

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
Budget Hearing and Board of Health Meeting
May 21, 2008**

County Commissioners Present:

Jerry Nance, Lincoln County
Charlie Howell, Jerome County
Tom Faulkner, Gooding County
Terry Kramer, Twin Falls County
Tom Bowman, Blaine County
Diane Obenauer, Jerome County

Board Members Present:

Everett "Buck" Ward
Tom Faulkner
Marvin Hempleman
Linda Montgomery
Don Clark
Marypat Fields

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, Deputy Director
Merl Egbert, Environmental Health Director
Amy Lierman, Public Information Officer
Jeremy St. Clair, Financial Specialist, Sr.
Kathlyn Egbert, Management Assistant
Linda Shaffer, Nurse Manager
Karyn Goodale, Public Health Preparedness Manager
Sharlynn Van Tassell, WHC Coordinator

Budget Hearing

The Budget Hearing was called to order by Jerry Nance, Lincoln County Commissioner Chairman, at 1:30 P.M.

The proposed FY-2009 budget in the amount of \$6,585,746 (including county contributions of \$1,011,668) was presented. *(For the record, legal requirements for the meeting were met. A public hearing notice was published in the newspaper serving all eight counties. No visitors attended the public hearing; therefore, no public comment was provided.)*

In accordance with Idaho Code 39-423, "The chairmen of the Boards of county commissioners located within the public health district are hereby constituted as the budget committee of the public health district...a budget for the public health district shall be agreed upon and approved by a majority of the budget committee. Such determination shall be binding upon all counties within the district and the district itself."

MOTION (made by Mr. Faulkner, second by Mr. Howell): "I move we approve the fiscal year 2009 budget as proposed by South Central Public Health District." Motion passed unanimously.

MOTION (made by Mr. Howell, second by Mr. Bowman): "I move that we adjourn the South Central Public Health District budget hearing." Motion passed unanimously.

As there were no additional comments or discussion, the budget hearing was adjourned at 1:40 P.M. Mr. Ward thanked the Commissioners for their attendance and for their continued support of public health.

Board of Health Minutes

The Board of Health meeting was called to order by Mr. Ward at 2:00 P.M.

MOTION (made by Ms. Montgomery, second by Ms. Fields): “I move that the minutes of the April 23, 2008, meeting be approved.” Motion passed unanimously.

Ms. Egbert reported that Mr. Ward was approved unanimously by all counties for reappointment to the Board.

A letter and sample contract were received from Idaho Health Facilities Authority. With the passage of Senate Bill 1384, we are eligible for long term, low interest loans for building construction.

Nominations Committee

The nominations committee reported on their recommendation for Board officers for FY 2009.

MOTION (made by Ms. Montgomery, second by Ms. Fields): “I move to nominate Mr. Ward to continue as Board Chairman and that Mr. Hempleman continue as Vice Chairman and Trustee.”

MOTION (made by Ms. Fields, second by Mr. Faulkner): “I move that nominations close and that a unanimous ballot be cast for the aforementioned candidates.” Motion carried unanimously.

Operations Report

The financial report through April was reviewed by Ms. Spencer. She anticipates that the District will end the fiscal year with about \$250,000 - \$300,000 in available carry over. Revenues remain strong with an increase in the ASPR contract and increased fees and donations collected in the communicable disease and prevention programs. The increased ASPR contract funds will be offset by increased sub-grantee payments. Expenditures overall are within the budgeted amount but will probably exceed the budget by fiscal year end. There will be savings in personnel and capital outlay, but operating will probably be about \$100,000 over budget. Mr. LeBlanc recognized clerical staff for their efforts in collecting donations from clients to help offset district support for family planning and immunization clinics.

Bonnie Spencer gave an update on PHFE’s software assessment. A Request for Information resulted in 15 responses from software vendors with good recommendations for clinical and environmental health software solutions. The fiscal and time coding results were weak. The consultants are reviewing all responses and will get a summary report to us by the end of the week. The next step will be to do a formal request for proposal with costs and build it into a budget revision in September.

Each year Division Directors review their costs for providing services in their programs. Environmental Health did an extensive review of costs over the past five years, and Mr. Egbert proposes increasing fees in sewage disposal, mortgage survey, land development and food control services. New fees for planning and zoning letters and inspection of complex septic systems were added along with a refund processing fee. With the proposed changes and additions, the fees are still well below the actual cost to provide these services. With Board approval, notices of the fee increases will be posted and distributed to affected clients and will be effective July 1, 2008.

MOTION (made by Mr. Hempleman, second by Ms. Montgomery): “I move that we accept the proposed fee schedule.” Motion carried.

Bonnie Spencer reviewed the revised salary increase matrix for pay increases (average of 3%) effective in July. Performance and compa-ratio information criteria are the basis for the matrix. Because of the recent State pay scale changes, most of the midlines went up so the compa-ratios went down. Currently 82% of our staff fall below new policy levels. For performance, 94% of staff fall in either the meets expectations or solid sustained performance categories. All staff will be given at least a 1% pay increase to offset the increases in insurance deductions.

MOTION (made by Mr. Faulkner, second by Ms. Fields): “I move that we adopt the FY 2009 pay increase matrix as presented.” Motion carried.

Administration Report

Mr. LeBlanc gave an update on the Nurse Family Partnership as it pertains to IAB. Various stakeholders and legislators have been invited with the hope of having a good forum for presentation and discussion.

County Commission visits to present our proposed budget for FY 2009 went well. Information provided by senior staff from each office pertaining to their respective counties was interesting and beneficial.

The final IAB agenda was reviewed, and the Trustee meeting has been moved to the Grove Hotel. A discussion on future IAB dates is expected to come up during the Business Meeting.

Public Health Preparedness Report

Karyn Goodale reviewed activities and highlights of the Pandemic Influenza Preparedness contract and funding for the last two fiscal years. The District has had an MOU with SIRCOMM that would allow us to use their radio frequencies in the event of a public health emergency. This year’s contract allowed us to dedicate funds to help SIRCOMM purchase a reverse 911 system. SIRCOMM will communicate with Blaine County (who is also looking at a reverse 911 system) to ensure that both systems will be compatible. This partnership will be valuable by increasing communication during emergencies.

Environmental Report

Merl Egbert reviewed recent activities in the Environmental Division. The Environmental Health Directors have been working on contract negotiations and rule-making. Several changes are being made to the Public Drinking Water contract with revisions in testing requirements. IDWR well drilling regulations are being proposed for legislation and will affect what we do (setbacks established, casing requirements increased, property owner to get well history log, new sanitation and testing requirements for well drillers).

The individual subsurface sewage rules are being negotiated with meetings held statewide on May 23 and June 5 for public comment. Changes include the definition of a module, increasing the size of drain fields, and putting the additional separation of soil types into regulation. The ICCP contract has been finalized with ICCP inspection fees set at \$240 (and elimination of the \$35 permit fee for ICCP providers and elimination of second inspection fee).

Food classes have been taught to high school students and 4-H members in Twin Falls with grant money we received. Josh Barron has taught over 100 teens who may enter the summer work force. Ms. Montgomery would like to see the classes taught in other schools and 4-H groups. Another suggestion is to train a trainer in each of the schools who then could help prepare students to take the online food handler's test. Richmond Petty passed his national licensing exam, and Sunny Muir has transferred to the Rupert office. Merl Egbert and Bob Erickson will be attending the National Environmental Health Association meeting in June in Tucson, Arizona.

Communicable Disease and Prevention Report

Linda Shaffer, Family Planning Coordinator, reviewed statistics and clients served and updated the Board on staffing issues in the Family Planning program. Current staff are doing a great job and are covering clinics since the resignation of the Twin Falls/Jerome Physician Assistant. We are recruiting for a part-time Nurse Practitioner. Staff discussion on next steps and options will take place on May 22.

Community Health Report

Sharlynn Van Tassell gave an update on the Women's Health Check Program in the District. We are at 90-95% of filling our original contract for this year, and we received a contract amendment to add funds to serve an additional 44 women. Historically, a \$70 incentive fee was given to providers to see women through the program; this has been discontinued. We will continue to cover all the costs associated with these providers seeing our clients. We have 34 providers (includes 6 surgeons). CPT codes have been expanded to cover more costs of services. The discontinuation of the incentive fee has not affected our providers who feel it is more important to serve the women in need.

MOTION (made by Ms. Montgomery, second by Mr. Faulkner): "I move that we go into executive session as authorized by Idaho Law 67-2345 for the purpose of discussion employee or real property issues.

The Board returned to regular session at 4:35 p.m.

MOTION (made by Ms. Fields, second by Mr. Hempleman): “I move that we proceed with negotiations to purchase property from Valley Coop.” Motion carried with one abstention.

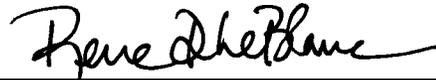
MOTION (made by Mr. Faulkner, second by Mr. Clark): “I move that we increase the Director’s salary by 4% for the coming year. Motion carried.

Board meeting adjourned at 4:40 p.m.



Everett “Buck” Ward
Board Chairman

Attest:



Rene R. LeBlanc, Director
Secretary to the Board

Board Minutes approved on June 25, 2008