

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
BOARD MEETING
September 25, 2013**

Board Members Present:

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

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

Excused:

Angenie McCleary, Commissioner
Terry Kramer, Commissioner

Guests:

Minutes

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

MOTION (made by Mrs. Juntunen, second by Mrs. Jones: “I move that we approve the minutes of the May 22, 2013, Board of Health minutes.” Motion carried.

MOTION (made by Mr. Ritter, second by Mrs. Juntunen): “I move that we approve the minutes of the June 19, 2013, Board of Health minutes.” Motion carried.

Mr. LeBlanc added the FY 2013-2014 Board meeting schedule to the agenda.

MOTION (made by Mr. Ritter, second by Mrs. Jones): “I move that we approve the Board meeting schedule as presented.” Motion carried.

Mr. LeBlanc introduced the District staff information included in the online State directory. A list of staff changes (resignations and new hires) was reviewed.

Consent Agenda

Mr. LeBlanc introduced the consent agenda format for conducting Board meetings. This method takes routine, non-controversial items not requiring discussion or independent action as one agenda item. Items to be included in the consent agenda will be sent to Board members for review one week prior to the next meeting.

MOTION (made by Mr. Clark, second by Mrs. Jones): “I move that we adopt the consent agenda.” Motion carried.

As a new Board member, Mrs. Jones expressed that she gains a lot from the discussion of Board agenda items. She particularly would like acronyms used in the printed forms to be spelled out.

Fiscal Report

Mr. St Clair reviewed the August comparison to budget report with revenues (2% over budget) and , fees and donations (1% over budget) coming in strong. The investment revenue is lower than expected for the year and may be reduced in the budget revision. Personnel expenditures are a little high with three pay periods in August.

In comparison to FY-13, revenues are \$60,000 higher so far this year due to two counties catching up on missed contributions in July, higher Millennium fund appropriations and increased fees and donations, and car sales. Expenditures are higher in comparison to last year, but are on budget overall with operating costs and capital expenditures (generator installations) driving this increase. The current pass-through balance is \$1,110,775 which is significantly higher than FY-13 due to funds for carry-over items not being allocated during the fiscal year. This balance will be reduced as expenditures are made.

A list of current contracts and amounts in relation to last year's contracts was reviewed by Mr. St Clair. Overall, when all the contracts come in, contract funding for this year is expected to be about the same as the previous year.

(The May, June, and July financial reports were mailed previously to all Board members.)

MOTION (made by Mrs. Jones, second by Mr. Clark): "I move that we accept the May, June, July, and August financial reports for filing." Motion carried.

FY-2014 Budget Revision Proposal

The beginning pass-through account balance for FY 2014 is \$721,600. After subtracting unearned revenues for FY 2013 and pending expenditures, the available reserve is \$614,550. Mr. St Clair reviewed the list of requested expenditures for the FY 2014 budget revision totaling \$222,314. If approved, the remaining available fund balance is \$392,236.

MOTION (made by Mrs. Jones, second by Mr. Clark): "I move that we approve the budget revision carry over projects as listed and contribute \$300,000 into the building fund." Motion carried.

Information Management Report

Mr. Pierson, new Information Management Director, updated the Board on recent actions he has taken. Official District committees have been formed (Employee Committee reinstated, Organizational Information Committee reactivated, and HIPAA Committee formed). He will be the lead on the current Work Climate Assessment Committee.

New projects are reinstating the District newsletter, increasing participation in health fairs (currently the South Central Community Partnership Picnic and St. Luke's Health Fair). The PIO Workgroup will be producing a monthly, electronic legislative newsletter for all seven health districts that will focus on public health issues. (Board members requested that they also receive the employee and legislative newsletter.)

With carry-over money, an electronic forms project will be started soon. Policies and Procedures are an ongoing project. New staffing for the division was discussed.

Mr. Pierson reported that the IAB committee visited the Sun Valley Resort to see the facilities we will be using for the conference. The next project will be soliciting sponsors. If Board members have any ideas on speakers or sponsors, they would be welcome.

The Legislative reception planning is in progress and the Annual Report being completed. Due to scheduling conflicts, it was determined that November 13 would be a better date than the regularly scheduled meeting date of November 20.

MOTION (made by Mrs. Juntunen, second by Mr. Clark): “I move that we change our Board meeting and Legislative Reception to November 13, 2013.” Motion carried.

Business Operations Report

Mr. Myers reported that the three generator project will be 100% completed in the next 30 days. The Twin Falls generator replacement is fully operational with remote monitoring capability. The Gooding generator is complete and operational, and the Bellevue generator is 90% completed. The remote monitoring will be connected for both facilities after the Bellevue generator is brought online.

Director Report

Mr. LeBlanc attended the NALBOH Conference in Salt Lake City in August. The conference speakers and classes were great. It was a good opportunity to receive information and to network.

The American Heart Association has asked for public comment and support to increase hours of physical education in schools. A housekeeping measure with the IDAPA Rules would increase the number of PE credits for graduation from high school as well as increase hours in elementary schools. A website has been developed for citizen input. Informational fact sheets for implementing quality physical education and CPR education in Idaho schools were reviewed.

MOTION (made by Mrs. Juntunen; second by Mrs. Jones): “I move that Mr. LeBlanc draft a letter of support from the South Central District Board of Health to increase physical education in Idaho Schools.” Motion carried.

The work climate assessment report will be reviewed at the October meeting as only four Board members were physically present at the meeting. (Dr. Curran requested that the District look into video conferencing for Board members not able to be present at the meetings.)

MOTION (made by Mrs. Jones, second by Mr. Clark): “I move that we postpone the work climate assessment presentation until the October Board meeting.” Motion carried.

Family and Children’s Health (FACH) Report

Mrs. Becker reported that cases of Cryptosporidium were reported that may involve berries from a you-pick farm. It is difficult to extract the parasite from food, but samples will be sent to the State lab for testing.

The FACH division has experienced some reorganization with staff resigning (Stacie Benkula), current staff promoting (Logan Hudson), and hiring of new staff (Tina Baker). Decreased funding in the child health and safety program has resulted in investigating new ways to increase these services.

Mrs. Becker is participating on the HIPAA committee that is updating our HIPAA policies. An update to the HIPAA law necessitated a change by September 23. Training was completed in August, and staff will be updated on policy changes at the October 4 general staff meeting.

The Family Planning program is now being managed by our physician assistant, Paula Bryant, with the assistance of an LPN, Jackie Kennedy. They travel to clinics in Bellevue, Jerome, Burley, and Twin Falls. Rebuilding clinic attendance is a challenge after reducing or cancelling services due to staffing. Ms. Bryan has received IUD placement training from the State family planning coordinator which is an important option to provide our clients.

The CDC is now requiring that all vaccine must be stored separately by source by March 2014 (State provided vaccine, the insurance pool stock, and privately purchased vaccine). We are purchasing additional refrigerators to be able to separate the vaccine; clients will be turned away if the appropriate vaccine is not available.

With the resignation of the RN in Blaine County, Kathie Gouley has been rehired to provide school nursing services. Immunization clinics will be covered by traveling nurses on clinic days, and family planning will be covered by the Family Planning traveling team.

Environmental Health and Preparedness Report

Personnel changes in the EH Division included two resignations and two new hires. Josh Jensen promoted to the Public Water Coordinator along with responsibilities for Gooding County. Amanda Russell was hired to be trained as a generalist in the Twin Falls office and is preparing to take the licensing exam. Heidi Cranney returned to the Burley as an EH Specialist covering FDA, food safety, and child care programs.

EH staff are working with Jerome City and Jerome County Planning and Zoning to resolve sewage issues on the Jerome Butte (Hwy 93 subdivision). Funding to install a municipal sewer system fell short, so individual subsurface systems is being considered. No lots can be sold as sanitary restrictions have not been lifted for this subdivision (pending the subdivision review process).

The number of septic permits issued this summer has increased by approximately 32% (170 inspections between April and September, 224 for this year). This is a good indication of a recovering economy.

With the reorganization of the Public Health Preparedness (PHP) Division, Tammy Pierson is now the Program Manager. Dan Schaffer has been hired as a Planner and comes with homeland security and incident command experience. New contracts have been received with level funding; hospital and regional applications for ASPR funds have been finalized pending approval from the IDHW Board.

The PHP Division will be participating in the St. Luke's Health Fair on October 19. Information will be geared towards the senior population for "Stay kits" and "Go kits." Medical Reserve Corp information will also be provided.

Community Health Report

Ms. Goodale reported on changes being made to the Dental Health program. This fall, all Public Health Districts will be providing school-based dental sealant clinics. An additional part-time dental hygienist has been hired and \$16,000 of equipment purchased. Medicaid and private insurance providers will be billed for reimbursement at a firm fixed fee. The Districts will no longer be partnering with area schools for the fluoride mouth-rinse component but will continue in settings to reach at-risk children such as WIC and Head Start centers. To date, dental sealants clinics are scheduled for Carey, Bellevue, Castleford, Declo, and Sawtooth in Twin Falls. Dr. Young, our supervising dentist, has suggested he could accompany the hygienists to give an oral health presentation to the students.

The third annual Fall Free Seniors Fun Walk was just completed on September 21. Fifty-one participants ranging in age from 2 to 92 completed the walk.

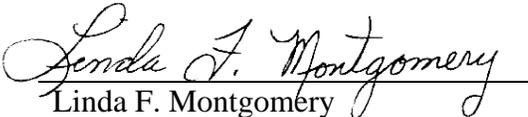
WIC has a current case load of just under 6,500 clients, a slight decline over last year. Plans are to conduct a media campaign to increase numbers in the near future.

Other Business

Mrs. Montgomery encouraged Board members to attend the General Staff Training on October 4 at the Herrett Center.

The next Board meeting is scheduled for October 23, 2013, and the Legislative Reception on November 13, 2013.

Meeting adjourned.


Linda F. Montgomery
Board Chair

Attest: 
Rene R. LeBlanc
District Director

Board Minutes approved on October 23, 2013