

BOARD OF HEALTH MEETING MINUTES

April 16, 2015

9:00 a.m. – 3:00 p.m.

PRESENT:

BOARD OF HEALTH MEMBERS

Lee Staker, Commissioner, Chairman
Lee Miller, Commissioner
Ken Miner, Commissioner
Greg Shenton, Commissioner
Kimber Ricks, Commissioner, via telephone

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 9:07 a.m. Dr. Barbara Nelson, Commissioner Lin Hintze, Commissioner Brian Farnsworth, and Commissioner Bill Leake are excused from the meeting today. Commissioner Kimber Ricks joined the meeting via conference call at 11:40 a.m. All items requiring board approval were delayed until that time.

2. Employee Recognition

Ms. Rackow gave the board information regarding three new peer-to-peer employee recognition award programs that were implemented at the February General Staff meeting: the Top Banana, the GOAT (Greatest of all Team member), and the Champion of Values awards. The awards will be passed along to new employees each month. Ms. Rackow recognized Bryan Nielsen, Mary Hernandez, Hillary Coyne, Lori Lovell, Elyse Baird, and Kellye Eager, all recent recipients of the awards.

3. Approval of BOH Meeting Minutes

MOTION: Commissioner Shenton made a motion to approve the February 12, 2015 Board of Health Meeting Minutes.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

4. Trustee's Report and Draft Resolutions

Ms. Rackow reviewed and provided information regarding the following resolutions. The resolutions will be presented for action at the Idaho Association of District Boards of Health (IAB) meeting in June. Comments from the board will be taken to the IAB meeting.

- a. Resolution to Improve Health Food Choices by Implementing a Traffic Light Food Labeling Policy
- b. Resolution Supporting Prevention of Excessive Alcohol Use
- c. Resolution to Support Research on the Use of Medical Marijuana and Monitoring of the Public Health Impact of Medical Marijuana Legalization
- d. Resolution to support an Excise Tax on Electronic Nicotine Delivery System
- e. Resolution supporting the Strengthening of Immunization Exemption Language

4. Statewide Healthcare innovation Plan (SHIP) Update

Commissioner Miller, Commissioner Ricks, Commissioner Farnsworth, and Commissioner Leake attended Dr. Ted Epperly's presentation on the SHIP program in Idaho Falls last month. Dr. Epperly is the chairman of the Idaho Healthcare Coalition, the group leading the SHIP effort. Commissioner Miller updated the Board members on some of what was presented at the meeting. The Board also reviewed a video about the SHIP program. If approved, this contract would start on July 1, 2015. EIPH's role would involve leadership and coordination of the Regional Collaborative.

5. Review & Approval of Contracts

Ms. Rackow reviewed contracts that have recently been renewed as well as two new contracts anticipated (Diabetes and SHIP). Discussion followed.

MOTION: Commissioner Shenton made a motion to approve the following contracts: HOPWA, Medical Home Coordinator, Diabetes, and SHIP.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

6. Approval of EIPH's FY2016 Compensation Plan

Ms. Rackow reviewed with the Board the guidance received from the Idaho Division of Financial Management (DFM) and Idaho Division of Human Resources (DHR) concerning Changes in Employee Compensation which includes a 3% ongoing salary increase for employees based on merit. EIPH's FY16 Budget Proposal includes funding for a 3% increase for employee salaries.

Each year, EIPH is required to submit a Compensation Plan to DFM/DHR. Ms. Rackow presented EIPH's proposed plan to the Board for review; the plan includes a salary distribution matrix that rewards employee on performance. All employees hired on or before today would be eligible for an increase in FY16 after successful completion of 6 months of employment. Salary increases are scheduled to become effective June 7, 2015 and be reflected on the pay check employees receive on July 2, 2015.

The Compensation Plan must be submitted to and approved by DFM/DHR.

MOTION: Commissioner Shenton made a motion to approve the FY2016 Compensation Plan

SECOND: Commissioner Ricks

ACTION: MOTION CARRIED UNANIMOUSLY

7. FY2016 Budget Proposal

Ms. Rackow distributed copies of the District's FY16 Budget Proposal to the Board members and reviewed details of the budget which were included in the document's highlights.

The Board recommended a change to the Operating Reserve Account—increase the amount reserved for and authorized for spending on a public health emergency from \$100,000 to \$500,000.

MOTION: Commissioner Ricks made a motion to approve EIPH's FY2016 budget request of \$7,364,263, which includes:

- **Approval of a 2% increase in County Contributions (total County Appropriation of \$1,046,211)**
- **Approval of the Capital Reserve Account**
- **Approval of the Operating Reserve Account, including increasing the amount authorized for spending on a public health emergency from \$100,000 to \$500,000.**

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

Visual Equipment, Automated External Defibrillator, Benefits, Biohazardous and Chemical Materials, Breastfeeding Mothers, Clean Indoor Air Policy, Client Bill of Rights, Confidentiality, Compensation, Computer Use Access and Security, Conference/Meeting Room Usage, and Continuing Education.

DIVISION REPORTS

1. Environmental Health Division Report

Ms. Eager gave the Board an update on Cottage Food Legislation and meetings that are being held across the state to gather input from stakeholders, not only on Cottage Foods, but also on proposed changes to the Idaho Food Code that will be presented to the Legislature in 2016.

Merrill Hemming, Environmental Health Specialist and Coordinator of the district's Public Drinking Water Program, provided the Board with an educational presentation on Public Water Systems.

2. Health Preparedness, Promotion, & Surveillance Division Report

Ms. Cox reviewed the Give Kids a Smile Day Report and the Idaho Smiles Survey Report. She also gave the Board members information about the upcoming Regional Preparedness Exercise, a full-scale earthquake exercise that will take place on May 13. All counties in our District will be participating in the exercise.

3. Family & Community Health Service Division Report

Mr. Rillema reported the Title X Federal Site Visit will be April 22. This will be an audit of our financial and clinical practices and our policies and procedures. Nikki Sayer, Nurse Manager over the program, and the program staff have worked very hard preparing for the audit.

ADJOURNMENT

The Board expressed thanks to Ms. Rackow and all the staff for their enthusiasm and desire to do a good job, which was evident at the pancake breakfast held this morning. Of specific note was appreciation for the maintenance and janitorial staff for keeping the Idaho Falls building looking so nice.

The meeting was adjourned at 2:05 p.m. The next meeting, which will include the Public Budget Hearing, is scheduled for June 18, 2015, in Challis.



Dr. Barbara Nelson, Vice Chairman

6/18/15

Date Approved



Geri L. Rackow, Board Secretary