



Board of Health Meeting

June 25, 2014

Present:

Linda F. Montgomery, Chair (Jerome County)
Charlie Ritter, Vice-Chair (Lincoln County)
Terry Kramer, Comm. (Twin Falls County)
Pam Jones, RN (Camas County)
Cheryl Juntunen, RN (Minidoka County)
Don Clark (Cassia County)
Angenie McCleary, Comm. (Blaine County)
Peter G. Curran, MD, MHCDS, FACP (Medical Consultant)

Excused:

Tom Faulkner, Comm., Trustee (Gooding County)

Staff:

Rene LeBlanc, RS, District Health Director
Cheryle Becker, RN, FACH & Preparedness Administrator
Jeff Pierson, MCP, Information Management Administrator
Melody Bowyer, REHS, EH Director – Excused
Craig Paul, REHS, PHPM-I
Karyn Goodale, Community Health Director
Jeremy St Clair, Financial Specialist Principal
Eric Myers, Business Operations Specialist
Amy Lierman, PIO
Angie Tamayo-Wojcik, HRA

Guest(s):

Comm. Bob Kunau, Cassia County (incoming board member 7/1/2014)
Rita Ruhter, MPH, Community Resource Development Spec., Region V IDHW

- I. **CONVENE:** The meeting was called to order by Linda Montgomery, Chair at 1:30 p.m.
- Correspondence.
 - New Board Appointment - Comm. Bob Kunau & Medical Consultant Election Form
 - SCPHD Staff Newsletter
 - NACCHO Forces of Change Fact Sheets
 - Additional Agenda Items – None.
- II. **CONSENT AGENDA**
- A. Approval of Minutes, May 21, 2014

- B. FACH Report – Updated division activities, position recruitments, and new hires.

MOTION (made by Commissioner McCleary, second by Mr. Ritter): “I move that we approve the consent agenda.” Motion carried.

III. **ACTION ITEMS**

- A. Items pulled from the Consent Agenda – None.
- B. May 2014 Financials – Jeremy St Clair. The May fiscal reports were reviewed; revenues are on target for the end of the 4th quarter of FY 14. Expenditures are expected to come in on target with many projects closing out. Fees and Insurance billing is expected to continue to be above projected (~110%). Personnel cost is expected to finish at 97% of budget.

MOTION (made by Commissioner McCleary, second by Mrs. Juntunen): “I move that we approve the financials for filing.” Motion carried.

- C. Review/approve Heyburn Facility Design and Preliminary Budget – Eric Myers. The board reviewed the architects floor plan and elevations for the new Heyburn Facility. The floor plan incorporates input from 2 stakeholder meetings with staff (Mini-Cassia) and Administration. The board requested an updated site plan and Google Earth view with the location of the proposed building. Updated floor plans and budget will also be presented. The preliminary budget was reviewed and deemed acceptable by board members

MOTION (made by Mrs. Juntunen, second by Mrs. Jones): “I move that we approve the design and construction budget.” Motion carried.

- D. Review/approve the District Director and Business Operations Specialist Authorities for the Heyburn Project – Rene LeBlanc. After reviewing the design and preliminary project budget, the board discussed specific authorities for the District Director and Business Operations Specialist (Project Manager) for approving change orders and in-progress payments for services for the facility project. The full Board of Health will serve as the Building Committee in order to review and approve progress, changes and budget revisions (when necessary) for signature by the Director/Project Manager. The board voted specified authorities for the Heyburn project.

MOTION (made by Commissioner Kramer, second by Commissioner McCleary): “I move that the District Director and Business Operations Specialist have signature authority for spending limits on the Heyburn facility.” Motion carried.

IV. DISCUSSION ITEMS – NO ACTION

- A. Regional Behavioral Health Board Discussion – Comm. Angenie McCleary. Comm. McCleary introduced Rita Ruhter (Community Resource Development Spec.) who will be involved with support to the future Regional Behavioral Health Board. Comm. McCleary updated the progress of board development and composition of the new Executive Committee (to date). The regional board is still working through membership selection and discussing administrative support needs per IC 39-31. The topic will be revisited at the August board meeting.
- B. Idaho Association of District Boards of Health Annual Conference After Action Review – Jeff Pierson. Mr. Pierson reviewed the final closeout and post-IADBH survey with the board. The district came in on budget and results of the survey were very positive and complimentary to SCPHD (host district). We received a 50% response rate to the survey. Attendees found the Panel Discussion and Behavioral Health presentation the most beneficial. Finally, the survey feedback found this conference was the best IADBH conference to date.
- C. Customer Service Survey & Walk-In Survey – Jeff Pierson. Mr. Pierson started with the Customer Service Survey which has been operating for 1 month. He will run the survey until the end of August in order to obtain a larger sample size. Preliminary results show that clients view staff as knowledgeable and polite and that service was very good. Clients felt that making appointments was easy and that their waiting time was less than 30 minutes. This is preliminary still, but another report will be provided to the board in September reflecting ~4 months of data.

The Walk-In Survey was reviewed and it is also preliminary (3 weeks to date). The purpose is to capture non-scheduled client services and disposition of the walk-ins. At the time of this report, 187 clients sought unscheduled services with 149 (79.7%) receiving service at the walk-in; 25 (13.4%) received a scheduled appointment; 11 (5.9%) were referred outside the district; and 2 (1.1%) left without receiving service. This survey will continue throughout the summer with a report back to the board in September.

D. Meeting dates:

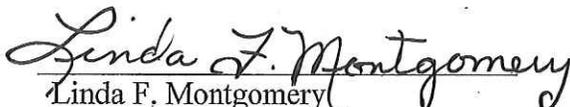
- No Meeting July 2014
- NACCHO Annual – Atlanta, GA July 7-10, 2014
- Board of Health (BoH) Meeting August 27, 2014

MOTION (made by Commissioner McCleary, second by Mrs. Juntunen): “I move that we go into Executive Session pursuant to Idaho Code 67-2345 (b) for the purpose of discussing personnel issue.” Motion carried.

- V. **EXECUTIVE SESSION** – as authorized by Idaho Law 67-2345 (b) for the purpose of discussing personnel issues.
- A. Went into session by roll-call vote at 2:55 p.m.
Blaine, Camas, Cassia, Jerome, Lincoln, Minidoka, and Twin Falls Counties;
Medical Consultant – yes. Gooding County – excused.
 - B. Came out of executive session at 3:15 p.m.

MOTION (made by Mr. Ritter, second by Commissioner Kramer): “I move that we approve the recommendation of a 3% compensation increase for the District Director.” Motion carried (6 approved and 1 opposed).

- VI. **NOMINATIONS COMMITTEE REPORT** – Pam Jones, RN. Ms. Jones reported the nominations slate for board officers for FY 2015. The election results: Chair – Linda Montgomery; Vice-Chair – Commissioner McCleary; and Trustee – Commissioner Tom Faulkner (pending acceptance).
- VII. **ADJOURN** - 3:30 p.m.


Linda F. Montgomery
Board Chair

Attest: 

Rene R. LeBlanc
District Health Director

Board Minutes approved on Aug. 27, 2014