

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT  
BOARD MEETING  
June 19, 2013**

**Board Members Present:**

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

**Excused:**

Angenie McCleary, Commissioner  
Peter Curran, MD

**Guests:**

Jim Paul, Pastor, Mountain View Christian Center  
Joy Paul, Pastor, Mountain View Christian Center  
Dr. Lilliana Sinaro, Medical Director

**Minutes**

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

A motion was called for to approve the minutes of May 22, 2013. It was determined that clarification needed to be made on two items before approval.

**MOTION (made by Commissioner Kramer, second by Mrs. Juntunen): “I move that we table the approval of the Board of Health meeting minutes for May 22, 2013, pending edits.” Motion carried.**

**Free Medical Clinic**

Mrs. Juntunen brought a request to the Board to partner with the Clinic of Mini/Cassia by providing office space for a free medical clinic in the Mini/Cassia area. Dr. Sinaro discussed the critical need of healthcare services for many residents who have no resources for medical care.

Dr. Jim Paul expressed his vision to help the community of uninsured and underinsured citizens. The free medical clinic will initially be open one day a week (Wednesday evening from 6:00 to 8:00 p.m.). Budgets are in place, and funds are being raised; everyone is volunteering their time and supplies are being donated. Medical staff and registered nurses are now in place, the medical equipment has been procured, and now the space is needed. Emphasis will be on urgent care with the hope of providing continuing care and health education as time and money permits. The goal is to empower those served to get out of a vicious cycle of poverty through health. The start date is planned for October 23, 2013. The issue of liability insurance will be researched.

Ms. Spencer reviewed the Burley office floor plan showing the area that could be used by the Clinic of Mini/Cassia. Two clinic rooms and a waiting area could be made available by installing locks and possibly accordion doors to secure the rest of the facility.

## **Operations Report**

Ms. Spencer gave an update on facility projects. The Gooding generator has been installed, and we are waiting for the manufacturer to test it. The Bellevue and Twin Falls generators have been delivered but will not be installed until July. A survey has been completed on the Gooding property, and it has been split into two parcels (existing office on .8 acres and new parcel is .9 acres). The appraisers are now working on a report for the value of the property. Ms. Spencer is currently working on getting an RFP for architectural services for the new Mini/Cassia facility to be sent out this summer.

Proposed facility projects to be included in carry over expenses in the budget revision are chip sealing the Bellevue parking lot, replacement of HVAC units in Bellevue, and repairing lobby doors in the Twin Falls office.

Mr. St Clair reviewed the May Comparison to Budget report (91.67% of fiscal year). Contract revenues are at 100% of budget and fees and donations at 96.5%. Investment interest is at 80%. Personnel expenditures are at 91.77%; operating is really low at 65%. General capital outlay and building capital outlay are at 100% of budget. The pass-through account balance is \$899,264.

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

The FY 2013 Budgetary Balance Projections report estimated about \$509,000 in carry over at fiscal year end.

## **Family and Children’s Health**

Mrs. Becker presented historical information (2006 to 2012) on clinical programs relative to clients and staffing. As clients decreased over the years, the number of staff coding into the family planning and immunization clinics has remained level. Recent realignment has resulted in the formation of a traveling Family Planning team (PA, LPN, and bilingual clerical) that is proving program efficiencies. At this point, it is unknown if the State will be given the Family Planning Title X grant, so our program is up in the air. Immunizations given each month are also on a downward trend for a variety of reasons.

The District is looking towards further development of a home visitation program. The State is applying for a \$3 million grant to do more home visitation. We have positioned ourselves with research and training to be eligible to receive grant funding. We may also work on a pilot program with the St. Luke’s foundation using the UCLA model partnering with Head Start.

## **Administration**

Earlier this year, the Health Districts received public health infrastructure grants from Health and Welfare. Our district chose to use the allocated funds to complete a strategic planning process facilitated by Cheryl Binda. The overall purposes of this project are to start taking steps towards accreditation and to plan where SCPHD needs to be in the next five years. Meetings will be held with senior leadership staff with results being presented at a half-day meeting with the Board on September

25, 2013. A training meeting with supervisors will be held on September 26 to discuss the plan and how to roll it out to employees.

Mr. LeBlanc presented the salary compensation plan built into the FY 2014 budget. The plan is to implement the pay increases in mid-August to pay out in September. The matrix is based on market (compa-ratio) and performance.

**MOTION (made by Mrs. Juntunen, second by Commissioner Kramer): “I move that we adopt and approve the pay matrix for processing in August to disperse in September.” Motion carried.**

The floor plan of the Burley office was reviewed by the Board for discussion of use by the Free Medical Clinic. The cost to the District would be the installation of locks and possibly folding doors to separate usable clinic areas from the rest of the office. The clinic restroom would be available and close enough for observation. Ms. Spencer will research the risk management issue and liability insurance. Consensus of the Board is to proceed with negotiations with the free medical clinic to donate space.

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

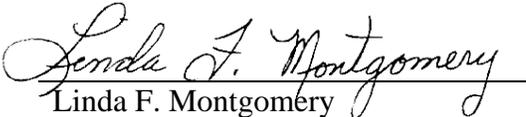
The Board reconvened at 2:35 p.m.

Board consensus was to wait a few months before advertising for the Deputy Director position being vacated by Ms. Spencer. This will give time for the Board to assess the position in light of the current economic environment.

**MOTION (made by Mrs. Juntunen, second by Mrs. Jones): “I move that we give a 2% increase to Rene LeBlanc and a 2% increase to Cheryle Becker to be implemented at the same time as the staff increases.” Motion carried.**

The Board authorized Mrs. Montgomery to sign a letter explaining recent actions to align clinical staff and to announce Ms. Spencer’s resignation. This letter will be emailed to all staff and County Commissioners.

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

  
Linda F. Montgomery  
Board Chair

Attest:   
Rene R. LeBlanc  
District Director

Board Minutes approved on September 25, 2013