

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

Board Members Present:

Marypat Fields, Chair
Linda Montgomery, Vice Chair
Tom Faulkner, Commissioner, Trustee
Charles Ritter, Commissioner
Don Clark
Cheryl Juntunen
Angenie McCleary, Commissioner
Peter Curran, MD (by conference phone)

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Merl Egbert, Environmental Health Director
Mary Jensen, EPI Program Manager
Karyn Goodale, PHPP Programs Director
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant
Stacie Benkula, FACH Program Manager
Jilynn Aldridge, RN

Excused:

Charles Ritter, Commissioner
Terry Kramer, Commissioner

Guests:

Jay Allen, PHFE Consultant

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 September 28, 2011, Board of Health meeting.” Motion carried.

The Department of Administration Office of Group Insurance recently notified State agencies that employees will receive a two-month premium holiday for medical and dental plans. Premium holidays are made possible by utilizing excess reserve funds to pay down premium amounts. This year’s premium holiday will take effect for the months of November and December.

Stacie Benkula, FACH Program Manager, introduced Jilynn Aldridge, a new nurse hired in October. Ms. Aldridge comes to the District with good experience in maternal-child health and will be working in family planning and nurse-home visit programs.

Administration Report

An IAB resolution banning the sale, distribution, and use of electronic cigarettes to minors was adopted in June 2011. Legislation for the 2012 session is expected to be introduced by Senator Hammond and Representative Nonini from northern Idaho to ban e-cigarettes for minors.

The legislative reception invitation letter and proposed agenda was provided for Board member information. Ms. Lierman presented the annual report that will be part of the legislative packets, and packet materials were reviewed by Mr. LeBlanc.

Mr. Leblanc discussed the District Vision, Mission, Goals, and Guiding Principles and Values document and proposed updates. He used the Public Health Accreditation Board's (PHAB) domains to rewrite the goals. Domains are groups of standards that pertain to a broad group of public health services. "Prepare for disasters" will be added to the Mission statement. Board members were asked to review the revised document and identify other changes they would like to be made. It was requested that suggested changes be emailed to the management assistant and director for inclusion in the next draft to be presented at the January 2012 meeting. It was recommended that senior staff also be given the opportunity for input.

The State Strategic Plan Work Group met last week to go through the plan to update the language and to look at the matrix. Plans are to revamp the document for approval next summer. Mr. Egbert represents our District and Environmental Health in this work group. Mr. LeBlanc serves as one of four District Director liaisons to the work group.

The District's Policy .233 Salary Administration has been updated by Mr. LeBlanc. He added IDAPA references to the original policy. Two protocols were added (Pay Increase Matrix and Time in Grade Compensation Schedule).

MOTION (made by Ms. Juntunen, second by Ms. Montgomery): "I move that we approve the updated salary administration policy." Motion carried.

Operations Report

Ms. Spencer discussed the comparison to budget report through September (25% of the fiscal year). Total revenues are at 30% of budget and includes half of the State funding and all of the Millennium Fund and revenues from the sale of surplus vehicles. Environmental Health revenues are a little low but food permit fees will be coming in over the next two months. No reserve draws have been made. Expenditures are at 24% with no big, one time expenditures for the carry over projects being made yet. No capital or sub-grantee payments have been made.

The bid for the modular furniture project in the Twin Falls came in about \$7,200 over the Board approved amount of \$90,000.

MOTION (made by Ms. Montgomery, second by Ms. Juntunen: "I move that we approve the additional expenditures for the modular furniture and to proceed with the project." Motion carried.

The ending cash balance is \$2,721,846, and the pass through account balance is \$730,866.

PIO Report

Ms. Lierman reported on newspaper ads that ran in the Times News and Idaho Mountain Express over the summer. The decision was made to run ads along with press releases as media outlets don't always pick up and run the press releases. We have a yearly contract for ads with the Times News which we may increase to allow for larger ad space. We have also been running online ads with Idaho Mountain Express, but their annual fee is increasing substantially. Ms. Lierman is looking into advertising with the Buhl Herald, The Voice, and the weekly mailer in the Mini-Cassia area. It was recommended that she could also check with the Camas Courier and Super Ads.

We recently participated in the Magic Valley Health Fair sponsored by St. Luke's Magic Valley. Ms. Fields expressed that if we are participating in health fairs and providing a service that our name should be on the flyers. Consensus of the Board is that we should participate in area health fairs and make ourselves more visible.

Insight Implementation Report

Ms. Spencer gave an update on the progress of implementing the new clinical software (Insight). Current efforts have been in reviewing all the modules and information for tables. A system administration meeting will be held on November 8, 9, and 10 with Netsmart representatives. Plans are to do end-user training in January and go live on February 13, 2012. We recently applied for a \$10,000 interoperability grant from IRIS. We will need to get the Insight immunization module and IRIS component up, operational, and tested by February 1, 2012. We are working with Public Health Foundation Enterprises (PHFE) for project management and independent software verification and validation. Ms. Spencer introduced Jay Allen, a PHFE consultant, who will help us integrate all of our different systems. We are also working with the Idaho Health Data Exchange which will eventually help public health to exchange information with hospitals.

Other Business

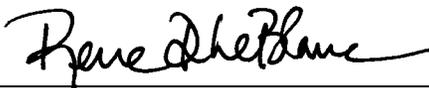
Commissioner McCleary informed the Board that Blaine County and Legislative District 25 legislators will be holding a town hall meeting to discuss legislative issues. Public health will be represented by Ms. Fields, Board Chair, along with lead staff from the Bellevue and Gooding offices. Her area legislators would like us to look at coordinating our Legislative Reception with other area legislative days due to time and travel costs.

MOTION (made by Ms. Montgomery, second by Commissioner Faulkner): "I move that we go into executive session as authorized by Idaho Law 67-2345(a) for the purpose of discussing personnel issues." Roll call vote: Ms. Montgomery, yea; Ms. Juntunen, yea; Commissioner Faulkner, yea; Commissioner McCleary, yea; Mr. Clark, yea; Dr. Curran, yea; Ms. Fields; yea. Motion carried.

The Board returned to open session, and the meeting adjourned at 3:25 pm.



Marypat Fields
Board Chair

Attest: 

Rene R. LeBlanc
District Director

Board Minutes approved on November 16, 2011