinking Water:

Ms. Eager and Ms. Cox gave a presentation on the elevated lead levels in drinking water in Ucon, and the response in which EIPH assisted. They will also present the information at the state Epidemiology Conference next week.

b. EIPH Food Exemption Policy:

Ms. Eager reviewed with the Board EIPH's existing Food License Exemption policy. She is requesting to remove the exemption specific to EIPH (Section B of the current Food License Exemption Statement) that was previously approved by the Board. This will bring us in alignment with the Idaho Food Code.

**MOTION:** Commissioner Shenton made a motion to remove the Food License Exemption currently used at EIPH.

**SECOND:** Commissioner Miner

**ACTION:** Chairman Staker – no, Commissioner Hintze – No, Commissioner Leake – yes, Commissioner Miner – yes, Commissioner Shenton – yes, Commissioner Farnsworth – yes, Commissioner Miller – yes.

**2. Health Education, Epidemiology, and Preparedness**

a. Report on 5/11/2016 Full Scale Preparedness Exercise:

Ms. Cox provided the Board with an update on the regional Ebola exercise which took place yesterday that involved all eight counties in our district.

**3. Family and Community Health Service Division Report**

a. Report on the April 26<sup>th</sup> free Immunization Clinic:

Mr. Rillema reported that 125 children attend the event and that 318 vaccines were administered.

- b. Title X Site Visit Report:  
Yesterday the Title X site visit took place. State program staff reviewed processes in the satellite offices. Overall, the visit was positive with just a couple of recommendations.
- c. Parents as Teachers (PAT) Program Update:  
Mr. Rillema reviewed the PAT program which has been in place now for over a year. We now have 50 families participating.

**EXECUTIVE SESSION: PERSONNEL MATTER**

**MOTION:** Commissioner Miner made a motion to go into executive session pursuant to Idaho Code 67-2345 to discuss a personnel matter.

**SECOND:** Commissioner Farnsworth

**ACTION:** MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

Chairman Staker adjourned the meeting at 3:05 p.m. The next meeting is scheduled on June 16, 2016 at 9:00 a.m. This meeting will include the Budget Hearing.

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Lee Staker, Chairman

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Date Approved

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Geri L. Rackow, Board Secretary