



"Partnering to promote, protect and preserve health in our community"

**Central District Health Department
Friday, August 22, 2014 ~ 8:30 a.m. to 2:00 p.m.
707 N. Armstrong Place, Boise, ID**

Board Members

Steven F. Scanlin, JD, Chair
Commissioner Barbara Balding
Dr. Ted Epperly, MD (absent)

Betty Ann Nettleton, RN, V-Chair/Trustee
Dr. Jane Young, DNP

Commissioner Al Hofer
Frank Eld

Guests

Antonio Lopez, MD
Dr. Sarah Toevs

Laura Thomas
M'lea McDonald

Dr. Pam Strohfus
Patty Haller

Staff

Russell A. Duke, Director
Rob Howarth
Erin Green

Donna Mahan, Recorder
Lorraine Fortunati
Brandon Adkins

Bonnie Spencer
Kimberly Link
Lindsay Haskell

Call Board of Health Meeting to Order – Steve Scanlin

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:32 a.m.

Board Minutes – May 16, 2014 – Steve Scanlin

With no corrections made, the May 16, 2014 Board of Health minutes stand approved as distributed.

Behavioral Health Update – Laura Thomas

Laura Thomas announced that the new Region 4 Behavioral Health Board had been established with their first meeting scheduled for September 11.

CDHD Nutrition Education – J. Antonio G. López, MD

Dr. J. Antonio López, cardiologist with Saint Alphonsus Regional Medical Center, noted that that cardiac disease is a result of lifestyle. To improve health and reduce risk of cardiac disease and diabetes, Dr. Lopez reviewed evidence based diets that have been proven to be effective in weight loss and improving overall health.

Idaho Office for Refugees – Patty Haller

Between 2008 and 2013, Ada County has received 3,759 individuals from around the world. Patty Haller, Assistant Director of the Idaho Office of Refugees, explained how their office works and the challenging steps refugees go through in the resettlement program to become a vital part of our community.

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

Immunization Provider Assessment – Dr. Pam Strohfus

Dr. Pam Strohfus, with the Boise State University School of Nursing, presented the findings and recommendations of a three-year research project she conducted in partnership with CDHD on provider education as a means to boost immunization rates and improve practices.

Idaho Initiative on Advanced Care Planning: Aging and End of Life – Dr. Sarah Toevs

Dr. Sarah Toevs, Director of the Master of Health Science program and Director for the Center for the Study of Aging from Boise State University’s Department of Community and Environmental Health, spoke about her work with the Idaho Community Initiative on Advanced Care Planning (ICIACP). ICIACP was established to provide a means for all Idahoans to communicate their values, wishes, and preferences through advanced care planning. The role public health plays is to help start the conversation about advanced care directives by providing information with clients. As a trusted voice, public health staff can bridge the gap between healthcare providers and the community at large. Dr. Toevs extended an invitation to upcoming ICIACP presentation by Dr. Bud Hammes from Respecting Choices® at Gundersen Health System on October 9.

Break – Steve Scanlin

Ebola – Kim Link

With the current outbreak of Ebola in West African countries, Kim Link, Program Manager of Communicable Disease Control, shared an overview of this very infectious disease. It is unlikely that we would have a large outbreak in the United States, and the risk of seeing an Ebola case in Idaho is very small. With the risk being possible, planning efforts are being done to ensure systems are in place to respond.

Strategic Plan Update – Bonnie Spencer

Bonnie Spencer presented the FY2015-FY2019 CDHD Strategic Plan, highlighting the changes from the previous year. The new format identifies the priorities, goals, objectives, strategies, and measures, which provides a clear road map of the direction our organization is taking to improve public health within our district. The Board did ask for a recap of the FY 2014 strategic plan along with a timeline reflecting objectives being met on a quarterly basis and annually.

MOTION: Betty Ann Nettleton moved to approve the FY2015-FY2019 CDHD Strategic Plan as presented; seconded by Dr. Jane Young. No further discussion; all in flavor; motion carried.

Cash Carryover and Fund Designation Report and Request

Our Cash Basis Fund Statement at year-end (June 30, 2014) showed the District's "Cash Balance" was \$1,694,344 with the "FY 2014 Designations" as follows:

- Operational Reserve Fund \$ 600,000
- Capital Reserve Fund for Building/Capital \$ 819,940
- Designated Funds for Special Projects/Carryover \$ 8,162

Our undesignated cash balance is \$266,242 plus we have \$8,162 Special Projects/Carryover Fund from FY 2014, making our total of unassigned cash to be \$274,404. We are proposing to allocate the funds accordingly for FY 2015:

- Special Projects/Carryover Fund
 - Existing Obligations
 - Netsmart (2 year maintenance) \$ 55,000
 - WIC outreach (approved and incurred FY-14) 5,000
 - Boise Bike Share match 24,939
- Pre-dental Home Implementation \$ 84,939
- Personnel and operating costs \$ 20,213

○ IT Projects		
▪ On-line forms and applications	\$ 18,000	
▪ Website development	<u>6,000</u>	\$ 24,000
• Operational Reserve Fund increase from \$600,000 to \$745,252		\$ <u>145,252</u>
Total Cash Balance		\$ <u>274,404</u>

After discussing the proposal for carryover and agreeing to increase the Operational Reserve Fund, a motion was made.

MOTION: Dr. Jane Young made a motion to approve the FY 2014 Designations as presented along with the proposal for the Unassigned Balance as requested; Commissioner Al Hofer seconded. In further discussion, the Board agreed to make it a goal to continue to increase the Operational Reserve Fund; all in favor; motion carried.

Garden City Community Clinic – Russell Duke

Family Medicine Residency of Idaho (FMRI) is applying for a grant to extend their services in Garden City at the Garden City Community Clinic (GCCC) and would like to add WIC services to their request. If approved, we will be able to lease space from FMRI to co-locate our WIC services at the GCCC. Russ asked the Board to support the concept of the Garden City Community Clinic partnership between WIC and FMRI by way of a motion.

MOTION: Dr. Jane Young made a motion to approve the concept of the Garden City Community Clinic partnership between WIC and FMRI; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

FY 2015 Fees – Bonnie Spencer

Bonnie presented the proposed FY 2015 fee schedules for Preventive Health Services and Environmental Health Services and addressed questions from the Board.

MOTION: Betty Ann Nettleton made a motion to approve the proposed FY 2015 fee schedules for both Preventive Health Services and Environmental Health Services as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Financial Reports – Bonnie Spencer

FY 2014 Year-end Budget Report and Year-end Cash Balance Statement and Reserve Fund Report: The Budget to Actual report for July 1, 2013 through June 30, 2014 shows a \$219,789 budget variance. Our overall revenue came in 1.59% (\$83,727) under budget; and our expenditure came in 3.81% (\$363,845) under budget. We had an \$8,162 unspent balance in Special Projects/Carryover.

FY 2015 July Budget to Actual Report: We are 8.3% through the FY 2015 budget year. Revenues are at 9%. Fees are at 5%; contracts are at 14%; and county contributions are at 2%. Expenditures are at 8%. Personnel cost is 7.6%, overspent by 1.1% (\$6,168). Operating and capital cost are both underspent.

FY 2015 Cash Balance Statement and Reserve Report: At the end of July, total cash was \$2,385,874, and the reserve fund designation was \$1,427,562 with a balance of undesignated funds at \$958,312.

Director's Report – Russell Duke

IADBH 2015: This coming year the annual meeting of the Idaho Association of District Boards of Health will be hosted by our district. The Board gave direction to plan for the conference in Valley County. The date and theme will be confirmed at our next meeting. The Board discussed alternating the annual face to face meeting with a video conference, which was received with mixed reactions.

Climate Survey: The Board reviewed the new streamlined annual climate survey that staff will be asked to complete in preparation for Russ' performance review in October.

Adjournment – Steve Scanlin

No further business was brought before the Board; meeting adjourned at 2:03 p.m.

Respectfully submitted:



Steven F. Scanlin, Board Chair

10/17/14



Date

Russell A. Duke, Secretary