

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

Board Members Present:

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

District Staff Present:

Rene R. LeBlanc, Director
Bonnie Spencer, Deputy Director
Merl Egbert, Environmental Health Director
Mary Jensen, Epi Program Manager
Jeremy St Clair, Financial Specialist, Sr.
Karyn Goodale, PHPP Program Manager
Amy Lierman, Public Information Officer
Kathlyn Egbert, Management Assistant
Stacy Benkula, MCH Program Manager
Tami Pearson, PHP Planner, Sr.
Angie Durham, PHP Planner

Excused:

Angenie McCleary, Commissioner

Guests:

Sheryl Koyle, Minidoka County Commissioner
Jeff Hepworth, Attorney

Minutes

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

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): “I move that the Board of Health meeting minutes for February 27, 2013, be approved.” Motion carried.

Correspondence included a flyer for the General Staff meeting on April 5 and an announcement of the retirement of Richard Horne, Director of Eastern Idaho District Health.

A request was received from Southeastern Idaho Public Health for a tentative attendance headcount for the upcoming IAB Conference. (Board Members indicating plans to attend are Ms. Montgomery, Mr. Ritter, Commissioner Faulkner, Commissioner Kramer, Mr. Clark, Ms. Jones, and Ms. Juntunen.)

District Policies Review

Ms. Spencer discussed the changes made to the personnel policies to reflect that the District complies with all State and Federal statutes, regulations, and codes.

MOTION (made by Commissioner Faulkner, second by Ms. Jones): “I move that we adopt the policies as revised.”

**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 .225 Personnel General
Policy .228 Reimbursement of Employee Moving Expenses
Policy .230 Harassment-Free Workplace
Policy .275 Hiring of New and Established Positions
Policy .278 Equal Opportunity Employment

Motion carried.

Operations Report

A representative from Netsmart, the company that sells Insight software for our electronic medical records system, spent four days last week with staff. The visit was very productive, and several reports and dashboards were developed or improved. Staff obtained better knowledge of how to develop new templates and processes to improve efficiencies in capturing client encounters.

Ms. Spencer gave an update on the Work Climate Assessment survey. The original team will be meeting on April 2 to discuss how to administer the survey again. The Small Business Development Center at CSI will again assist in the administration; better controls will be put in place to ensure reliable results. The survey will be announced at the General Staff Meeting on April 5, and a date will be scheduled to administer it electronically.

The Twin Falls generator that failed has an 8.1 liter engine that is no longer made, and the 8.8 liter replacement engine will not be available for several months. Eric Myers, Facility Foreman, will contact the Bureau of Risk Management to see if the whole generator can be replaced. Our cost will be \$5,000 for the deductible. A recommendation was made to see if the Bureau of Risk Management would cover the rental cost of a temporary generator on site while waiting for the new generator. Generators for the Gooding and Bellevue offices are in the current budget; Ms. Spencer requested approval to proceed with the generator for the Gooding office at this time. Board consensus was to install the generator in the Gooding office and then assess budgets before proceeding with the Bellevue generator.

Mr. St Clair reviewed the February fiscal reports (66.67% of the fiscal year). The comparison to budget report reflects expenditures below budget, mostly due to the budgeted generators that have not been purchased. Revenues continue to be coming in over budget with contracts at 73.67% and fees and donations at 71.96%. No reserve draw has been made. The pass-through account balance is at \$1,094,090.

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

The Legislative Services Office auditors completed the 2011 and 2012 audit last week. Both audits focused on the immunization and WIC programs. With changes in the State IRIS software system, some information was incomplete, and the same problem is expected for all the health districts.

Administration Report

Mr. LeBlanc reviewed the draft distribution of the State general funds for FY 2014. As a recap, the Trustees voted to modify the funding formula to 67% County contribution, 18% population, and 15% poverty. The State appropriation is for \$8,232,500; our share of the total is \$1,065,300 (12.94%). The

District draft budget will be presented to the Board at the April 17 meeting, and visits to the County Commissions will begin on April 22. District IV is proceeding with the plan to seek a separate funding appropriation. A spreadsheet of the Member County Apportionment by Statute was reviewed; the net taxable property value is the number used for the individual county apportionments. At the April 17 meeting, scenarios of 1%, 2%, and 3% increase in requested county contributions will be presented to the Board. The final Commission visit schedule was reviewed.

Mr. LeBlanc received a letter from Ted Pierson with a proposed offer to purchase a piece of the Gooding property for \$25,000. Commissioner Kramer questioned the methods of how public health districts could dispose of real property. Ms. Spencer will check into required procedures to sell real property under state rules. The topic will be brought back to the Board at the next meeting.

A draft copy of the proposed Health Assessment Survey was shared with the Board for their input and approval. It was put together using questions in the surveys of District I, District II, and the Twin Falls Health Initiative Trust, and it will be made available in Spanish. The Health Assessment will be advertised in the Times-News, the District website, and the Network of Care website. The survey will be taken online using Survey Monkey with paper copies available in the District offices. Depending on response, further efforts may be selective mailings, distribution to PTAs, libraries, senior centers, etc.

This year is a competitive grant year for Title X funding for family planning. Delegate agencies for family planning funding in Idaho are the Idaho Department of Health and Welfare and Planned Parenthood of the Great Northwest (PPGNW). PPGNW has applied for the Title X grant for all of Idaho.

The State requires an annual updated, signed policy on record for any salary increases given. Policy .233 Salary Administration is ready to be updated with a new Board Chair signature. With the reinstatement of the 2% payroll tax and increased retirement contribution, employee compensation will be going backward. It is unknown at this point if there will be an increase in insurance premiums. If personnel carry-over funds are available, Mr. LeBlanc would like to give a merit increase of some kind to be effective July 1, 2013.

Family and Children's Health Report

Ms. Jensen was pleased to announce that a new physician assistant has been hired, effective April 8, 2013. She will be working in family planning, Women's Health Check, and refugee programs.

Ms. Benkula reported on the growth of the Health and Safety program in our region. The program was designed to provide preventative nursing services for at-risk children and families referred by Region V Health and Welfare. Ms. Benkula and SLMV have developed an inter-agency referral process to return to the core of the program resulting in a substantial increase in referrals and improved outcomes. With the success of this program, steps are being taken to develop a home-based nurse visitation program with case management. The District is looking at the UCLA model under the Healthy Families America umbrella that provides Nursing Services to pregnant teenage mothers. To use this program, all the nurses providing services must be certified. Ms. Benkula is in the process of receiving this certification and will then receive training to become an instructor. The District is looking at grants and Medicaid case management funding with expressed support from SLMV, IDHW, and Juvenile Probation to combine health with education.

Environmental Health Report

After a recent lawsuit concerning swimming pool certification in the East, the Environmental Health Work Group has been looking at how the Districts conduct pool training and certification. In Idaho State IDAPA Rules, an operator can obtain approved certification of competency from a certified pool operator or several national approved certifications or from District Health Department certifications. Mr. Egbert explained how the District has been handling pool certification. A Train the Pool Operators course is taught each year in our District with an exam given at the end; the completion card has been the default pool certification. The certificate has now been changed to read "student has successfully completed the pool operator education course." Josh Jensen, EHS, is a certified pool operator and teaches the course, so the District is in compliance with the rule. This year, the hotel and motel pool operators have been invited to take the course even though they are not regulated in the State of Idaho.

House Bill 277 regarding decreasing the depth of well casings from 38 feet to 18 feet was discussed. A chart showed the rates of restricting upper levels of surface and underground water from contaminating deeper level water in relation to the length of the casing. Mr. Egbert expressed that the proposed change was not in the best interest of ground water safety. Notification was just received that the bill was held by the Committee Chairman, and consequently died in Committee.

Public Health Promotion and Preparedness Report

Ms. Goodale informed the Board that the status of several Health Promotion programs will be changing this next fiscal year. Our final Head to Toe Diabetes Screening will be held in Twin Falls on May 15. This has been a successful program throughout the District since 2006 providing 850 screenings.

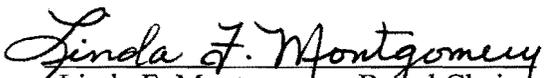
Ms. Pearson informed the Board that the District is hosting a "Planning for the Unique Evacuation and Shelter-in-Place Needs of People with Medical Dependencies during a Disaster" course on May 29. County Emergency Managers, hospital staff, disaster first responders, etc., will be invited to attend.

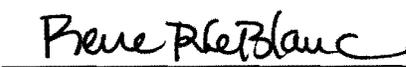
Save the Date cards (May 1, 2013) for the medication dispensing clinic associated with the upcoming state-wide, full-scale exercise were distributed. Areas of practice will be the Emergency Operations Center (EOC), the District Distribution Center (DDC), and the Point of Dispensing (POD).

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): "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: Gooding, aye; Twin Falls, aye; Medical Consultant, aye; Camas, aye; Lincoln, aye; Cassia, aye; Jerome, aye; Minidoka, aye. Motion carried.

Board returned to regular session at 4:20 p.m.

MOTION (made by Commissioner Kramer, second by Commissioner Faulkner): I move that we adjourn." Motion carried.


Linda F. Montgomery, Board Chair

Attest: 
Rene R. LeBlanc, District Director

Board Minutes approved on 4/17/2013