



*“To improve the health of our communities by identifying sustainable solutions to community health issues, developing partnerships for implementation of strategies, and demonstrating our success through measurement of outcomes.”*

**Central District Health Department  
Budget Hearing and Board of Health Minutes  
102 Bear Run Road, Idaho City, Idaho  
Friday, May 21, 2010**

**Board Members:**

Steven F. Scanlin, JD, Chair	Dr. Ted Epperly, MD (absent)	Dr. Jane Young
Betty Ann Nettleton, RN, V-Chair/Trustee	Commissioner Connie Cruser	
Commissioner Terry Day	Commissioner Frank Eld	

**Guest:**

Commissioner Fred Tilman, Ada County	Ross Mason, Department of Health & Welfare
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**Staff:**

Russell A. Duke, Director/Board Secretary	Cindy Trail	Meghan Calaway
Rob Howarth	Donna Mahan	

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**Budget Hearing – Commissioner Terry Day**

Commissioner Terry Day of Boise County, Chairman of the Budget Hearing, called the public hearing of the proposed fiscal year 2011 budget for Central District Health Department (CDHD) to order at 10:09 a.m. Commissioner Day asked the commissioners to identify themselves for the record: Chairman Connie Cruser, Elmore County Commissioner; Frank Eld, Valley County Commissioner representing Chairman Jerry Winkle; Chairman Fred Tilman, Ada County Commissioner; and Chairman Terry Day, Boise County Commissioner.

In accordance to ID Code 39-423, the budget committee considered the counties' contribution to CDHD's FY 2011 budget. CDHD has requested a zero percent increase for a total of \$1,887,166. Commissioner Day asked for any discussion on the budget as presented to all of the Boards of County Commissioners. With no further discussion, he asked for a motion to approve the budget beginning July 1, 2010.

**Motion:** Commissioner Fred Tilman moved to approve the FY 2011 budget as presented to begin July 1, 2010; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried unanimously.

**Adjournment of Budget Hearing – Commissioner Terry Day**

Budget Hearing adjourned at 10:13 a.m.

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**Call CDHD Board of Health Meeting to Order – Steve Scanlin**

Chairman Steven Scanlin called the CDHD Board of Health meeting to order at 10:13 a.m.

**Action on Minutes for April 16, 2010 – Steve Scanlin**

**Motion:** Betty Ann Nettleton moved to approve the April 16, 2010, Board of Health minutes as presented; Commissioner Frank Eld seconded; no further discussion; all in favor; motion carried unanimously.

*Serving Valley, Elmore, Boise, and Ada Counties*

**Ada / Boise County Office**  
707 N. Armstrong Pl.  
Boise, ID 83704  
Enviro. Health: 327-7499  
Reproductive Health: 327-7400  
Immunizations: 327-7450  
WIC: 327-7488  
FAX: 327-8500

**Elmore County Office**  
520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
Family Health: 587-4407  
WIC: 587-4409  
FAX: 587-3521

**Valley County Office**  
703 N. 1st St.  
McCall, ID 83638  
Ph. 634-7194  
FAX: 634-2174

**Financial Report: FY 2010 – July through April Budget to Actual – Meghan Calaway**

The "Budget to Actual" report for July through April was reviewed. For Revenue, fees are currently at 87%; contracts are at 83%; and other revenue is at 93%. For Expenditures, personnel costs are under spent by 3.2% (\$246,738). Overall Expenditures are at 78%. We will have a surplus at year-end.

**Federally Qualified Health Center – Russell Duke**

The National Association of City and County Health Officials (NACCHO) recently sent an e-mail to members to assess the level of interest in local public health agencies becoming Federally Qualified Health Centers (FQHC). While this is not new to public health, it is new to Idaho. In our district, we currently have three FQHCs. In Ada County, Family Medicine Residency is an FQHC look alike and Terry Reilly is an FQHC; and in Elmore County, Glenns Ferry Health Clinic is an FQHC with offices in Glenns Ferry and Mountain Home. Mr. Duke will keep the board updated on new developments as they occur. As funding becomes available, we will need to decide if public health would like to take on this challenge.

**CDHD Facility Usage Policy – Russell Duke**

Currently, we lease both our McCall and Mountain Home facilities to not-for profit organizations. DEQ approached us for space to lease. Department of Health and Welfare has approached us for free space during regular business days in our McCall office. Elmore County Drug Court would like to utilize our space in Mountain Home for free. It has become apparent that we need a policy regarding facility usage for our facilities. After a lengthy discussion regarding the three proposed facility usage policies, the board moved to accept the draft policy that allowed for group meetings and leases.

**Motion:** Betty Ann Nettleton moved to approve Option 3, the proposed "Use of CDHD Facilities" that allows for group meetings and leases in addition to the corrections stated; Dr. Jane Young seconded; further discussion; motion replaced with a second motion.

**Further Discussion:** Two key issues are being addressed: allowing buildings to be used and/or leased and regulations in using and/or leasing facility. Staff will continue looking at requests and determine if we can accommodate them.

**Motion:** Commissioner Frank Eld moved that we accept Option 3, which would allow for group meetings and leases. A draft policy of Option 3 will be written that incorporates suggestions made today. This draft policy will be brought before the board for final approval; Dr. Jane Young seconded; further discussion; all in favor; motion carried.

**Further Discussion:** District business always supersedes requests being made. The draft policy will be presented and finalized via conference call prior to the August board meeting if possible or at the Idaho Association of District Boards of Health (IAB) annual meeting.

**Elmore County Drug Court Request to Use Mountain Home Office – Russell Duke**

Katie Ashby, Elmore County Drug and DUI Court Coordinator, has approached CDHD about using our Mountain Home facility for free, 4 evenings a week, and 15 hours during the day. The board has requested legal counsel regarding leasing spaces to a for-profit entity prior to making a decision.

**Motion:** Dr. Jane Young moved to defer making a decision on leasing the Mountain Home facility to Elmore County Drug Court until legal counsel has been consulted regarding leasing space for free to a for-profit organization; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

**Department of Health and Welfare Request to Use McCall Office – Russell Duke**

Department of Health and Welfare (DHW) contacted Russell Duke requesting to use our McCall office conference room for free for the recently displaced DHW staff to see clients. This would include clients of their child and adult mental health programs and families involved in child protection issues. In addition, they would also like to place a cabinet in our office to store medication for the mental health clients which they would need access to from 8-5, five days a week. After discussing the request, the board asked that CDHD pursue working with DHW regarding their request on an interim bases and bring a lease agreement for review as soon as possible.

**Motion:** Commissioner Frank Eld made a motion to have staff pursue working with DHW to provide space based on availability for free on an interim bases until a lease can be established at the earliest opportunity; Betty Ann Nettleton seconded; no further discussion; in favor (5 of 6); not in favor (Commissioner Connie Cruser); motion carried.

**Election of Board Officers – Steve Scanlin**

The board agreed to amend the by-laws, having election of officers every two years. Officers will retain their current position for one more year thus completing their first, two-year term. The next election will be held on or prior to July 1, 2011.

**Motion:** Commissioner Frank Eld moved to approve the changes to the by-laws, moving the election of officers to every two years and current officers retaining their position until next year's election; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

**Lunch – Steve Scanlin**

**Idaho Association of District Boards of Health By-Laws – Russell Duke**

The board reviewed the proposed draft of the Idaho Association of District Boards of Health by-laws that will be presented at the conference. Under "Voting," the board was given two options. The board supports Option B – Voting at the annual meeting and at special meetings shall be limited to one vote per district.

**Motion:** Betty Ann Nettleton moved to accept the draft changes to the Idaho Association of District Boards of Health by-laws as presented with Option B; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried.

**Chapter 4 Updates – Russell Duke**

Over the past several months, we have had the opportunity to provide input on the proposed changes to Idaho Public Health District Law in Chapter 4 of Idaho Code prior to the Idaho Association of District Boards of Health Conference. The CDHD Board of Health is in support of moving forward with the changes presented for the 2011 Idaho Legislative Session.

**Idaho Association of District Boards of Health (IAB) Resolutions – Proxy Rights – Russell Duke**

The Medicaid Family Planning Waiver Resolution by CDHD is the only resolution that has been submitted this year for IAB. Proxy forms from board members not attending the IAB business meeting will need to be submitted to Donna Mahan by Friday, May 28.

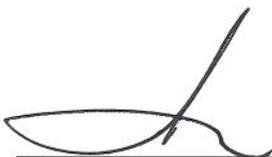
**Director's Report – Russell Duke**

Board members planning on attending the National Association of Local Boards of Health Conference need to submit their registration form to Donna Mahan by Monday, May 24.

**Adjournment – Steve Scanlin**

Meeting adjourned at 1:24 p.m.

Respectfully submitted:



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Steven F. Scanlin, Chairman

8/20/10  
Date  


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Russell A. Duke, Secretary