

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
September 29, 2010**

Board Members Present:

Marypat Fields
Linda Montgomery
Tom Faulkner
Charles Ritter
Don Clark
Terry Kramer
Angenie McCleary
Peter Curran

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Cheryle Becker, FACH Director
Merl Egbert, Environmental Health Director
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant
Jeremy St Clair, Financial Specialist
Esther Culbertson, Spanish Outreach
Elvia Caldera, Health Education Specialist
Ryan Gustafson, Environmental Health Specialist

Excused:

Cheryl Juntunen

Guests:

KMVT

Minutes

The Board of Health meeting was called to order by Ms. Fields at 1:30 p.m.

MOTION (made by Mr. Faulkner, second by Mr. Kramer): “I move that we approve the minutes of the August 25, 2010, Board of Health meeting.” Motion carried.

Correspondence included a letter sent to the Legislative Services Office (LSO) documenting our compliance with accounting principles for our recent audit along with a memo from LSO with a weblink for Board members to access the audit report. A letter from Commissioner Brown, Chair of the Idaho Association of District Boards of Health, to Senator Robert Geddes concerning progress on the IDEQ action plan was provided. The Idaho Subsurface Sewage Disposal Standard Operating Procedures Manual has been completed and sent for review.

The following District policies were presented for review and signature:

- Policy .011 Reporting of Personnel Issues to Board of Health (change in staff responsibilities)
- Policy .013 Board Member Orientation and Ongoing Training (no changes)
- Policy .017 Non-Discrimination in District Programs and Services (no changes)
- Policy .020 Duties and Authorities (no changes)

MOTION (made by Mr. Faulkner, second by Ms. Montgomery): “I move that we approve Policies .011, .013, .017, and .020 and authorize Ms. Fields to sign them.” Motion carried.

Information and internet links to Idaho Department of Health and Welfare for grant applications and needs assessments were discussed. Depending on election results and funding possibilities, grants

may be available for Title V MCH needs assessment and funding, Home Visiting needs assessment, and Preventive Health and Health Services Block grant.

The Strategic Plan Fiscal Year 2010 Report has been completed and was distributed to Board members.

Operations Report

Ms. Spencer reviewed the August Comparison to Budget report (July and August information for current fiscal year). The District has received half of the State appropriation and all of the Millennium funding. Revenues show that contracts are coming in as expected, but fees and donations are below budget (decreased revenues from fees is built into the budget revision). Expenditures are below budget as no capital outlay expenditures have been made to date. The pass-through account balance is \$1,599,150.

The proposed budget revision proposal was discussed. The proposal is for an increase of \$416,377 which includes a reserve draw of \$475,350 (down from a projected \$519,100 previously presented). Salary savings are expected in personnel with temporary nursing and clerical staff to cover flu clinics. Proposed expenditures for carryover funds include Environmental Health hardware and FACH software, staff training allowance, Jerome carpeting, and Twin Falls HVAC pump repair. The balance of the carryover funds will be applied to the emergency fund (increase of \$50,000 to total \$100,000) and the building fund (increase of \$363,418 to total \$676,000). We are holding on to four vacancies in the event of future funding holdbacks from the State.

MOTION (made by Ms. Montgomery, second by Mr. Ritter): “I move that we approve the FY-2011 Budget Revision proposal as presented.” Motion carried.

Ms. Spencer also reviewed the District Personnel Report as of June 30, 2010. The total FTE is 83.22, the lowest it’s been since June 2002. There are six vacant positions.

MOTION (made by Ms. Montgomery, second by Mr. Ritter): “I move that we [the Board] let the staff know that we appreciate them and their efforts under these difficult times.” Motion carried.

The next Staff Training Day is October 22 at which time a Board representative will express the Board’s appreciation (Mr. Kramer will check his schedule to see if he is available).

Mr. LeBlanc is considering a request to Division of Human Resources for administrative leave for staff the day after Thanksgiving or the day before Christmas. He has also requested staff increases for 13 staff to move them up to 75% of policy.

Administrative Report

Mr. LeBlanc prepared a spread sheet listing all programs in the seven health districts and general support dollars to run them for the past three fiscal years.

Administrative staff are working on plans and presentations for the upcoming Legislative Reception. The date and attendees were discussed.

MOTION (made by Mr. Kramer, second by Mr. Faulkner): “I move that the Legislative Reception and Board meeting be moved to Thursday, November 18, 2010.”

Mr. LeBlanc queried the Board about their preference for regular meeting format and scheduling. Consensus was to continue to hold regular Board meetings on the fourth Wednesday of the month at 1:30 P.M. and schedule them for at least two hours.

Women’s Health Check

Esther Culbertson, Spanish Outreach, reviewed her activities with Women’s Health Check, Susan B. Koman Grant, and 900 Women contracts in all eight counties. Her role is to reach those in the rural areas, the under-served, and minorities who cannot afford health insurance or are underinsured and not able to receive life saving screenings for women. She has been successful in reaching the Hispanic community by targeting health fairs, county fairs and events, soup kitchens, food banks, community gatherings, and local businesses frequented by the targeted populations. The number of women enrolled in the programs has steadily increased. Success stories were shared along with a display board with materials that are distributed.

Tobacco Prevention Contract

Elvia Caldera, Health Education Specialist, reported on the successful campaign to promote smoke-free parks. She and the Twin Falls Recreation Department campaigned to have four parks designated as smoke-free. Two online surveys were conducted to gather community input on the subject. The Twin Falls City Council voted that all city parks will be designated smoke-free within a 50 foot perimeter around playground equipment, picnic tables, and bleachers. SCPHD will provide signs to be posted. Enforcement will be by peer pressure.

Environmental Health Report

Merl Egbert, Environmental Health Director, introduced Ryan Gustafson as the new Environmental Health Specialist in Gooding County.

With State Legislative direction, the seven Public Health Districts have worked towards standardizing procedures and fees in the land programs. A statewide SOP manual (standard operating procedures) has been adopted and will be effective October 1, 2010. Mr. Egbert presented a proposed fee schedule for Board approval. Child Care and Food fees are in statute, and land fees are set and adopted by individual districts. Processes and time requirements for plan review, inspections, and paperwork were discussed.

MOTION (made by Ms. McCleary, second by Ms. Montgomery): “I move that we approve the proposed Environmental Health fees to be effective October 1, 2010.” Motion carried.

A software package for Environmental Health was recently purchased (Paragon), and training has taken place over the past few months. It is scheduled to go online on October 18, 2010, and will cover food, pools, daycare, land development, and solid waste programs along with staff coding.

The Oneida Landfill in Lincoln County is currently operating without a permit. Counties have the right to issue a conditional use permit, and Mr. Egbert suggested a meeting with the County commissioners to develop a resolution.

Family and Children's Health Report

Cheryle Becker, Division Administrator, reviewed activities in her programs. Negotiations on a new Health and Safety contract are underway. This year we have two contracts for Refugee Health Screening. This will be the last year we will have a contract with North Central District Health for education and coordination with the CSI Refugee Center (\$10,000). We have a contract with Health and Welfare for \$95,000 to cover screenings. We will bill Medicaid first, and the difference in our costs and the Medicaid payment will be covered by the State contract.

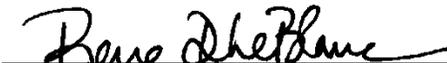
Dr. Fullmer, our Tuberculosis Medical Consultant, recently resigned, and we are having difficulty replacing him. Dr. Hahn and Dr. Rosco from the State are currently helping out until we can find a replacement. Dr. Gregory Ball, the only pulmonologist in our area, has been contacted to see if he could take on our medical consultant duties. Commissioner Kramer asked Ms. Becker to notify him if she needs help working with the hospital to receive support.

**MOTION (made by Ms. Montgomery, second by Mr. Faulkner): "I move that we adjourn."
Motion carried.**

Meeting adjourned at 3:35 PM.



Marypat Fields
Board Chair

Attest: 

Rene R. LeBlanc
District Director

Board Minutes approved on October 27, 2010