

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
February 27, 2013**

Board Members Present:

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

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Cheryle Becker, FACH Administrator
Merl Egbert, Environmental Health Director
Jeremy St Clair, Financial Specialist, Sr.
Susie Beem, Health Ed Specialist
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant

Excused:

Guests:

Jeff Hepworth, Attorney

Minutes

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

MOTION (made by Mr. Ritter, second by Mr. Clark): “I move that the Board of Health meeting minutes for January 23, 2013, be approved.” Motion carried.

Correspondence included copies of the Health Heroes ad, Smokefree Idaho flyer, and Idaho Sequestration Impact documents prepared by The White House. Documents were discussed.

MOTION (made by Ms. Juntunen, second by Commissioner McCleary): I move that we approve the placement of the Public Health logo on the Smokefree Idaho promotional materials.” Motion carried.

District Policies Review

Policy .011 Reporting of Personnel Issues to Board of Health
Policy .013 Board Member Orientation and Ongoing Training
Policy .015 Employee Conduct and Conflict of Interest
Policy .017 Non-Discrimination in District Programs and Services
Policy .020 Duties and Authorities
Policy .228 Reimbursement of Employee Moving Expenses
Policy .230 Harassment-Free Workplace

To honor diversity and ensure protection of staff, the Board discussed adding sexual orientation to the Harassment-Free Workplace policy. It was recommended to also add this to the District hiring policy.

MOTION (made by Ms. Juntunen, second by Commissioner Kramer): “I motion that sexual orientation be added to Policy .230 Harassment-Free Workplace under verbal or written conduct and bring back to the next Board meeting for review.” Motion carried.

The Board directed staff to review hiring policies and program/services non-discrimination policies for current state and federal guidelines; investigate wording and be specific. Provide the definition of harassment. The Board requested that Ms. Spencer research and provide specific examples of other agency policies for Board member review (via email).

MOTION (made by Commissioner Kramer, second by Ms. Juntunen): “I move that we table further discussion of the policies until the March meeting.” Motion carried.

All policies requiring the Board Chair signature will be reviewed at the March meeting. Recommendation was made to review them annually at the same time of the year. Staff were encouraged to review and keep all policies up-to-date annually.

Operations Report

Ms. Spencer reported on the status of the Twin Falls generator. Our generator policy through the Bureau of Risk Management will cover the generator after the \$5,000 deductible. Our Facility Foreman is researching options for a rebuilt engine or replacing the entire generator. Once the engine is replaced, Risk Management will have an engineer come in and take possession of it, and may seek restitution from Kohler (at a later date). We are holding off on the purchase of generators for the Gooding and Bellevue offices until this is resolved.

Modular furniture has been purchased and will be installed in the clinic/WIC reception areas in Twin Falls. With the expansion of WIC staff in the Bellevue office, we are getting bids on additional cubicle furniture to make the space more efficient.

Ms. Spencer informed the Board that she received the signed lease from the party farming our recently purchased Heyburn property.

Mr. St Clair reviewed the comparison to budget report reflecting 58% of the fiscal year. Contract revenues are a little over budget as well as fees and donations. Expenditures are a little low with several outstanding projects not being completed. Personnel expenditures are right on budget. The pass-through account balance is \$1,227,594. In January, the JEPF Fund investment account paid .21% interest; the Diversified Bond Fund paid 2.01% interest. Commissioner Kramer would like a copy of the monthly statement of the bond funds.

MOTION (made by Commissioner Faulkner, second by Ms. Jones): “I move that we accept the fiscal reports for filing.” Motion carried.

Administration Report

Mr. LeBlanc reviewed the draft minutes of the February Trustee conference call. One item of concern is HB 144 that would reduce the amount of casing for drinking water wells. The public health districts are opposed to this legislation. Commissioner Kramer is on the groundwater quality committee that also has concerns and has developed a white paper defining some of the issues. He will send copies of the document to the Board members and Director.

A letter of support from the public health districts for NALBOH to receive CDC grant funding for capacity-building activities was reviewed.

Mr. LeBlanc reviewed the FY2013 State Appropriation Distribution Summary of Comparison of Methods documents (67% county match, 18% population, 15% poverty). Tables comparing the FY2012 and FY2013 distribution requested by the Legislative Services Office (LSO) were discussed. The Trustees voted for the FY2013 formula which will be used in preparing the FY2014 budgets. The draft public health districts' appropriation prepared by the LSO office for FY2014 was distributed (\$8,232,500, a 1.2% increase from FY2013). It includes additional funds for changes in employer health insurance costs.

The Board agreed to amend the agenda and go into executive session.

MOTION (made by Commissioner Kramer, 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: Twin Falls, aye; Jerome, aye; Camas, aye; Blaine, aye; Lincoln, aye; Minidoka, aye; Gooding, aye; Cassia, aye. Motion carried.

The Board returned to regular session.

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): "I move we appeal the personnel commission decision to District Court." Motion carried (eight aye, one nay).

Family and Children's Health Report

Ms. Becker reviewed the history of our HIV contracts and services with the Juvenile Detention Center in Twin Falls. Our current contract does not provide funding for education and testing; but by Board direction, services are being provided using district funds.

MOTION (made by Commissioner Kramer, second by Commissioner McCleary): "I move that we continue funding the HIV/STD education at the Snake River Juvenile Detention Center." Motion carried.

Ms. Becker informed the Board that our recently hired physician assistant (PA) has resigned. With the uncertainty of continued grant and contract funding and the Affordable Care Act, the question of hiring another PA to grow the family planning program has been raised. Due to the lack of consistent PA staffing over the past few years, the number of family planning clients has significantly decreased. Ms. Becker has interviewed two candidates for the position and needs Board direction before hiring one of them. The PA would also assist with the Refugee and BCC programs. The Board discussed options and the potential need to rely on more District support to run the program.

MOTION (made by Commissioner McCleary, second by Mr. Ritter): "I move that we attempt to hire a physician assistant and continue the family planning program." Motion carries (with eight aye, one nay).

Other Business

Ms. Montgomery confirmed that the District is still working with CSI on setting up a follow-up work climate assessment using the same tool that was used three years ago. The timing of the survey was discussed with consensus that it should be done now.

MOTION (made by Commissioner Kramer, second by Commissioner McCleary): "I move that we repeat the work climate assessment now." Motion carried.

Mr. Ritter, Vice-Chair, will chair the March meeting as Ms. Montgomery will be out of town and joining by conference call.

Ms. Egbert was requested to schedule the County budget proposal visits and inform Board members of dates and times.

Meeting adjourned at 3:55 p.m.

Charles Ritter for L.F.M.
Linda F. Montgomery
Board Chair

Attest: Rene R. LeBlanc
Rene R. LeBlanc
District Director

Board Minutes approved on 3/27/13