



**Board of Health Meeting Minutes**  
**March 18, 2015**

Present:

- Linda F. Montgomery, Chair (Jerome County)
- Angenie McCleary, Comm., Vice-Chair (Blaine County)
- Tom Faulkner, Trustee (Gooding County)
- Charlie Ritter, (Lincoln County) - *Excused*
- Terry Kramer, Comm. (Twin Falls County)
- Pam Jones, RN (Camas County) - *Excused*
- Cheryl Juntunen, RN (Minidoka County)
- Bob Kunau, Comm. (Cassia County)
- Peter G. Curran, MD, MHCDS, FACP (Medical Consultant)

Staff:

- Rene LeBlanc, RS, District Health Director
- Cheryle Becker, RN, FACH & Preparedness Administrator
- Jeff Pierson, MCP, Information Management Administrator
- Melody Bowyer, REHS, Environmental Health Director
- Karyn Goodale-Durham, Community Health Director
- Jeremy St Clair, Fiscal Officer - *Excused*
- Eric Myers, Business Operations
- Amy Lierman, PIO
- Kansas Guthrie, HR Associate

Guests:

- Nancy Andreotti, Administration Assistant-1, Women's Health Check Program (WHC)
- Ester Culbertson, Customer Service Representative-1, Outreach for WHC

- I. **CONVENE:** 1:30 p.m.
  - Correspondence – Thank-you letter from St. Luke's – Jerome for our participation in their health fair.
  - Additional Agenda Items – Commissioner McCleary requested Discussion Items be added: An Update on Mental Health Awareness Month: May 2015 and the Community Health Needs Assessment (St. Luke's WR). Cheryle Juntunen requested a Discussion Item to see if the board was interested in office space at Minidoka Memorial Hospital (our former office).

II. **CONSENT AGENDA** – Approved (by motion)

- A. Approval of Minutes, February 25, 2015.
- B. Financial Reports – February 2015; Investment Report.

**MOTION (made by Commissioner Terry Kramer and seconded by Commissioner Bob Kunau): “I move to approve the consent agenda.” Motion passed.**

III. **ACTION ITEMS**

- A. Items pulled from the Consent Agenda – N/A
- B. Review/Approve the Owner Supplied Items for the Heyburn Facility – Eric Myers. Mr. Myers reviewed a list of owner supplied (purchased) items for the new Heyburn facility. He explained that we are able to leverage our status as a tax-exempt agency to purchase items and therefore save the district significantly. Costs adverted include sales tax and A/E fees; the actual savings are estimated at \$15.6K. The total cost of items are estimated at \$201,851. Mr. Myers also discussed our contingency plan for a month-to-month lease option on the Burley facility should the construction timeline go beyond 30 September 2015. Lastly, Mr. Myers briefed that after legal review of the AIA Contracts, the district’s Legal Counsel approved the contracts as being legally sufficient in protecting the district’s interests.

**MOTION (made by Tom Faulkner and seconded by Commissioner Terry Kramer): “I move that the board approve the Owner Supplied Items and that they be accounted for under the Capital Outlay for FY 2015/2016.” Motion passed.**

- C. Review/Approve a Request for a New Network Server – Jeff Pierson. Mr. Pierson briefed the board on the ‘potential’ impact of our aging servers. The typical life-cycle of a server is 5 years of continuous service, we have servers over 6 years in service. He explained that replacement parts are becoming harder to find and that we have already experienced server failures. The cost for a new server, locally built, would cost approximately \$38K.

**MOTION (made by Cheryl Juntunen and seconded by Commissioner Angenie McCleary): “I move the board to approve the purchase of a new server (\$35,000) within the current FY budget.” Motion passed.**

IV. **2015 RESOLUTIONS FOR THE IADBH JUNE BUSINESS MEETING.**

- A. DRAFT – Immunization Exemption Resolution 15-XX
- B. DRAFT – Excessive Alcohol Use Resolution 15-XX
- C. DRAFT – Medical Marijuana Resolution 15-XX

- D. DRAFT – Tax on Vaping Resolution 15-XX
- E. DRAFT – Traffic Light Resolution 15-XX

The board reviewed all (5) proposed resolutions and provided comments where appropriate. The Director will relay those comments back to the originating districts for consideration and inclusion to the resolution if warranted.

**V. DISCUSSION ITEMS – NO ACTION**

- A. Review of the Preliminary Draft Budget for FY 2016 – Rene LeBlanc. Mr. LeBlanc reviewed the second draft of the FY 2016 Budget. Changes from last month include: color coding of PCA's (Program Cost Account) to indicate a) mandatory/statutory programs, b) core public health programs, c) federal contracts, and d) local board of health option programs; and funding changes in all programs from FY 2015 budgeted. As of the board meeting, the only confirmed revenue source was the Millennium Fund; however, the Public Health Trust Fund (state general fund) was close to being passed in the Senate. We are still waiting for data on population (Census Bureau), but we have the Market Values for each county (Tax Commission) in order to calculate the member county apportionment (IC 39-424). Contracts occur throughout the year and are therefore estimated based upon current FY amounts. We will have a final draft ready by the April 15<sup>th</sup> meeting.
- B. FACH Division Report – Cheryle Becker. Ms. Becker updated the board on recent hiring lists for Registered Nurses (RN's). We are severely challenged with competitiveness in salaries with other healthcare entities. Our salaries are established by the state personnel system and we have little leeway on how much more we can pay RN's (already on a pay-line exemption) since the state does not acknowledge areas eligible for a COLA. We will continue to recruit all qualified candidates on DHR hiring lists. She also briefed on the PHP Hospital Preparedness Program's exercise scheduled for April 8<sup>th</sup>. This exercise will involve most of the area hospitals, LE, County Disaster Coordinators, SIRCOMM, IDHW, and PHP staff from Districts 3, 4, 5, 6, and 7.
- C. IMD/Community Relations Report – Jeff Pierson. Mr. Pierson had Nancy Andreotti share her community outreach efforts with Amy Lierman in the various communities of the district. She also shared her tracking system for outreach which allows her to conduct follow-ups and visits every 90 days. Ester Culbertson shared her passion for conducting outreach within the Hispanic community for Women's Health Check (WHC) and in assisting clients with receiving services either through SCPHD or through a partner organization. Mr. Pierson concluded with outlining our community relations efforts through local media district wide.

- D. Environmental Health Division Report – Melody Bowyer. Ms. Bowyer shared recent legislation pending regarding the Cottage Food industry. There have been a total of three bills introduced to assist in recognizing a cottage food business and to define non-Potentially Hazardous Foods (non-PHF) with which they may operate and be exempt from licensure under the Idaho Food Code. She also covered Farmer’s Markets and their relationship to the pending bills.
- E. Community Health Division Report – Karyn Goodale-Durham. Ms. Goodale-Durham updated the board on her division’s current work in Oral Health, Tobacco Cessation, Adolescent Pregnancy Prevention, and community work with collaboratives. She also briefed on her new employee (Registered Dietician, Public Health) for WIC, scheduled to start April 13th.
- F. County Commission Visit Schedule – Rene LeBlanc. Mr. LeBlanc briefed the board on this year’s visit schedule. Due to the IAC Social Services Conference scheduled for April 20-23, the visits will now begin on April 27<sup>th</sup>. We will conclude by May 11<sup>th</sup>.
- G. Mental Health Awareness Month: May 2015 – Comm. McCleary. Comm. McCleary updated the board on efforts and coordination’s conducted for the May 2015 Mental Health Awareness Month. She was appreciative of the SCPHD staff involved and the efforts planned for the Magic Valley. She is coordinating efforts in the WR Valley.
- H. Community Health Needs Assessment (CHNA), SLWR – Comm. McCleary. Comm. McCleary briefed that St. Luke’s Wood River is conducting their CHNA (second round) and that she was contacted and interviewed as a community elected official. She inquired if other board members were contacted by their local health system for a CHNA. Comm. Kramer indicated he was involved with SLMV.
- I. Minidoka Memorial Hospital (MMH) Office Space – Cheryl Juntunen. Ms. Juntunen (Board Member – MMH) briefed the board that MMH is near completion with their new Physician Rural Health Clinic. The office space the board donated to MMH will be vacant by June/July and she was asked to see if SCPHD had any interest in the space.

D. Meeting dates:

- Board of Health Meeting April 15, 2015
- County Commission Visits Start April 27, 2015
- Budget Hearing May 20, 2015

VI. **EXECUTIVE SESSION** – N/A.

VII. **ADJOURN** – 4:00 p.m.

 Attest:   
Linda F. Montgomery Rene R. LeBlanc  
Chair District Director

Board Minutes approved on: Apr. 15, 2015