

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
January 25, 2012**

Board Members Present:

Marypat Fields, Chair
Linda Montgomery, Vice Chair
Charles Ritter, Commissioner
Angenie McCleary, Commissioner (phone call)
Terry Kramer, Commissioner
Don Clark
Cheryl Juntunen
Peter Curran, MD

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Karyn Goodale, PHPP Programs Director
Amy Lierman, Public Information Officer
Eric Myers, Facility Foreman

Excused:

Tom Faulkner, Commissioner, Trustee

Guests:

Robert Kunau, Cassia County Commissioner
Roger Morely, Jerome County Commissioner
Jay Michaels, KMVT

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. Ritter): “I move that we approve the minutes of the November 16, 2011, Board of Health meeting.” Motion carried.

Operations Report

Ms. Spencer reviewed the December 2011 comparison to budget report (half way through the fiscal year). Revenues are at 52% of budget with no draw on the reserve account. Fees and donations are at 65.77% with annual renewal of food permits and flu clinic revenues coming in strong. Contracts are coming in as expected. Overall expenditures are at 42.19% of budget. Personnel expenses are a little under, and operating is really low as several carryover projects are still pending. The decision to hold off on any additional software consultation services has been made. Capital outlay will go up in January with the completion of the modular furniture installation. Subgrantee payments will go up in April and May. The ending cash balance is \$3,018,416, and the pass-through account balance is \$1,027,436.

The investment accounts summary continues show the Diversified Bond Fund outperforming the JEPA Fund (2.92% and 0.24% respectively).

The Client Account Collection Activity quarterly report (October through December 2011) shows that we received \$433.56 of the \$1,245.72 submitted to the collection agency. We adjusted 35 account balances by \$820.80. The majority of the adjustments are for our refugee clients (TB and immunization services).

The personnel report ending as of December 31, 2011, was reviewed by Ms. Spencer. The highlight of the report is that the District was able to process 57 temporary salary increases and 16 bonuses. There has been little change in the total number of employees and FTEs over the last year. Currently there are four vacancies, but we are not recruiting for them at this time. Eleven staff left the agency in the last six months; eight new staff were hired along with three rehires. We have a net of three positions that were deleted due to consolidations, and a couple more deletions are anticipated by the end of the fiscal year. The FACH division has realigned and reapportioned the work load rather than hiring at this time.

Ms. Spencer provided an update on facility projects overseen by Eric Myers over the last year. The focus has been on the Twin Falls and Jerome offices.

The Environmental Health fee schedule was recently updated to include a permit transfer fee. Also, with new requirements for inspections of satellite kitchens in schools, a fee structure was revised to cover main kitchens and service only kitchens.

Questions were raised about permits and inspections of mobile units. Information will be brought to the next Board meeting to clarify the fee and permitting process.

MOTION (made by Ms. Montgomery, second by Commissioner Kramer): “I move that we approve the revised environmental fee schedule as discussed.” Motion carried.

Ms. Spencer provided an update on the new clinical software implementation (Insight). We selected to do a phased implementation, and we are in the middle of the end-user training of Phase 1. We will go live with the first phase on February 13. This has been a challenging process as the software is very different from what staff are used to using and the lack of customer support from Netsmart. Ms. Spencer is confident that the software will work well for us.

The District staff have been challenged with many recent changes in software. Environmental Health just completed the switch to Paragon; clinical staff are in the middle of Insight implementation; and WIC staff recently completed WISPr training with implementation scheduled for February 1. Ms. Spencer would like to recognize staff and the stress involved in this process along with a possible celebration activity at the conclusion of the Insight implementation.

Administration Report

Mr. LeBlanc reported on the JFAC presentation that went well. This year the Governor's recommendation is to boost the State's general fund by 2.2%. This would put the joint seven health districts a little over the \$8 million mark (\$2.5 million less than for FY 2009). A Trustees' call was made immediately afterwards. The Government Affairs Committee calls with IAC are scheduled for Thursdays. Shirley Greene is the Chair for the Trustees and will inform us if there is a need for a call. Bills of public health interest are HB 370 Medical marijuana and HB 405 E-Cigarettes. A decision will be made as to whether the Boards of Health will actively support these bills or remain neutral. Dr. Curran's personal opinion is that it is a bad idea to allow medical marijuana even though there are valid medicinal uses for it. His concern is that the distribution of medical marijuana tends to flow over into the general population, and that marijuana use will go up with adverse health effects. In light of the District's mission statement and goals, it may be worth discussing the issue at a future meeting.

The draft revised Vision, Mission, and Values document was discussed. Mr. LeBlanc requested that the Board review it and provide feedback before adopting the document at the next meeting. Ms. Juntunen encouraged that the document be shared at a staff meeting or other venue so staff can see how what they do every day fits into the vision, especially the front end staff.

Mr. LeBlanc presented a matrix for the proposed employee compensation increase. The temporary merit increases have expired, so salaries will revert back by 4%. He asked the Board to consider and approve an average 4% permanent increase using a matrix based on performance and market to be effective January 22, 2012.

MOTION (made by Ms. Montgomery, second by Ms. Juntunen): “I move that we approve that permanent merit increases be given to staff based on the FY2012 Pay Increase Matrix.” Motion passed unanimously.

Health Heroes Planning

Ms. Lierman, PIO, presented the plans for the upcoming Health Heroes campaign. A poster has been created to solicit nominations that will be strategically posted in the community. Nominations will be available for completion on line; Board members are encouraged to participate in the nomination process. The plan is to host a luncheon with awards.

MOTION (made by Commissioner Kramer, second by Commissioner Ritter): “I move that go into executive session as authorized by Idaho Law 67-2345(b) for the purpose of discussing personnel issues.” Roll call vote: Linda Montgomery, Jerome County, aye; Charles Ritter, Lincoln County, aye; Don Clark, Cassia County, aye; Cheryl Juntunen, Minidoka County, aye; Peter Curran, Medical Consultant, aye; Terry Kramer, Twin Falls County, aye; Marypat Fields, Camas County, aye; Angenie McCleary, Blaine County, aye.

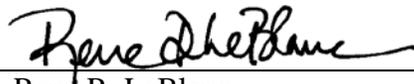
The Board returned to open session.

MOTION (made by Ms. Montgomery, second by Commissioner Kramer): “I move that District Director, Rene LeBlanc, be granted a permanent salary increase of 5% in recognition of his outstanding performance in effectively managing the resources and employees of the district, and the Director be allowed to use his discretion as to what to grant other non-classified staff, and this is to be effective this pay period.” Motion passed unanimously.

The meeting was adjourned at 3:00 p.m.



Marypat Fields
Board Chair

Attest: 

Rene R. LeBlanc
District Director

Board Minutes approved on February 22, 2012