

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
October 23, 2013**

Board Members Present:

Linda Montgomery, Chair
Charles Ritter, Vice-Chair
Tom Faulkner, Commissioner, Trustee
Cheryl Juntunen
Don Clark
Angenie McCleary, Commissioner
Terry Kramer, Commissioner
Pamela Jones
Peter Curran, MD

District Staff Present:

Rene R. LeBlanc, District Health Director
Cheryle Becker, FACH Administrator
Merl Egbert, Env. Health & Preparedness Director
Jeremy St Clair, Financial Specialist, Principal
Karyn Goodale, Community Health Director
Jeff Pierson, Information Management Director
Eric Myers, Business Operations Specialist
Amy Lierman, Public Information Officer
Angie Tamayo-Wojcik, Human Resource Assoc.
Marycarol Kennell-Waynetska, Technical Writer

Excused:

Guests:

Cheryl Binda, Binda Consultants
Roger Morley, Commissioner

Minutes

The Board of Health Meeting was called to order by Mrs. Montgomery at 1:30 p.m.

Consent Agenda

Mrs. Montgomery called for approval of the consent agenda to approve the September 25, 2013, Board of Health minutes, the fiscal report for September 2013 for filing, contingency planning for the Idaho Public Health Districts, and division reports. Mr. Ritter called for the removal of item A, Board Minutes.

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): “I move that we approve the consent agenda with the exception of Item A.” Motion carried.

Consent Agenda Summaries

Fiscal: The Comparison to Budget report shows contract revenues coming in strong with fees and donations a little lower than expected. Personnel expenditures and operating are on target. The current pass-through balance is \$671,829.

Contingency Planning: Weekly updates are being submitted to the Governor regarding impacts to daily operations as a result of the federal shutdown. All public health districts agreed to continue operations through October 2013.

Information Management: The division is currently working on the Districts annual report, the legislative reception in November, and plans for the 2014 Idaho Association of District Boards of Health conference in Sun Valley.

FACH-Epidemiology: During September, several cases of cryptosporidiosis were reported in the district, possibly linked to people eating unwashed fruit from local berry farms. Reports of West Nile Virus infections have increased in 2013. SCPHD continues to promote the “Fight the Bite” information for disease prevention.

Community Health: The WIC program has received contingency and reallocation funds to continue to provide vouchers and clinical services through the end of October.

Business Operations: The Twin Falls facility has begun to include moving doors to provide staff security. Maintenance agreements have been signed for the three new emergency generators. An application has been submitted to receive an incentive of \$905 from Idaho Power for lighting retrofitting. A new Maintenance Craftsmen position has been established with plans to hire soon.

Budget Revision

Mr. St Clair presented the FY 2014 Budget Revision Proposal which is up slightly from the original budget presented in May (\$107,255). The estimated expenditure category reflects decreases in personnel costs, sub-grantee payments, and building capital outlay and increases in operating and capital outlay general. To balance the budget, revenues include no changes in county and State general funds and increases in contracts, fees/donations, and reserve draw. The total proposed budget is \$6,436,787.

MOTION (made by Mrs. Juntunen, second by Mr. Ritter): “I move that we approve the revised budget for Fiscal Year 2014.” Motion carried.

The JEPA and Diversified Bond Fund Accounts Comparison report shows that interest rates for both accounts have gone down significantly over the past few years. The current JEPA fund return is 0.12% and the Diversified Bond Fund is 2.15%.

Strategic Planning

Cheryl Binda, facilitator for the strategic planning process, reviewed the context and process used to develop the draft Strategic Plan for SCPHD – January 2014 to December 2019. The outcomes to work toward are to 1) envision what public health will look like in the future with a moving target (the Affordable Care Act), 2) focus on prevention instead of treatment, 3) be proactive instead of reactive, and 4) learn how to allocate limited funds. Preliminary surveys were completed by administrative staff followed by a full-day of strategic planning on June 18 to identify goal areas and to review the gap analysis. The second full-day meeting was on August 20 to identify specific goals, objectives, tasks, matrix, and responsibility. This process resulted in the draft strategic plan being discussed today. The draft will be introduced to supervisors on October 24 along with a training on communication and management change. The plan is a living document and can grow and change as needed.

Mrs. Juntunen encouraged the Board members to keep the Strategic Plan document in front of them and to design future Board agendas based on the plan with quarterly reports on progress of goals and strategies. This would promote accountability and assist in planning for the Board Self-Assessment using the NALBOH tool. A gant chart will be prepared to show timelines. Next steps are to complete the community improvement plan after analyzing the community health assessment surveys presently being conducted.

MOTION (made by Mrs. Juntunen, second by Commissioner Faulkner): “I move that we approve the Strategic Plan for January 2014 to December 2019.” Motion carried.

Other Business

The September minutes were reviewed for recommended edits for clarification.

MOTION (made by Mr. Ritter, second by Mrs. Jones): “I move that we approve the minutes of the September 25, 2013, Board of Health meeting as corrected.” Motion carried.

The next Board of Health meeting is scheduled for November 13, 2013, in conjunction with the Legislative Reception. The draft agenda for the Legislative Reception is D.1-3 in the consent agenda.

With Board approval of the Strategic Plan, the annual report will be updated to reflect the new vision and mission statement. If there are any other corrections or recommendations, Board members were asked to contact Mr. LeBlanc by Friday, October 25, 2013.

MOTION (made by Mrs. Jones, second by Commissioner McCleary): “I move that we go into executive session as authorized by Idaho Law 67-2345 (b) for the purpose of discussing personnel issues.” Roll Call: Blaine, aye; Gooding, aye; Minidoka, aye; Twin Falls, aye; Lincoln, aye; Cassia, aye; Camas, aye; Jerome, aye. Motion carried.

The Board returned to regular session and adjourned.


Linda F. Montgomery
Board Chair

Attest: 
Rene R. LeBlanc
District Director

Board Minutes approved on November 18, 2013