

**BOARD OF HEALTH MEETING MINUTES**

June 18, 2015

11:00 a.m. – 2:30 p.m.

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

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

**STAFF MEMBERS**

Gerri Rackow, Director  
Kellye Eager  
Steve Thomas  
Cheryl O'Connell  
Tammy Cox

**PUBLIC BUDGET HEARING**

Eastern Idaho Public Health's Fiscal Year 2016 Budget Hearing was called to order at 11:03 a.m. by Board Vice Chairman, Barbara Nelson. Vice Chairman Nelson asked for comments from the Budget Committee as well as the public. There were none so Vice Chairman Nelson closed the public comment period.

**MOTION:** Lee Miller made a motion to accept EIPH's Fiscal Year 2016 budget as approved by the Board of Health.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY following a roll call vote: Bonneville County (via proxy to Vice Chairman Nelson) – yes; Clark County – yes; Custer County (via proxy to Commissioner Hintze) – yes; Fremont County (via proxy to Commissioner Miller) – yes; Jefferson County (via proxy to Commissioner Farnsworth) – yes; Lemhi County (via proxy to Commissioner Miner) – yes; Madison County – yes; Teton County – yes

Following no additional comments or discussion, Vice Chairman Nelson adjourned the Budget Hearing at 11:05 a.m.

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Vice Chairman Barbara Nelson called the meeting to order at 11:05 a.m. Commissioner Staker is excused from the meeting today. The meeting is being held at the Community Center in Challis, Idaho.

**2. Approval of BOH Meeting Minutes**

**MOTION:** Commissioner Miner made a motion to approve the April 16, 2015 Board of Health Meeting Minutes.

**SECOND:** Commissioner Leake

**ACTION:** MOTION CARRIED UNANIMOUSLY

**DIRECTOR'S REPORT**

**1. Update on Environmental Health Enforcement Actions**

Ms. Eager updated the members on the enforcement actions in Jefferson, Fremont, Madison, and Lemhi Counties.

**2. Update on Idaho Food Code & Cottage Food Meetings**

Ms. Eager updated the members on the Idaho Food Code and Cottage Food meetings conducted by Patrick Guzzle from Idaho Department of Health & Welfare's Food Protection Program. The meetings (four meetings in a two-day period) were held at EIPH's office in Idaho Falls. The purpose of these meetings was to share information about proposed changes to the Idaho Food Code as well as gather information on potential Cottage Food Rules. More information is available on the Health and Welfare website (<http://healthandwelfare.idaho.gov/Health/FoodProtection/tabid/96/Default.aspx>).

**3. Approval of EIPH's Revised FY2016 Compensation Plan**

EIPH's FY2016 Compensation Plan was approved at the last Board meeting. The plan included a matrix for distributing the salary increases. The Division of Human Resources (DHR) and Legislative Services Office (LSO) did not approve the plan because of the matrix we proposed. The plan would have given employees with an "Achieves" performance rating a 2% increase, a "Solid" performance rating a 3% increase, and an "Exemplary" rating a 3.25% increase. LSO wanted the spread of the percentages to be more consistent. After communicating with Board members, a new proposal of 2% for Achieves, 3% for Solid, and 4% for Exemplary was submitted to DHR/LSO and approved.

Raises went into effect on June 8, 2015 and will be on employees' July 2, 2015 pay check.

**4. FY2015 YTD Budget Report**

Mr. Thomas reported that for the eleven months ended May 31, 2015, expenses were 3.85% under budget. For the eleven months ended May 31, 2015, revenue is 6.5% above budget.

**5. Review and Approval of Contracts**

Ms. Rackow reviewed renewed and amended contracts.

Adolescent Pregnancy Prevention	Comprehensive Cancer
HIV Medical Case Management	School Nursing Services – Clark County School District #161
School Nursing Services – Custer County School District #181	School Nursing Services – Custer County School District #182
School Nursing Services – Fremont County School District #215	School Nursing Services – Jefferson County School District #251
School Nursing Services – Jefferson County School District #252	School Nursing Services – Lemhi County School District #291
School Nursing Services – Madison County School District #321	School Nursing Services – South Lemhi School District #292
School Nursing Services – Sugar-Salem School District #322	School Nursing Services – Teton County School District #401
School Nursing Services – Teton Valley Community Schools	School Nursing Services – West Jefferson School District #253
WIC	Women's Health Check

**MOTION:** Commissioner Shenton made a motion to approve the renewal and amendment of the above contracts

**SECOND:** Commissioner Farnsworth

**ACTION:** MOTION CARRIED UNANIMOUSLY

**6. Employee Handbook Policy Review**

As previously discussed, Ms. Rackow will review policies at each Board meeting. The following Employee Handbook policies were reviewed with the Board members today: Customer Service, District Vehicles, Drug and Alcohol Free Workplace, Domestic Violence, Due Process, Electronic Cigarettes, Electronic Resources Usage, Emergencies, Employee Conduct, Employee Immunizations, and Employee Use of Health District Services.

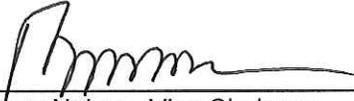
**MOTION:** Commissioner Ricks a motion to approve the above policies.  
**SECOND:** Commissioner Hintze  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**7. Tours**

With all business completed, the Board of Health members toured the Challis Community Center and then traveled to Living Waters Ranch for lunch. Following lunch, a presentation was given on Living Waters Ranch's septic system, an Extended Treatment Package System that is licensed by EIPH.

**8. Adjournment**

Vice Chairman Nelson adjourned the meeting at 2:30 p.m. The next meeting is scheduled on September 17, 2015. This meeting will be held in Fremont County.



\_\_\_\_\_  
Dr. Barbara Nelson, Vice Chairman

9/17/15

\_\_\_\_\_  
Date Approved



\_\_\_\_\_  
Geri L. Rackow, Board Secretary