



"To improve the health of our communities by identifying and assuring sustainable solutions to community health issues."

**Central District Health Department Board
Friday, October 12, 2012 ~ 9:00 a.m. to 12:00 p.m.
707 N. Armstrong Place, Boise, Idaho**

Board Members:

Commissioner Arlie Shaw, Chair
Betty Ann Nettleton, RN, V-Chair/Trustee
Steven F. Scanlin, JD

Dr. Ted Epperly, MD (Absent)
Commissioner Ray Moore

Dr. Jane Young, DNP
Commissioner Terry Day (Absent)

Staff:

Russell A. Duke, Director/Board Secretary
Donna Mahan, Recorder
Dave Fotsch
Lindsay Byars

Cindy Trail
Rob Howarth
Hilary Flint Wagner
Barbara Gilbert

Meghan Calaway
Katy Quinn
Cindy Galloway
Joanne Graff

Guest:

Commissioner Sharon Ullman

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Call Board Meeting to Order – Commissioner Arlie Shaw

Commissioner Arlie Shaw called Central District Health Department (CDHD) Board of Health meeting to order at 9:04 a.m.

Board of Health Minutes for August – Commissioner Arlie Shaw

With no corrections made; the minutes were approved as presented.

Motion: Steve Scanlin made a motion to approve the August 17, 2012 Board of Health meeting minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Financial Report: FY 2013 – July thru September Budget to Actual – Meghan Calaway

The "Budget to Actual" report for July 1, 2012 through September 30, 2012 was presented. For Revenue, fees are currently at 20%; contracts are at 25%; and other revenue is at 30%, putting overall revenue at 24%. For Expenditures, personnel costs are underspent by .1% (\$8,021). Overall Expenditures are at 24%. We are in good shape financially.

CDHD Flu Campaign: "Elect to Get Your Flu Shot!" – Cindy Trail

With this being election year, our employee flu campaign was titled "Elect to Get Your Flu Shot." Everyone who received a flu shot is eligible for a free lunch. Each team with a 100% vaccination rate will be receiving a \$10 gift card.

Central District Health Department (CDHD) COOP Update – Rob Howarth/Katy Quinn

The Board of Health reviewed the updated Continuity of Operations (COOP) Plan, focusing on the proposed modifications. The plan was approved and signed as presented.

Motion: Steve Scanlin made a motion to approve the updated Continuity of Operations Plan as presented; Commissioner Ray Moore seconded; no further discussion; all in favor; motion carried.

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

Lactation Conference and Breastfeeding Classes – Cindy Galloway

Cindy Galloway, Registered Dietitian, presented a summary of the Lactation Conference Training that was held July 9-13 in Boise for 82 participants including 10 CDHD Boise and Mountain Home WIC staff. Our WIC Department has been accepted as one of five agencies that will be participating in the USDA Food and Nutrition Service Peer Counseling Phase 2 Study, which will start October 15. We currently hold four breastfeeding classes a month in Boise and one a month in McCall. In addition, we are looking at having one class a month in Mountain Home.

Boise Bike Share Project – Dave Fotsch/Hilary Flint-Wagner

Dave Fotsch and Hilary Flint-Wagner presented an update on the Boise Bike Share Project. About a year ago, the Board committed to a one-time matching fund of \$44,040 to help support a federal transportation grant CDHD was applying for in support of a Bike Share Program in Boise. This grant application was unsuccessful. In addition to continuing to seek other grants, they are looking at local funding through foundations and other organizations. Dave asked the Board to recommit the original \$44,040 to be used as needed, showing potential contributors our commitment to the project. The Board agreed.

Motion: Steve Scanlin made a motion to reconfirm the Boards commitment to the Bike Share Program of \$44,040 to be used as needed verses a matching gift; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Break – Commissioner Arlie Shaw

Facility Update – Cindy Trail

Following the discussion from the August Board meeting, CDHD has entered into an agreement with commercial real estate company, Thornton, Oliver, Keller, to market our Armstrong office and assist us with the acquisition of land in Meridian and downtown Boise. They will be meeting with WinCo regarding their interest in the Armstrong property. We have met with Idaho Health Facilities Authority Bond Counsel to see how financing would work through them. We have interviewed four architecture firms and will be making a decision on which company to hire.

Russ Duke stated that Greg Maurer, Hospital Administrator for Elmore Medical Center, has again approached us about purchasing our Mountain Home office. A face-to-face meeting with Mr. Maurer has been set.

Electronic Health Records – Cindy Trail

We continue to move forward in purchasing Netsmart. The contract is now at State Purchasing for approval.

2013 Legislative Policy Agenda – Russell Duke

Per Idaho Association of Boards of Health meeting, we have no statewide public health policy issues to pursue for this coming year. CDHD will continue to actively support an increase in Idaho's tobacco tax while continuing to work on local policy change in our district. On December 4 in Boise, the District Trustees will meet regarding the State general funds appropriation distribution formula.

Russ Duke will be providing the Senate and House Health and Welfare Committees an update on the public health districts' food protection program as required by Idaho Code 39-1607. As requested by the Board in August, Russ wrote a draft letter to the Senate and House Health and Welfare Committee on behalf of the CDHD Board of Health to review, addressing the licensing fees for food establishments and swimming pools inspections.

Director's Report – Russell Duke

2013 IAB Annual Conference: The 2013 Idaho Association of District Boards of Health conference will be held in Pocatello in the afternoon of Wednesday, June 5 and a full day on Thursday, June 6.

All Staff Meeting: CDHD's Winter All Staff meeting is scheduled for Friday, December 14 and will begin immediately following the Board of Health meeting.

CDHD Apparel: If you would like to order any CDHD apparel, please let Donna know today.

State Health Insurance Plan: The Governor's Office may be interested in discussing premium differentials around the issue of tobacco use after November 6 along with other wellness concepts. If able to move forward with this discussion, Russ asked for Board participation in the meeting.

NALBOH Election: After reviewing and discussing the NALBOH candidates, a motion was stated.

Motion: Steve Scanlin moved to elect Nancy Terwoord, President-Elect; Barbara Ann Hughes, Director at Large; and Margaret Brink, State Affiliate Director 3 – Northwest. Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

CDHD Board Election: With Commissioner Shaw going off the Board, we will need to elect a new Board Chair at our December meeting.

State Appropriation: On December 4, the District Trustees of all seven districts will be meeting to discuss and approve the State general fund appropriation distribution formula that will be used for future appropriations. The current formula is 60% based on county contribution; 20% based on population; and 20% need. After reviewing the different proposals, Mr. Duke presented the Board with an additional formula to present to the Board of Trustees. The additional formula would address the issue with the Medicaid data while allowing for complete funding stability for all districts. After a lengthy discussion, Betty Ann Nettleton (Trustee) asked for a Board position on which formula CDHD will be supporting at the meeting on the 4th.

Motion: Commissioner Ray Moore moved to approve the new formula presented today for the State general funds appropriation distribution; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Executive Session – Commissioner Arlie Shaw

Chairman Arlie Shaw asked for a motion to enter into Executive Session.

Motion: Steve Scanlin moved to enter into Executive Session under Idaho Code 67-2345(b). Betty Ann Nettleton seconded the motion. The motion was carried unanimously by roll call vote individually – Betty Ann Nettleton, Steve Scanlin, Commissioner Ray Moore, Jane Young, and Commissioner Arlie Shaw.

Regular Session was resumed at 12:45 p.m.

Motion: Commissioner Ray Moore moved to approve Russ Duke's evaluation assessment as discussed in Executive Session; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Adjournment – Commissioner Arlie Shaw

No further business was brought before the Board: meeting adjourned at 12:47 p.m.

Respectfully submitted:



Commissioner Arlie Shaw, Chairman

12/17/12

Date



Russell A. Duke, Secretary