

**BOARD OF HEALTH
MEETING MINUTES
February 18, 2016**

DRAFT

PRESENT: BOARD OF HEALTH MEMBERS

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

STAFF MEMBERS

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

8:00 a.m. – 12:00 p.m. – Isolation & Quarantine for Rural Communities Training

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Staker called the meeting to order at 12:30 p.m. Commissioner Hintze is excused from today's meeting.

2. Approval of BOH Meeting Minutes

MOTION: Commissioner Ricks made a motion to approve the November 19, 2015 Board of Health Meeting Minutes.

SECOND: Vice Chairman Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

3. NALBOH Update

Mr. Ken Johnson, current president of the National Association of Local Boards of Health, provided the Board with an update of the association, which currently has 271 members. Last year, NALBOH's total revenue was \$110,000 and they have paid off all of their debts. He shared that they no longer have staff, but instead used a management agency. The Association has reduced its expenses, meeting via conference calls monthly. They also hold the annual conference. NALBOH offers a number of educational opportunities to members and can assist agencies with accreditation. The cost for the annual member for EIPH would be \$400. EIPH has not been a member of NALBOH for the past few years. After discussion regarding EIPH renewing their membership with NALBOH, a motion was made.

MOTION: Commissioner Shenton made a motion to renew our NALBOH membership.

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY

4. Review 2016 Meeting Calendar

Ms. Rackow reported that we have a conflict with April and June meeting dates. The annual meeting of the Idaho Association of District Boards of Health (IAB) will be June 8 and 9 in Coeur d'Alene, which is in conflict with the Commissioners and Clerks meeting in Burley. As a result, it will be very difficult to have our June meeting in conjunction with the IAB meeting as we have done in the past. The primary reason

for having the June meeting is to have the Public Budget Hearing. The board members agreed to have the June Board of Health meeting on June 16 from 9:00 a.m. to 12:00 p.m. Commissioner Shenton will not be available that day, but all other members should be available.

The April 21 meeting is in conflict with the Welfare Conference in which several of our board members will be attending. It was decided to reschedule the Board of Health meeting to May 12, at which time the budget will be presented. Ms. Rackow will then do her best to meet with all of the Commissioners to share the budget prior to the June 16 Public Budget Hearing.

5. Trustee Report

- **2016 Resolutions**: Ms. Rackow asked if there are any resolutions our Board wants to move forward to all the board members at IAB. One resolution that will be presented has to do with health care coverage for low income Idahoans (a revision of a resolution approved last year). Ms. Rackow has no other suggestions for resolutions at this time. Draft resolutions will be shared at our May board meeting for review.
- **Idaho Association of Local Board of Health Conference, June 8-9**: Commissioners Farnsworth, Leake, Miner, Staker, and Vice Chairman Nelson have committed to attend the IAB conference. Additional information will be sent out as it becomes available.
- **Update on Office of Performance Evaluation (OPE) Project & February 2, 2016 Trustee Meeting**: Ms. Rackow provided an update OPE Report concerning the health districts' General Fund Appropriation funding formula. Our board had the opportunity to review the draft report at our November Board of Health meeting. Six of the seven health districts joined together to present a consolidated response to the draft report which was printed in the official report. Health District 4 chose not to participate in the joint response. The results of the OPE study were presented to the Joint Legislative Oversight Committee on December 16, 2015, and to the Joint Finance Appropriations Committee on January 13, 2016. No action was taken at either meeting. Commissioners Staker and Leake attended the Trustee Meeting on February 2 at which time the OPE's findings/recommendations were discussed. Commissioner Leake stated that while they want a simple formula, it is a very complex matter and he feels that it is going to be very challenging. The Trustees are continuing to meet and discuss the recommendations and some changes are being agreed upon with regards to the State General Fund Appropriation funding formula.

Ms. Rackow reported that there is some draft legislation having to do with food fees being discussed and asked for feedback from the board regarding this matter. There was no opposition from the Board in regards to potential legislation allowing the health districts to set their own fees for the food program rather than have the fees set in code.

DIRECTOR'S REPORT

1. FY2017 Budget Planning

Mr. Thomas gave an overview of budget assumptions for FY2017 which includes a 27th pay period. The Governor's recommendation for change in employee compensation (CEC) is a 3% increase. The Board of Health members supported moving forward with planning the budget and using 3% for salary increase and a 4% increase for County contributions as a starting point. Mr. Thomas reported that we have \$225,000 in reserve now for budget stabilization. Ms. Rackow will present the FY2017 budget at the May 12, 2016 Board of Health meeting.

2. FY2016 Year-to-Date Budget Report

Deferred due to time restraints.

3. FY13 & 14 Legislative Services Office Audit Report

Deferred due to time restraints

4. Review and Approval of Contracts

Ms. Rackow reviewed the list of contracts that have been amended or renewed since the last Board of Health meeting.

- Comprehensive Cancer Control – Added required training, no funding change.
- HIV Care (Ryan White Part B) – Additional money to cover some additional costs incurred.
- Home Visitation (Parents as Teachers) – Renewal of the contract for one year.
- Hypertension, Diabetes, and Stroke Prevention – Added required training, no funding change.
- Medical Home Coordinator – Renewal of the contract for one year.

MOTION: Commissioner Shenton made a motion to ratify contracts.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

5. Policy Approval – Social Media

Ms. Rackow reviewed the new Social Media policy. All staff received social media training at the General Staff Meeting on February 11, 2016.

MOTION: Vice Chairman Nelson made a motion to approve the Social Media policy.

SECOND: Commissioner Farnsworth

ACTION: MOTION CARRIED UNANIMOUSLY

6. Statewide Healthcare Innovation Plan (SHIP) Update

Deferred due to time restraints

7. Region 7 Behavioral Health Board Update

Deferred due to time restraints

8. Legislative Update

Deferred due to time restraints

DIVISION REPORTS

1. Environmental Health

- a. EIPH Food Exemption Policy: Ms. Eager reviewed the health district's current Food Exemption Policy with the Board. She is asking that wording that was added previously be removed so that we are consistent with the Idaho Food Code and the other Health Districts. She will email the form to the Board members for further review and discuss it again at the next meeting.
- b. Fee Changes: Ms. Eager reviewed the Septic Program and Land Development Program proposed fee increases. If approved, the new fees would become effective April 1, 2016.

MOTION: Commission Shenton made a motion to approve the increase in the Septic and Land Development Program fees as presented.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

- c. Report on Food Workshops in Salmon: Ms. Eager reported that some of EIPH's staff joined Patrick Guzzle from the Idaho Food Protection Program in Salmon on February 10, 2016 to provide two educational presentations to residents regarding the Idaho Food Code and how it applies to using locally grown foods at Farmers Markets and food establishments. Cottage foods were also discussed. Overall, the meetings were very positive and we were able to better define some gray areas and provide information to help clarify the rules.
- d. Lead in Drinking Water: Ms. Eager provided the Board members an overview of a situation involving lead being found in the drinking water at Ucon Elementary School (part of the City of Ucon's public water system, a system under the jurisdiction of Idaho Department of Environmental Quality-DEQ). As a result of the Flint, Michigan, lead crisis, Idaho reviewed historical lead and copper sampling

results and found the City of Ucon was over the action level for lead in 2013. All drinking water from the school was shut off and the DEQ provided bottled water for the school. DEQ is in the process of assisting the school district with inspection of the school's fixtures and plumbing to identify problem locations.

- DEQ is working with EIPH to conduct blood lead screening on the students and staff at the school; the screening is scheduled to take place on February 24 and 25. Parents and guardians with immediate concerns with their child's potential exposure to lead have been instructed to contact their health care provider for blood lead screening.
- DEQ has revised its Quality Assurance/Quality Control standard operating procedures for sample results that exceed a specified level to ensure this oversight does not occur in the future.
- Ms. Rackow thanked Kellye and her staff, specifically Merrill Hemming, for the great job they do monitoring and working with the public water systems under the jurisdiction of the health district.

2. Health Education, Epidemiology, and Preparedness

- a. Isolation & Quarantine Training Follow-up: Ms. Rackow thanked the board members for coming to the training this morning. The instructor has left forms that need to be completed if you are interested in getting credit for the course. In your packet you also have a copy of the EIPH Isolation & Quarantine Plan.
Commissioner Shenton stated he felt the County Commissioners should make sure their Emergency Management employees are attending the monthly Healthcare Coalition meetings. The hospitals, INL, EMS, the health district, county emergency managers, and other community partners work together to ensure our region is prepared to respond during emergencies.
- b. Zika Virus: Ms. Cox presented an update on the Zika Virus. Additional information is available on the CDC website. There have been no cases of Zike virus identified in Health District 7.

3. Family and Community Health Service Division Report

- a. Flu Season Report: Mr. Rillema reviewed the FY 2016 flu vaccine data. Ms. Cox reports that the positive cases of flu are in people who have not been vaccinated.
- b. Staffing Updates:
 - A new clinician, Allison Barto, has been hired to work primarily in the Idaho Falls office. Allison is a Physician Assistant and Dr. Nelson will be taking an additional appointment with EIPH as a supervising physician of Ms. Barto. Allison will begin working on Monday, February 22, 2016.
 - We have hired an Office Specialist who will start in the Driggs office next week.
 - A staff member from the Idaho Falls office will be covering the 3-day per week Office Specialist position in the St. Anthony office.
 - We have replaced the RN senior position in the Rexburg office.
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Adjournment

Chairman Staker adjourned the meeting at 3:05 p.m. The next meeting is scheduled on May 12, 2016 at 9:00 a.m.

Lee Staker, Chairman

Date Approved

Geri L. Rackow, Board Secretary