



**Board of Health Meeting Minutes
September 21, 2016**

Present:

Linda F. Montgomery, Chair (Jerome County)
Charlie Ritter, Vice-Chair (Lincoln County)
Tom Faulkner, Trustee (Gooding County) - *Excused*
Angenie McCleary, Comm., (Blaine County) - *By phone*
Terry Kramer, Comm. (Twin Falls County)
Pam Jones, RN (Camas County)
Tracy Haskins (Minidoka County) - *Excused*
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, Community Relations Manager
Melody Bowyer, Division Director
Karyn Goodale-Durham, Community Health Director
Jeremy St Clair, Fiscal Officer
Yvonne Humphrey, Administrative Assistant 2

Guest(s):

Jennifer Bergin, Attorney
Melissa Kippes, Attorney

I. **CONVENE:** 1:30 p.m.

- Correspondence --
 - Received ballots from the County Commissioners with a majority vote to appoint Tracy Haskin as the Minidoka County representative on the Board of Health. Orientation will take place on Monday at the Heyburn office.
 - Looking Glass Academy Workshop Flyer.
 - Close the Gap Idaho Newsletter- Proposed Solution to the Health Care Coverage Crisis.
 - Letter of Support from Commissioner Bill Leake, Chairman of the Idaho Association of District Boards of Health.
 - Times News Articles- Immunizations and Health Heroes.
- Additional Agenda Items – Legal Counsel- Rene LeBlanc: Attorneys' Melissa Kippes and Jennifer Bergin were introduced to the board for consideration as the new District Legal Counsels. Item moved to action items for discussion.

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

- A. Approval of Minutes: August 24, 2016
- B. Approval of Financial Reports: August 2016

MOTION (made by Commissioner Bob Kunau and seconded by Commissioner Terry Kramer) “I move to approve the consent agenda with the request to pull item B. August financial report to Action Items.” Motion passed.

III. **ACTION ITEMS**

- A. Items pulled from the Consent Agenda: August 2016 financial report- Jeremy St Clair: Mr. St Clair reviewed the August 2016 financial report. Item in question was the balance in the building fund. That balance is what is left after the completion of the Heyburn building. Some reserve needs to be left for maintenance, repair, and/or remodel of older district buildings. Mr. St Clair stated that money could be moved out of the account at the board discretion and put into restrictive reserve.

MOTION (made by Commissioner Angenie McCleary and seconded by Peter Curran) “I move to approve the August 2016 financial report for filing.” Motion passed

- B. Approval of District Legal Counsel- Linda Montgomery: Mrs. Montgomery asked the visiting attorneys from the Kippes & Bergin; Jennifer Bergin and Melissa Kippes to present their background to the Board and give some detail of their experience. They reside in Twin Falls and combined they have more than 25 years of experience in State and County law. Their firm was recommended by the Board’s previous legal representation. Commissioner Kramer spoke highly of them and stated they would do a great job as the Board’s legal counsel.

MOTION (made by Commissioner Terry Kramer and seconded by Pam Jones) “I move to accept the firm Kippes & Bergin, Attorneys at Law as the District’s legal counsel.” Motion passed

- C. Review/Approve Budget Revision for FY 2017- Jeremy St Clair: Mr. St Clair presented to the board the FY 2017 Budget Revision. Changes to the May 206 approved Budget were:
 - i. Capital outlay- general, elimination of two positions, and pass through monies for RBHB and the new crisis center.
 - ii. No carryover funds for this year. No reserve draw needed for FY 2017.

MOTION (made by Commissioner Terry Kramer and seconded by Commissioner Bob Kunau) “I move to approve the Budget Revision for FY 2017.” Motion passed

- D. Review/Ratify the IDHW-SCPHD Contract for the Behavioral Health Community Crisis Center- Region 5- Rene LeBlanc: Mr. LeBlanc presented to the Board the Scope of Work and Cost Billing procedure layout for the contract between IDHW and SCPHD. SOW states that the Crisis Center will be a 24/7, non-treatment facility. The

main purpose is to deescalate, stabilize, and refer (if needed). The Cost Billing page allows for \$200,000.00 for start-up cost, capital improvement up-front.

- E. Review/Ratify the Sub-Contract for Behavioral Health Community Crisis Center-Region 5- Rene LeBlanc: Mr. LeBlanc presented to the Board the Sub-Contract between SCPHD (Contractor) and Pro-Active Advantage (Sub-Contractor).
- i. The contract follows the flow of all IDHW contracts.
 - ii. The Business Associate Agreement has been signed.
 - iii. Some highlights of Scope of work are the delegated authorities: Scott Rasumussen (IDHW Contract Manager), Rene LeBlanc (Sub-contract Manager), Jeremy St Clair (fiscal oversight).
 - iv. There is also an advisory committee that will be formed of 7-9 members.

MOTION (made by Charlie Ritter and seconded by Commissioner Terry Kramer) “I move to ratify both contracts: IDHW-SCPHD Contract for the Behavioral Health Community Crisis Center- Region 5 and Sub-Contract for Behavioral Health Community Crisis Center-Region 5.” Motion passed.

- F. Review/Ratify the Trustee’s FY 2018 GF Funding Formulas Recommendation for IADBH (June 2016)- Rene LeBlanc: Mr. LeBlanc presented to the board a copy of the Trustee Meeting Minutes from June 2016. The trustee’s recommendation was to continue with the current funding formula. The vote for the past three years was a 6 to 1 vote (in favor), and this year the vote was 5 to 2 (in favor).
- i. Mr. LeBlanc pulled excerpts of the Association of District Boards of Health Bylaws showing Article V: the authority given to the Trustees to design the formula and distributions of funds; Article VI: Voting at annual meeting and special meetings; Article VII: Parliamentary Authority which states Robert’s Rules of Order Newly Revised shall apply.
 - ii. Trustee Conference Call will be held on Thursday, 9/22; would like for the board to ratify the majority vote of the Trustees’ for the FY17 General Funding Formula.

MOTION (made by Charlie Ritter and seconded by Commissioner Terry Kramer) “I move to ratify the Trustees’ FY2018 General Funding Formula majority vote.” Motion passed.

IV. DISCUSSION ITEMS – NO ACTION

- A. Review of Legislative Reception Agenda- Rene LeBlanc: Mr. LeBlanc reviewed the schedule for the reception. Annual Report, SHIP update, Parents and Teachers program, and Behavioral Health Community Crisis Center.
- B. Division Reports:
1. Family and Children’s Health- Cheryle Becker: Cheryle Becker reported to the Board an update of Family and Children’s Health.
 - i. Seasonal flu vaccine has arrived and available to all board members.

- ii. The no-cost adult vaccine was provided at two clinics to date. These were the Idaho Food Bank in Burley and Rupert. Clinics are set up for Gooding, Jerome, and Blaine counties in October.
 - iii. The Disease Information Website has gone live and Jeff Pierson will be working with Cable One to develop an App that will send out notifications.
2. Community Relations/PIO- Jeff Pierson: Jeff Pierson reported to the Board an update of Community Relations/PIO.
- i. The District has been active in sending out press releases. District staff has participated in two Health Fairs this past month; Con-Paulus and South Central Community Action Partnership. We are scheduled to do a Health Fair Camas County on 9/27/16.
 - ii. October 29th is the Twin Falls Health Fair (CSI) and we are partnering with St. Luke's to sponsor the event.
 - iii. Health Heroes deadline is November 1st. We have two nominations at this time and would like more.
 - iv. Two new radio stations in Sun Valley and Mini-Cassia area will start running our ads.
3. Environmental Health- Melody Bowyer: Ms. Bowyer reported the highlights from last month's National Veterinary Stockpile Exercise.
- i. The exercise was to test our capability to be able to respond to any foreign animal disease.
 - ii. SCPHD set up a POD; received the human anti-viral medication; inventory, manage and dispense to the first responders.
 - iii. All staff involved did a great job and worked well as a team. The PHP division would like to plan a larger exercise for the future.
4. Community Health- Karyn Goodale-Durham: Ms. Goodale-Durham reported to the Board an update of Community Health programs.
- i. Looking Glass Academy Workshop will be offered in Camas County on October 3rd & 4th.
 - ii. Smile Survey and BMI height/weights will be conducted for 3rd graders.
 - iii. Annual Seat Belt observations are being conducted.
 - iv. Adolescent Pregnancy Prevention programs are being done in the Mini-Cassia area.
- C. Next Meeting dates:
- 1. October 19, 2016: Legislative Reception/BoH Meeting; Best Western Sawtooth Inn, Jerome from 12 (noon) to 2pm.
 - 2. November 16, 2016: BoH Meeting/Health Heroes; Twin Falls Katz A & B at 1pm
 - 3. December 2016- No Meeting

VII. ADJOURN -- 3:20 p.m.

Linda F. Montgomery Attest: Rene R. LeBlanc
Linda F. Montgomery, Chair Rene R. LeBlanc, Secretary

Date: Oct 19, 2016