

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT  
BOARD MEETING  
September 28, 2011**

**Board Members Present:**

Marypat Fields, Chair  
Linda Montgomery, Vice Chair  
Tom Faulkner, Commissioner, Trustee  
Terry Kramer, Commissioner  
Charles Ritter, Commissioner  
Don Clark  
Cheryl Juntunen  
Angenie McCleary, Commissioner (conference call)

**District Staff Present:**

Rene R. LeBlanc, Director  
Bonnie Spencer, Deputy Director  
Cheryle Becker, FACH Director  
Craig Paul, EH Lands Program Coordinator  
Karyn Goodale, PHPP Programs Director  
Jeremy St Clair, Financial Specialist  
Kathlyn Egbert, Management Assistant  
Elvia Caldera, Health Education Specialist

**Excused:**

Peter, Curran, MD

**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 Commissioner Kramer): “I move that we approve the minutes of the August 24, 2011, Board of Health meeting.” Motion carried.**

Board members who attended the NALBOH conference shared highlights of the event and the presentations. Ms. Montgomery prepared a written report on the sessions she attended. Consensus was that the conference was excellent, educational, and well worth the time and expense to attend. Ms. Fields felt the importance of doing an annual Board self-assessment and developing a better tool to conduct the Director evaluation was reinforced. How to mentor new Board members and keep stability is also a process to be evaluated. Commissioner Faulkner found the workshops addressing major health factors such as smoking cessation and obesity along with health care costs to be of particular interest for public health to promote. Accreditation and its associated cost is an issue that needs to be studied. A CD of presentations will be made available to Board members not able to attend.

**Administration Report**

Commissioner Faulkner received an inquiry from someone interested in purchasing the west portion of our property in Gooding. Board consensus is that the parcel is not being used, and it would be good to have someone build something appropriate there. The land would need to be surveyed by the city before proceeding.

**MOTION (made by Commissioner Kramer, second by Ms. Montgomery): “I move that we pursue selling the parcel on the west side of the Gooding facility.” Motion carried.**

For strategic planning preparation, Mr. LeBlanc reviewed our current vision statement with our vision, mission, goals, and values. A recommendation was to add “Prepare” as part of our mission. Board members were asked to review the document before the next meeting for further discussion. The Directors’ group will be looking at a strategic map at their meeting in October; we can then refine our document to create clarity as we standardize across the state. Our State Strategic Plan is going to be modified again to align with the National Prevention Strategy.

The Standards and Measures document from the Public Health Accreditation Board (PHAB) was briefly reviewed (domains, standards, and measures). The recommendation is to pick a domain to review and discuss at each of the upcoming Board meetings. It may take 18 months to go through each of the standards and measures. Domain 1 addresses community health needs assessments. The Affordable Care Act requires hospitals to do an assessment; the Public Health Districts are looking at partnering with the Idaho Hospitals Association and our local hospitals to do these assessments.

The Legislative Reception will be held on November 16, 2011. Save the date cards have been mailed, and we will follow with a letter and agenda. The Board of Health meeting will follow the reception.

Mr. LeBlanc, Ms. Spencer, and Ms. Egbert attended the DHR Fall Conference. Governor Otter opened the conference by offering his support to Vicki Tokita, new Division Administrator, and spoke of the importance of her new projects. There were presentations on the online performance management system, the value of human resource functions by a Hay Group representative, reports on PERSI and Group Insurance, a demonstration of an HR Law website, and a webcast on the importance of personnel documentation. Instruction from Vicki Tokita was to update our compensation plans in preparation for a potential CEC recommendation from the Governor.

### **Family and Children’s Health Report**

Ms. Becker reported that the District will be hiring a full-time nurse to help with home-visiting for the Early Head Start contract. We anticipate that this contract will increase. Our Title X Family Planning contract was reduced by about 10%; we are seeing fewer clients as we have been unable to find a full-time clinician. We continue to have many clients wanting services through the Women’s Health Check contract, and we anticipate an increase in funding with the upcoming contract.

Everybody in town is giving flu shots, so we only ordered about half of our regular doses of flu vaccine this year. We have been doing clinics at senior centers and will be completed by the end of October. We are almost out of vaccine for our office clinics at which point we will make referrals.

### **Environmental Health Report**

Craig Paul, Lands Program Coordinator, discussed new developments within the Environmental Health Division. We received an FDA grant to help us achieve FDA Standard 7 – Industry and consumer outreach and education. Our focus will be on farmers’ markets, educating participants on how they can do better; there may be some farm visits involved. The online public search for restaurant inspections has had some problems with the installation of the new software. It is close to going live again; a press release and advertising will be done to notify the public.

## Public Health Prevention and Promotion

Ms. Goodale announced that Georgia Ford, PHP Planner, is retiring and invited Board members to attend the retirement lunch. Ms. Ford is interested and may be available to return temporarily to assist with full-scale exercises this next year. We have two staff (Merl Egbert and Tami Pierson) attending the two-day training on Mass Antibiotic Dispensing. PHP staff have submitted six grants for additional program funding. The joint health districts just submitted an application to the Idaho Millennium Fund for \$750,000 for a prevention and educational component in addition to the current cessation program for teens and pregnant women.

Ms. Caldera presented a slide show giving the highlights on the very successful Fit and Fall Fun Walk held on September 17. There were 81 participants of all ages from across the valley that attended. She thanked the many volunteers and businesses that donated their services and prizes.

## Operations Report

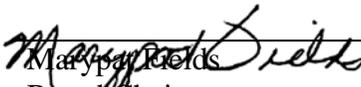
Ms. Spencer reviewed the comparison to budget report for August (17% of the fiscal year). Regular revenue sources were very close to the 17% mark; expenditures were just a little below. The ending cash balance at the end of the month was \$2,911,712. The pass-through account balance was \$1,352,026.

The budget revision presented shows a total budget increase of \$416,053 with increases in personnel costs, operating expenses, sub-grantee payments, and general capital outlay, and a reserve draw. The reserve draw of \$363,806 is for special projects discussed at last month's meeting. The available reserve at the end of FY 2011 of \$795,100 was calculated as follows: \$769,500 in FY 2011 budget savings and \$41,900 in carryover from the prior fiscal year. After deducting \$16,300 for obligated funds (unearned revenues FY 2011), the total available reserve is \$795,100. The total proposed reserve draw of \$363,806 is comprised of \$236,300 in new FY 2012 expenditures, \$147,200 in pending FY 2011 expenditures, minus \$19,694 in budgetary adjustments. The balance of the available reserve would be divided into \$331,294 for building fund replenishment and \$100,000 to establish a personnel fund.

**MOTION (made by Ms. Juntunen, second by Commissioner Ritter): "I move that we approve the proposed Fiscal Year 2012 budget revision." Motion carried.**

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

Meeting adjourned at 3:25 p.m.

  
Mary Jo Fields  
Board Chair

Attest:   
Rene R. LeBlanc  
District Director

Board Minutes approved on October 26, 2011