

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
Budget Hearing
May 26, 2010**

County Commissioners Present:

George Urie, Chairman, Twin Falls County
Dan Stapelman, Chairman, Minidoka County
Clay Handy, Cassia County
Jerry Nance, Chairman, Lincoln County
Catherine Roemer, Chairman, Jerome County
Tom Faulkner, Chairman, Gooding County
Charles Ritter, Lincoln County

Board Members Present:

Marvin Hempleman
Tom Faulkner
Linda Montgomery
Don Clark
Charles Ritter
Marypat Fields
Cheryl Juntunen
Peter Curran

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, Deputy Director
Cheryle Becker, FACH Administrator
Merl Egbert, Environmental Health Director
Jeremy St Clair, Financial Specialist, Sr.
Jeff Pierson, IT Resource Manager
Amy Lierman, Public Information Officer
Karyn Goodale, PHPP Programs Director
Tammy Walters, WIC Program Coordinator
Kathlyn Egbert, Management Assistant

Budget Hearing

The Budget Hearing was called to order by George Urie, Twin Falls County Commission Chairman, at 1:35 P.M.

The manner of apportioning contribution of county ad valorem taxes is in compliance with Idaho Code 39-424, with 70% being based on population and 30% on valuation. The District Board chair, the Director, the Board representatives of the respective counties, and staff have previously met with each of the eight county commissions and have explained the preliminary budget.

The proposed FY-2011 budget in the amount of \$6,375,866 (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.)*

Note: A proxy vote authorization was signed by Cassia County Commission Chairman, Dennis Crane, for Commissioner Clay Handy to cast the vote at the Budget Committee Meeting for Cassia County; proxy vote authorization was signed by Camas County Commission Chairman, Bill Davis, for Marypat Fields, Board of Health member, to cast the vote at the Budget Committee Meeting for Camas County; and proxy vote authorization was signed by Blaine County Committee Chairman, Larry Schoen, for Angenie McCleary, County Commissioner and Board of Health member, to cast the vote at the Budget Committee Meeting for Blaine County.

For the record, let it be known that voting members and representatives from seven of the eight counties were present. 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. Handy, second by Mr. Faulkner): "I move we approve the fiscal year 2011 budget as proposed by South Central Public Health District."

Blaine County – absent	Camas County – Yes
Cassia County – Yes	Gooding County – Yes
Jerome County – Yes	Lincoln County – Yes
Minidoka County – Yes	Twin Falls County - Yes

Motion Carried.

MOTION (made by Mr. Handy, second by Mr. Nance): "I move that we adjourn the South Central Public Health District budget hearing." Motion carried.

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

Board of Health Meeting May 26, 2010

Board Members Present:

Marvin Hempleman
Tom Faulkner
Linda Montgomery
Don Clark
Charles Ritter
Marypat Fields
Cheryl Juntunen
Angenie McCleary
Peter Curran

District Staff Present:

Rene LeBlanc, Director
Bonnie Spencer, Deputy Director
Cheryle Becker, FACH Administrator
Merl Egbert, Environmental Health Director
Jeremy St Clair, Financial Specialist, Sr.
Jeff Pierson, IT Resource Manager
Amy Lierman, Public Information Officer
Karyn Goodale, PHPP Programs Director
Tammy Walters, WIC Program Coordinator
Kathlyn Egbert, Management Assistant

Board Members Excused:

Board of Health Minutes

The Board of Health meeting was called to order by Mr. Hempleman at 1:55 P.M.

Mr. Hempleman called for approval or corrections to the minutes of the April 21, 2010, Board of Health meeting. Mr. Ritter asked that a correction be made to page 2 with the addition of the word

“closures” in reference to an announcement made by Health and Welfare, and a correction for clarification be made on page 4 as to the number of TB clients seen monthly (changed to “seeing a total of 10-15 clients from throughout the district”).

MOTION (made by Ms. Fields, second by Mr. Ritter): “I move that the minutes of the April 21, 2010, meeting be approved as amended.” Motion passed unanimously.

Policy Review

Policy .015 Employee Conduct and Conflict of Interest was presented for approval and signature by the Board of Health Chairman.

MOTION (made by Ms. Montgomery, second by Ms. Fields): I move that we approve the conflict of interest policy.” Motion carried.

A conflict of interest form was provided for Board of Health member signature.

A Drug Free Workplace Agreement form was reviewed with the Board Members; members were requested to complete the form. (All employees complete the form at the time of hire.)

Nominations Committee

Mr. Faulkner was asked to head the Nominations Committee to nominate a chair and vice-chair of the Board for fiscal year 2011 in accordance with Idaho Code 39-411.

Financial Report

The April Comparison to Budget report showed the additional State holdback in April. Environmental Health revenues are under budget (Child Care contract); fees in Family and Children’s Health and Health Promotion are also under budget. Overall expenditures are under spent, and we anticipate savings in Operating. Pending major expenditures include a collapsible vaccine cooler, Twin Falls fire panel upgrade, and Environmental Health software package. The pass-through account balance is \$1,080,096. A large portion of the balance includes the ASPR contract subgrantee payments. Ms. Spencer anticipates the pass-through account balance to be around \$300,000 by the end of the fiscal year.

Ms. Spencer reviewed the client accounts receivable policies for fiscal year 2011. There were no changes to Policy .150 Establishing Health District Fees and Charges. Policy .151 Assessing Individual Client Fees has proposed changes to the fee schedule and associated guideline. Two contraceptive methods were removed from the FACH pharmaceuticals, and our vaccine administration fee was increased for two and three or more injections.

A survey of two area medical providers was done to compare our current and proposed administration fees. With the increase, we will charge more than the other two providers for all but two categories. We are looking at billing additional insurance companies beginning next fiscal year. We are charging the least for immunizations when compared with the other public health districts in Idaho; but some work is being done in the FACH Divisions across the state to look at

consistency in fees. A concern was expressed that caution should be taken in being too homogenous in fees statewide as average incomes in each of the districts vary so much. Discussion reinforced the Board's opinion that immunizations are a valuable service and we need to keep the costs down as much as possible. Studies are being planned to see how we can be more efficient in the immunization program to reduce the overall general support cost to the District.

There were a few changes to the Environmental Health fees based on statutory changes to the child care licensing fees based on the number of children in the day care. Also, the second phase of the food fee increases that went into effect last year were made.

Guideline L Determining Client Placement on Sliding Fee Scale was modified to include Title X guidelines for income eligibility (changes: 1) definition of teenage client changed to 19 and under and 2) removal of foster care revenues as income).

Policy .152 Client Account Collections had a change to Protocol .152C Collection of Delinquent Accounts to clarify that Title X clients who are in A category are not referred for collection.

MOTION (made by Ms. Juntunen, second by Ms. Montgomery): "I move that we approve the recommended policy changes [Policies .150, 151, 152]." Motion carried.

Work Climate Assessment

Ms. Spencer updated the Board on where we are with the recent work climate assessment. The team is still meeting and has identified a few areas to take quick, inexpensive actions (facility issues, increase exterior lighting, building temperatures, consistency of supervisors granting leave). A training program for supervisors and all staff to tackle some bigger issues will be developed for inclusion in current supervision committee and general staff meetings.

Administration Report

Mr. LeBlanc and Board members discussed issues that have developed around the closure of three Health and Welfare (H&W) offices within our district. Mr. LeBlanc has been working with John Hathaway on options available to Health and Welfare, one of which was leasing office space in our Bellevue office. Other more favorable options have been made available to H&W by Blaine County and the College of Southern Idaho.

MOTION (made by Ms. Montgomery, second by Ms. Fields): "I move that we table further Health and Welfare office location discussion." No action taken, motion approved.

Mr. LeBlanc reported that the County Commission budget visits went well this year. He proposed that next year only he and the County Board of Health member go to the budget proposal meeting. Board consensus was that it is valuable for County Commissioners to see and hear from their local staff and discuss the services provided to the individual county. A recommendation was made to schedule additional dates for Board members to report to their Commissioners and take program staff to present highlights of activities that benefit their counties.

Mr. LeBlanc reminded the Board of the upcoming IADBH meeting in Idaho Falls. Copies of the proposed changes to the IADBH by-laws and the Resolution in Support of a Family Planning Waiver that will be discussed at the business meeting were distributed. Board members were encouraged to review the documents carefully in preparation for the meeting. The IADBH Conference agenda was revised to start the business meeting on Thursday afternoon and carry over to Friday morning.

It was recommended that the June Board of Health meeting be postponed until July due to the IADBH meeting being on June 17-18. The July Board of Health meeting could then coincide with an open house for the new Gooding facility on July 21, 2010.

MOTION (made by Ms. McCleary, second by Ms. Fields): “I move to cancel the June Board of Health meeting and reschedule it to July 21, 2010, at 1:30 PM at the Gooding office.” Motion carried.

The date of the proposed Board evaluation/governance session was moved to the morning of August 25 followed by the regular Board meeting. The FY 2011 Board schedule will be mailed to the Board and be voted on at the July meeting.

The five-year plan to consider a possible combined office in the Mini-Cassia area was discussed with the proposal that Mr. LeBlanc and Ms. Spencer start investigating location options. Concern is that Minidoka Memorial Hospital may want to purchase our current office space before our five year plan is completed. It was recommended that Mr. LeBlanc meet with Carl Hanson to discuss needs and timelines and to also communicate with the Minidoka County and Cassia County Commissioners. Interim arrangements could be made to move Minidoka staff into the Cassia office if necessary.

Mr. LeBlanc recommended rescinding Policy .885 Nutrient Pathogen Study as it is not a State rule or DEQ directive and not administered statewide. Recent legislative actions are requiring consistency among the health districts and reviewing individual district policies. We will work with counties who may chose to incorporate nutrient pathogen studies into ordinance. Mr. Egbert met with the area Planning and Zoning administrators to let them know of the change and why we would like to rescind it. He is willing to meet with individual administrators and assist them with a modification of our policy.

MOTION (made by Ms. Juntunen, second by Mr. Clark): “I move that we rescind Policy .885 Nutrient Pathogen Study with the caveat that we will work with individual counties if they choose to put it in ordinance.” Motion carried.

Mr. LeBlanc provided a copy of his accomplishments for the past year to be used for his next performance evaluation.

WIC Program Report

Tammy Walters, WIC Program Coordinator, presented an overview of WIC and its growth over the last four years. The caseload as well as the budget has steadily increased, and 3.7 FTE in staff

time have been added. With the present economy, there has been a huge boom in the number of clients coming in for services. The current adjusted contract for FFY2010 is \$1,220,340. Effective October 1, 2009, a new WIC food package was introduced nationwide to meet current dietary recommendations and to make the new food package cost neutral. Revenue from WIC vouchers for our local grocery stores now averages \$4,527,120 per year.

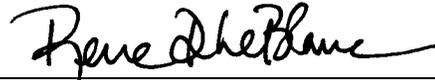
WIC grants are available from the State WIC office for special projects for nutrition education, breastfeeding education and promotion, and staff development. We are utilizing these grants in addition to a new grant to develop a peer counselor program.

MOTION (made by Ms. Fields, second by Ms. Juntunen): “I move that the meeting be adjourned.” Motion carried.



Marypat Fields
Acting Chair

Attest:



Rene R. LeBlanc
District Director

Board Minutes approved on July 21, 2010