

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
May 22, 2013**

Board Members Present:

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

Excused:

Angenie McCleary, Commissioner

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.
Karyn Goodale, PHPP Program Manager
Amy Lierman, Public Information Officer

Guests:

Charles Howell, Jerome County Commissioner
Larry Schoen, Blaine County Commissioner

Minutes

The Board of Health Meeting was called to order by Mrs. Montgomery at 1:00 p.m.

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): “I move that the Board of Health meeting minutes for April 17 2013, be approved.” Motion carried.

Charles Ritter, Lincoln County, received unanimous approval from the County Commissions for his reappointment to the Board of Health.

Community Health Survey information cards were given to Board members for distribution to constituents and community members..

Mr. LeBlanc reported on the recent County Commission Budget meetings. This year, additional handouts were prepared to provide better information concerning the health district budgeting process. SCPHD appreciates the County Commissions’ time set aside to listen to our budget presentations. In the future, more time may be needed to discuss the programs and services offered in each county.

The Nominations Committee (consisting of Mrs. Jones and Mr. Clark) nominated Mrs. Montgomery for Board Chair, Mr. Ritter for Vice-Chair, and Commissioner Faulkner for Trustee. No other nominations were made from the floor.

MOTION (made by Ms. Juntunen, second by Commissioner Kramer): “I move that we cast a unanimous ballot in favor of the nominees: Linda Montgomery, chair; Charles Ritter, Vice-Chair, and Commissioner Tom Faulkner, Trustee.” Motion carried.

Mr. LeBlanc requested that the June Board meeting be moved up one week to June 19. Depending on what comes out of the IAB meeting in June, we would then have time to make any adjustments necessary for the next fiscal year starting July 1, 2013.

MOTION (made by Mr. Ritter, second by Mrs. Jones): “I move that we amend our Board meeting schedule to hold our June 2013 meeting on June 19 instead of June 26.” Motion carried.

Financial Report

Mr. St Clair reviewed the April comparison to budget report (83.3% of the fiscal year). Contract revenues continue to come in over budget at 91.8%. Fees and donations are also slightly high for the year at 88.37%. Capital Outlay – Building expenditures category includes an insurance payment for the Twin Falls generator This revenue leaves a negative balance under the expenditure category which will be zeroed out when the expenditure is incurred. The pass-through account balance is \$957,428 with expectations of declining further over the next two months.

MOTION (made by Commissioner Faulkner, second by Commissioner Kramer): “I move that we accept the financial report for filing.” Motion carried.

Ms. Spencer reviewed policies that are updated annually to reflect current client fee schedules, how fees are established, and client collection practices (Policy .150 Establishing Health District Fees and Charges, Policy .151 Assessing Individual Client Fees), and Policy .152 Client Account Collections.

The only fee changes are in Protocol .151C for immunization administration and Protocol .151D for septic system permits. Ms. Becker learned recently that the Center for Medicare and Medicaid Services established some new CPT billing codes where we can bill for the vaccine administration and for each antigen. (Example: MMR – one administration fee and three antigen fees) The fee schedule was revised to reflect these new CPT codes. The administration fee for VFC vaccine was increased to \$20. We also learned that we may not be able to use LPNs for these services because they require counseling to be done by RNs.

There was a concern raised that increasing the administration fee may cause a delay in some children receiving necessary immunizations. If families don't have the ability to pay, they may request an adjustment. (Services will not be denied for inability to pay.) Discussion resulted in the request to track the number of fees adjusted or waived over a one year period and to add the information to the client collection report (total number by program). Vaccine fees to clients are billed at the current cost of the vaccine to the district.

(The Board meeting was recessed to conduct the Budget Hearing at 1:25 p.m.)

MOTION (made by Commissioner Faulkner, second by Mrs. Jones): “I move that we recess our meeting.” Motion carried.

Board meeting reconvened at 2:20 p.m.

Financial Report (cont)

Ms. Spencer continued with her review of Protocol .151D Environmental Health Services Fees. The only change in the environmental fees is a \$50 increase in the individual septic system permit (\$500 to \$550). Discussion on actual costs versus fees charged showed that the district budget subsidizes the program. Board members recommended a gradual increase in permit fees to come closer to actual costs.

No changes were made to Protocol .151E Other Community Service Fees and to Policy .152 Client Account Collections.

MOTION (made by Mrs. Juntunen, second by Mrs. Jones): “I move that we approve the financial policies as presented (Policy .150 Establishing Health District Fees and Charges, Policy .151 Assessing Individual Client Fees, and Policy .152 Client Collection Accounts).” Motion carried.

Mrs. Becker discussed the school nursing contracts that will be sent out soon. A preliminary letter/survey was mailed to school superintendents to determine their acceptance of an increase in fees from \$55 to \$60/hour. Fees have not been raised for at least three years; only one school indicated they would reduce their hours to accommodate the increase (an already small contract).

MOTION (made by Commissioner Faulkner, second by Mrs. Jones): “I move that we raise the school nursing rate to \$60 per hour.” Motion carried.

Administration Report

Proxy forms were given to Board members who would not be attending the IAB Conference in Pocatello. The Trustee agenda for IAB will include revisiting the funding formula for the State general fund and Millennium funding. Mr. LeBlanc also reviewed spreadsheets outlining costs and revenues for food inspections statewide that will be discussed. Food inspection fees are set in statute, but the Districts would like a way to address the issue of increasing fees to help cover increasing costs.

Two resolutions will be brought to the IAB members this year - Resolution to support food establishment license fee and Resolution supporting Medicaid expansion in Idaho. It was recommended that the health districts draft a resolution to address substance abuse.

NALBOH will be held in Salt Lake City in August. Mrs. Juntunen expressed interest in attending.

Policy .233 Salary Administration was brought to the Board for Chair signature. No changes have been made to the policy since last signature.

MOTION (made by Mrs. Juntunen, second by Mr. Ritter): “I move that we approve Policy .233 Salary Administration.” Motion carried.

MOTION (made by Commissioner Faulkner, second by Mr. Ritter): “I move that we go into executive session pursuant to Idaho Law 67-2345 (b) for the purpose of discussing personnel issues.” Roll call vote: Medical Consultant, aye; Gooding County, aye; Camas County, aye; Lincoln County, aye; Jerome County, aye; Twin Falls County, aye; Minidoka County, aye; Cassia County, aye. Motion carried.

The Board returned to regular session and adjourned at 3:20 p.m.


Linda F. Montgomery
Board Chair

Attest:


Rene R. LeBlanc
District Director

Board Minutes approved on September 25, 2013