

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
January 26, 2011**

Board Members Present:

Marypat Fields
Linda Montgomery
Tom Faulkner
Charles Ritter
Don Clark
Angenie McCleary

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Cheryle Becker, FACH Director
Merl Egbert, Environmental Health Director
Karyn Goodale, PHPP Programs Director
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant

Excused:

Terry Kramer
Peter Curran
Cheryl Juntunen

Guests:

Minutes

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

MOTION (made by Ms. Montgomery, second by Mr. Clark): “I move that we approve the minutes of the November 18, 2010, Board of Health meeting.” Motion carried.

Save-the-Date cards for this year’s IADBH conference in Caldwell were distributed.

Ms. Spencer was recognized for her graduation in December from the Certified Public Manager’s course. The Board congratulated her for her success.

Operations Report

The fiscal report through December 2010 (half way through current fiscal year) shows revenues are strong (55.35%). Fees and donations have picked up with increased food fees and flu shot revenues. Expenditures are at 40% of budget; major capital outlay expenditures and sub-grantee payments have not been made yet. Significant, one-time expenditures are pending in the Operating budget (i.e., clinical software). The pass-through account balance is \$1,292,410 with about \$500,000 in carryover expenses pending and \$240,000 restricted for designated contract purposes.

The official RFP process has been started with the Division of Purchasing for the clinical software. We hope to be finished with the process by mid April.

The investment interest summary shows that the Diversified Bond Fund continues to outperform the JEPF Fund (FY-11 annual return projections of 3.07% and 0.28% respectively).

Ms. Spencer presented the Personnel Report as of December 31, 2010. The total number of employees and FTEs is basically unchanged from the June report. We currently have three vacancies. Personnel activity was reviewed including expired appointments, new hires, promotions, and salary increases.

Part of the District’s contingency planning is discussion on consolidating the Burley and Rupert facilities. Mr. LeBlanc and Ms. Juntunen visited with the Minidoka County Commissioners to

obtain their feelings and recommendations on the possible construction of a new facility to serve both Cassia and Minidoka Counties. The Commissioners expressed their approval of taking the proposal to the Board for further evaluation and planning for the future. Commissioner Kramer requested to look at the Burley facility rental contract that expires in September 2015. Consensus was to authorize Mr. LeBlanc to start looking for land in the right location that would be suitable for building or an existing property for remodel.

With funding available from a PHER contract amendment (\$45,000), Ms. Spencer presented a proposal to expand our storage capacity to accommodate the PHP medications, personal protective equipment, anti-viral cache, and potential SNS pharmaceuticals. We are working with an architect to come up with an effective, cost-efficient plan (adding onto the building, remodeling existing space, or a combination of both). The contract funds need to be expended by the end of the fiscal year.

Ms. Spencer introduced a proposal of replacing some old office furniture in cubicles in Twin Falls and Jerome with modular furniture. Recently WIC has utilized modular furniture which has proven very functional and space saving. Depending on results of the JFAC budget allocation, she proposed a reserve draw of about \$100,000 to purchase similar modular units to increase efficiencies and provide a better use of space. This would require a reserve draw but would complete updates in infrastructure to our buildings. A budget revision to include the purchase of the modular furniture could be brought to the Board in March.

MOTION (made by Ms. Montgomery, second by Ms. Juntunen): “I move that we allow Ms. Spencer to proceed with the procurement of cost estimations for the March meeting.”

Discussion: Commissioner Kramer requested that if we do something of this scale, we should put it out to bid. He also suggested that the project be phased in over three to five years. He supported the idea of developing a plan and starting out with the Jerome office. Mr. LeBlanc mentioned that a lot of legwork had previously been done, but now it is time to get a bid and develop a plan on how we would like to implement it. The recommendation is to come back in March with information on multiple possible vendors and potential options of phasing in the project over at least a three year time frame. After discussion, the motion on the floor carried.

Administration Report

Mr. LeBlanc reviewed the Governor’s recommended budget for the public health districts of \$8,022,400. Our portion of the decrease would be about \$39,000. The Millennium funding is a separate appropriation. Depending on JFAC recommendations, our district should be okay with new program efficiencies and lower personnel costs due to vacancies. Contingency plans have been developed in the event of further funding cuts.

At their recent meeting, the Trustees voted to recommend Commissioner Faulkner be appointed to the Governor’s Healthcare Advisory Group.

The Public Health Districts did not propose any legislation this year; but legislation of interest to us includes immunization rules, day care rules, tobacco tax increase, and two pieces of pharmacy legislation.

The pharmacy legislation that the Board felt they could support will allow pharmacists to give immunizations without the oversight of a medical doctor. This change could provide better access

to clients, but probably only to adults. The draft letter for Board approval would support both pieces of legislation; the Board would like the letter to be revised to support IDAPA 27.01.01.

MOTION (made by Ms. Juntunen, second by Ms. Montgomery): “I move that we support the pharmacy rule 27.01.01-1002.” Motion carried.

Mr. LeBlanc will redraft the letter and return it to Mr. Krosch, Chair of the Public Health District Directors Association.

Program Prioritization

Mr. LeBlanc presented a FY-2010 Revenue/Expense by Program document showing all district programs and the costs of providing them. Programs were sorted by categories (mandated/delegated, core public health, contracts, and local Board of Health options). Programs also had a designation of whether we are the sole source provider or if there are multiple providers. Division Directors/Managers presented information on program efficiencies put into practice or being investigated.

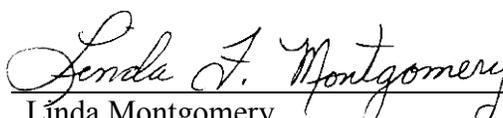
Ms. Becker hopes to restructure staffing in Family Planning by hiring a Nurse Practitioner or Physician Assistant to do clinics as well as program management. She is also researching the feasibility of using telemedicine. The number of District immunizations is down, and the future direction of the program is being reviewed. All programs need to be managed by workload and not coding. Cost containment is the focus for the FACH division.

Mr. Egbert reviewed the Environmental Health programs (most of which are statutory) and how the new software, Paragon, has created efficiencies for Environmental staff as well as clerical staff. The workload in the land programs has significantly decreased due to the current economic climate. Through attrition, staffing has been adjusted to meet the workload. Food fees revenues are increasing incrementally as legislation is implemented; day care and public water system contracts are providing funding to cover all costs.

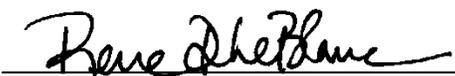
The Public Health Promotion and Preparedness programs (contracts) are supporting themselves as reported by Ms. Goodale. Staff are being cross trained in programs to prepare for the worst if it should happen. The District is partnering with existing health promotion coalitions to address our contract/agenda items.

Board members were requested to check their April schedules in the event that it would be beneficial to move the date to April 20 to allow more time for County Commission visits.

Meeting adjourned at 3:40 PM.



Linda Montgomery
Board Vice-Chair

Attest: 

Rene R. LeBlanc
District Director

Board Minutes approved on February 23, 2011