



"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."

**BOARD OF HEALTH MINUTES
FOR CENTRAL DISTRICT HEALTH DEPARTMENT
FRIDAY, August 21, 2009**

BOARD MEMBERS:

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

GUEST:

Commissioner Sharon Ullman
Jill Blanton

STAFF:

Russell A. Duke, Director/Board Secretary
Rob Howarth
Cindy Trail
Nikki Sakata
Meghan Muguira
Donna Mahan
Mike Reno

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CALL BOARD MEETING TO ORDER – Steven Scanlin

Chairman Steven Scanlin called the Board of Health meeting to order at 8:38 a.m., welcoming Commissioner Terry Day to our board.

ACTION ON MINUTES FOR MAY 15 & 28, 2009 – Steven Scanlin

Chair Steven Scanlin asked for a motion to approve minutes.

Motion: Betty Ann Nettleton moved to approve the May 15, 2009 and May 28, 2009, Board of Health minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

FINANCIAL REPORT – Meghan Muguira

FY 2009 – Year-end Budget to Actual

The FY 2009 Budget to Actual report for July 1, 2008 to June 30, 2009, shows a 3.7% budget variance. Our overall revenue came in 1.5% (\$173,335) under budget and our expenditures came in 2.2% (\$244,164) under budget. Actual Revenue over Expenditures was \$417,499 for year-end. Cost savings this year will be utilized to cover the holdbacks coming in FY 2010.

CARRYOVER AND FUND DESIGNATION - Meghan Muguira/Russell Duke

Our Cash Basis Fund Statement at year-end (June 30, 2009) showed that the District's 'Cash Balance' was \$1,729,736 before year-end adjustments. After the year-end adjustments were made, we had an 'Ending Cash Balance' of \$1,789,608. We are proposing that \$666,185 be used as a carryover for designated projects for FY 2010 budget:

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
Senior Nutrition: 327-7460
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

- **WIC:** Replace Chart Filing System
- **Information Systems:** McCall Equipment Upgrade, Disaster Recovery Equipment, Replacement PCs, and Contracted Services (consulting)
- **Buildings:** New Building Signage (all three facilities)
- **Financial Support Services:** New High-speed Black & White Copier for Copier Center
- **Immunizations:** Match for Jeker Family Trust Grant
- **Environmental Health:** Software and Hardware for Electronic Field Inspections
- **EH/Imm/Finance:** New Scanners for All Three Facilities
- **Reserve:** Increase in Contingency for Budget Stabilization

The balance of \$1,123,423 is designated as follows: \$600,000 to the Contingency fund and \$523,423 to the Capital Reserve fund.

Motion: Dr. Jane Young made a motion to approve the Cash Basis Fund Statement and Designated Funds for Special Projects/Carryover; Commissioner Connie Cruser seconded; further discussion (see below); all in favor; motion carried.

Further Discussion:

The Board requested the following:

- Receive regular updates on carryover items/special projects
- Kept in the loop regarding the Environmental Health request and receive a more accurate estimate of cost before implementing
- Put excess money from projects back into Reserve funds
- Contingency for budget stabilization – very important

FY 2010 FEES - Meghan Muguira/Russell Duke

Meghan Muguira presented the proposed FY 2010 fees for Family Health and Risk Reduction and Environmental Health. Following a lengthy discussion on all fees presented, the Board requested that the installers and pumpers' fees be at cost.

Motion: Commissioner Frank Eld made a motion to approve the proposed FY 2010 fees for Family Health and Risk Reduction and Environmental Health with changes stated in discussion – installers and pumpers' fees at cost; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried.

DELETING COMMUNITY AND ON-SITE SEWAGE RULES - Rob Howarth

IDAPA 41.04.02 and 41.04.03 regarding community and on-site sewage were effective in the early 1990's and applied only to Public Health District 4. On October 17, 2007, all seven public health districts were delegated certain responsibilities for regulation of subsurface sewage disposal by the Idaho Department of Environmental Quality, pursuant to IDAPA 58.01.03 Individual/Subsurface Sewage Disposal Rules. These obsolete rules are costing us approximately \$1,500 per year to have printed. Rob Howarth requested support from the Board to proceed on repealing both sets of rules.

Motion: Commissioner Frank Eld made a motion to approve proceeding with deleting both sets of obsolete rules regarding community and on-site sewage; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

BREAK – Steven Scanlin

UPDATE ON H1N1 AND WEST NILE VIRUS – Nikki Sakata

Nikki Sakata, Public Health Preparedness and Communicable Disease Control Manager, provided an update on H1N1 and West Nile Virus (WNV). We had a late start to the WNV season. As of August 20, four human cases had been reported statewide with one being in Ada County. Thus far it has been a mild season.

For the Novel H1N1 influenza, we have had 295 confirmed cases statewide with 153 cases confirmed in Ada County as of August 20. Currently our Departmental Operations Center is meeting weekly with our focus being on receiving and providing H1N1 vaccine. We are to receive our first shipment of vaccine by mid-October to December which will be given to our high risk/priority groups with weekly shipments thereafter. In Ada and Elmore County, we plan to have points of dispensing clinics as well as setting up pods. In Valley County, we will work out of the health department. In Boise County, we will work with health clinics or setup pods.

NALBOH – Commissioner Frank Eld and Steven Scanlin

Steven Scanlin and Commissioner Frank Eld attended the annual National Association of Local Boards of Health (NALBOH) conference in Philadelphia, Pennsylvania the first week of July. Both Commissioner Eld and Chairman Scanlin were very appreciative of the opportunity to attend, allowing networking among other public health agencies. Key points of interest were as following: the legalities facing Boards of Health; what is a definition of a bedroom; the lack of qualified employees working in the Environmental Health programs nationwide; national certification for public health, do we do it or not; learned how public health agencies have taken an active role in tobacco prevention and education; and budgets, being good stewards of our resources especially during tough times.

Motion: Commissioner Frank Eld moved to vote for all four individuals on the 2009 NALBOH election ballot; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

NACCHO – Cindy Trail

Cindy Trail attended the annual National Association of County and City Health Officials (NACCHO) conference held in Orlando, Florida, which she expressed her appreciation for being able to attend and the benefit of networking with other directors. Cindy attended a day-long session on public health law for non-lawyers.

DIRECTOR'S PERFORMANCE REVIEW – Russell Duke

The Board agreed that general staff would take an online organizational climate assessment survey created by Janet Peck, Human Resource Director, and Nikki Sakata, Program Manager. The results of this survey will be a part of Russell Duke's annual performance review in October along with evaluations completed by board members and management staff.

DIRECTOR'S REPORT – Russell Duke

Flu Campaign Update

We have kicked off the annual Employee Flu Campaign for seasonal flu. This year we are offering a declination form for staff choosing not to receive a flu shot. The Board is a part of the Administration team. Our goal is 90% of staff being vaccinated with the winning team receiving a free barbeque. We are also competing against the other public health districts.

Immunizations Update

Idaho ranks last in the United States when it comes to children's immunization rates. During the 2009 calendar year, the state of Idaho has gone from universal status to a VFC only back to universal status until the end of January 2010. These changes have created challenges for both providers and insurance companies, leaving some providers no longer offering immunization services to insured children. In terms of Idaho maintaining universal status, this year's legislative session will determine the outcome. However, our commitment is to

improving immunizations rates in Idaho. Funding received through the Jeker Grant will enable us to work with the medical community to boost immunization rates in our district.

Legislative Agenda

We are addressing three areas in the 2010 Legislative Session:

- Repealing two CDHD administrative rules (removal obsolete rules from the books): IDAPA 41.04.02 Community Subsurface Sewage Disposal Systems and IDAPA 41.04.03 Onsite Sewage Treatment Systems
- Idaho Code, Title 54-1721 Unlawful Practice (pharmacy law modified for public health districts)
- Education on childhood immunizations and policy changes to support Idaho following the Centers for Disease Control and Prevention's Advisory Committee on Immunizations Practices recommended vaccination schedule (Goal is to speak to legislators at all opportunities regarding these standards.)

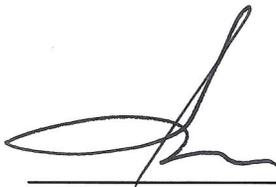
NO EXECUTIVE SESSION

ADJOURNMENT – Steven Scanlin

Motion: There being no further business, Betty Ann Nettleton moved to adjourn the meeting; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 11:55 a.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

10/16/09

Date



Russell A. Duke, Secretary