



"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
BOARD OF HEALTH MEETING
December 14, 2007**

BOARD MEMBERS:

Mary Egusquiza, Acting Chairman	Dr. Jane Young, DNP	Commissioner Frank Eld
Betty Ann Nettleton, RN, Trustee	Dr. Ted Epperly, MD	Commissioner Fred Lawson

STAFF:

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

GUEST:

Landis Rossi

* * * * *

CALL BOARD MEETING TO ORDER – Mary Egusquiza

Acting Chairman Mary Egusquiza called the Board of Health meeting to order at 8:13 a.m.

ACTION ON MINUTES FOR OCTOBER 19, 2007 – Mary Egusquiza

After modifications were made to the October 19, 2007, Acting Chairman Mary Egusquiza asked for a motion to approve the minutes.

Motion: Commissioner Frank Eld moved to approve the modified October 19, 2007, Board of Health minutes; seconded by Betty Ann Nettleton; no further discussion; all in favor; motion carried.

FINANCIAL REPORT – Meghan Muguira

July to October Budget to Actual

The "Budget to Actual" report for July through October was reviewed. For Revenue, fees are currently at 26%, which is about 9% below budget. We do believe this will turn around. Key factors are timing with insurance billing and the economy. Contract revenue is 43% collected, which includes an advance payment of \$411,600 ASPR (HRSA) contract. For Expenditures, personnel costs are at a 1.1% salary savings (\$87,003). In operating costs, our current operating costs are 34% spent. We will provide a budget revision in February.

TRUSTEE REPORT - Betty Ann Nettleton

JFAC Presentation

Steve Scanlin will do a brief overview of public health and introduce Carol Moehrle, director of North Central District Health Department, who will be presenting the public health districts' FY 2009 budget before JFAC on January 25. Due to limited spacing, the district directors and trustees will meet at the Idaho Association of Counties office rather than attend the presentation.

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

Legislation

Starting January 17, Betty Ann Nettleton will chair Trustee Conference calls every Thursday from 3:00 to 4:30 p.m. The calls will continue throughout the legislative session unless the schedule is changed by the group. Here are areas of interest:

- We are opposing the Midwife Legislation because it gives midwives a license to perform work that they may not be qualified to perform without appropriate certification.
- Food Fee Legislation will be discussed during the Trustee calls in preparation for IAB in May and next year's legislative session. We need to decide on the following: charge full fee based on total cost of program, charge 70/30 fee (industry/districts), and set fee statewide or by district.
- Fee Rule 41.04.01, specific to Central District Health Department (CDHD), will be deleted.
- Next year we will be looking at the design of drain fields to ensure proper sizing statewide.
- The United States Department of Agriculture funds the WIC program, which may have funding cuts. If this happens, it would greatly reduce our caseload.

MENTAL HEALTH AND SUBSTANCE ABUSE (NFP) - Russell Duke

The Board agreed to begin looking at mental health and substance abuse issues in our district. As a means to begin addressing this issue in regards to public health, CDHD has created a new position, Nurse-Family Partnership. We are actively working on filling this position.

CRYPTO REPORT UPDATE - Russell Duke/Rob Howarth

Russell Duke provided an update summary on the cryptosporidiosis (crypto) outbreak for 2007, which had 234 cases reported. Education is our best defense. A cryptosporidiosis taskforce has been established. They are working on guidelines for operators and the public to let them know the risk of using recreational water such as pools and water parks and will be launching a media campaign this spring.

WIC-IMMUNIZATION STUDY - Russell Duke

The State WIC-Immunization study that was completed two years ago shows that Medicaid children are under immunized when compared to all other children. With 28% of the population living in our district and almost one-third of the state's Vaccine for Children providers in our district, CDHD is willing to take the lead to boost two year olds immunization rates. Mr. Duke is working with local pediatricians to address this issue. It was recommended to include office nurses, family physicians, and others medical providers in this workgroup.

IDAHO IMMUNIZATION REMINDER INFORMATION SYSTEM (IRIS) - Russell Duke

IRIS, Idaho's immunization registry, continues to have significant challenges since it began about seven years ago. IRIS was created to provide accurate records of immunizations and to send out reminder cards. Two key issues from our perspective: providers are not using the system, and we are seeing a 50% error rate in client's records. CDHD has 92 providers with only 21 or 22 entering data at least once a month into IRIS, and we data entry for 25 providers. Mr. Duke will be meeting with local pediatricians regarding these issues. It was discussed that if there were an infrastructure for data entry and an incentive plan, possibly financial incentive, data entry would be done by more providers. It was recommended to include office nurses, family physicians, and others medical providers in this workgroup.

RESERVE FUND POLICY - Meghan Muguira/Russ Duke

We have recently established two funds in our reserve account: contingency and capital. These designations replace the "Permanent Building Fund" and incorporate our "Cash" reserve account. Meghan presented our internal policy for establishing and utilizing these funds. The intent of this policy is to establish guidance for the reserve fund designation by the CDHD's Board of Health. After a lengthy discussion, the Board asked Meghan to modify the policy based on their discussion and present at our next Board meeting.

ELMORE COUNTY MOSQUITO SURVEILLANCE ASSISTANCE - Russell Duke

Elmore County is pursuing a pest management district but cannot take the issue to general election until November 2008. Therefore, Elmore County Commissioners have requested CDHD's assistance for the summer of 2008 to continue trapping and coordination of sample analysis with the state health lab. We anticipate needing approximately \$20,000 to carry out this function. Mr. Duke asked for the Board's approval to utilize funds from either our operating budget or our contingency reserve account.

Motion: Commissioner Frank Eld made a motion to provide up to but not over \$20,000 for 2008 to continue assisting with West Nile Virus in Elmore County; seconded by Commissioner Fred Lawson; no further discussion; all in favor; motion carried.

ENVIRONMENTAL HEALTH COMPLAINT RESPONSE POLICY - Rob Howarth

Rob Howarth represented this internal policy containing the suggested changes by the Board at our October meeting.

Motion: Dr. Ted Epperly made a motion to accept the Environmental Health Complaint Response Policy; seconded by Dr. Jane Young; no further discussion; all in favor; motion carried.

CONTINUITY OF OPERATIONS PLAN - Rob Howarth

Rob Howarth represented our Continuity of Operations Plan (COOP) containing the suggested changes by the Board at our October meeting. This plan is for maintaining essential services in the event our normal operation is disrupted considering a loss of staff, physical structure, and other resources, which still created a lengthy discussion. Due to time restraints, Acting Chairman Mary Egusquiza requested a motion to change the order of the agenda to discuss the 2008 Board Schedule and then finish the COOP discussion.

Motion: Dr. Ted Epperly made a motion to change the agenda order; seconded by Betty Ann Nettleton; no further discussion; all in favor; motion carried.

2008 BOARD SCHEDULE - Russell Duke

Russell Duke presented three different proposed schedules – the first Thursday of the month, the first Friday of the month, and the second Friday of the month. Board members traveling outside their county have the option to travel the day prior to the morning meeting.

Motion: Dr. Jane Young made a motion to have 2008 Board of Health meetings on the second Friday of the month from 8:30 a.m. to 12:00 p.m. with a break; seconded by Commissioner Frank Eld; no further discussion; all in favor; motion carried.

After additional discussion regarding location, a motion was made regarding the meeting time for May.

Motion: Betty Ann Nettleton made a motion to move the May meeting time from the morning to 12:30 to 3:30 p.m. since it will be held in Valley County; seconded by Commissioner Fred Lawson; no further discussion; all in favor; motion carried.

CONTINUATION OF CONTINUITY OF OPERATIONS PLAN - Rob Howarth

Acting Chairman Mary Egusquiza asked for a motion to approve the plan with the following modifications to be made: on page 11, the positions would be replaced with names; and on page 12, the order of the department or section successors would be adjusted.

Motion: Commissioner Frank Eld made a motion to approve the Continuity of Operations Plan with the requested changes to be made; seconded by Betty Ann Nettleton; no further discussion; all in favor; motion carried.

NACCHO WORKGROUP - Russell Duke

Russell Duke will be attending the NACCHO Immunization Workshop in San Diego on January 28 – 29. Russ plans to discuss the vaccine administration fee cap (\$14.34) set by the Vaccine for Children program in 1994 and the WIC-Immunization Study. In the next week, the Board will forward any other topics to Mr. Duke that they would like to have presented.

2008 IDAHO ASSOCIATION OF LOCAL BOARDS OF HEALTH (IAB) THEME - Russell Duke

The IAB conference will focus on the following: mental health and substance abuse as it affects public health with speakers from Nurse-Family Partnership and governance standards.

DEPUTY DIRECTOR REPORT - Cindy Trail

Rob Howarth was asked to join the Blueprint Boise Planning Group by Mayor Dave Beiter.

Nancy Rush talked to the principal at the Glens Ferry School District regarding the results of moving the vending machine. They do not have any data on nutrition or obesity; however, it has reduced disciplinary problems surrounding the vending machines. The dairy vending machine is working well, and some of the teachers are still using the water bottles.

Nancy Rush was invited to submit a full application for the Children in Balance (CIB) grant out of Tufts University. CIB is a two-year, community-based research intervention targeting 1st-3rd graders and their families. If selected, over the next two years, we would receive \$300,000 along with training and tools that would enable us to create an environment that surrounds children with healthier eating options and opportunities for active living. For this grant, we have a partnership with BSU, Meridian School District, the YMCA, and the City of Meridian. They will announce their decision in March.

The flu campaign was a success. Last year we had 60% of our staff receive a flu shot. Through education and awareness this year, we had 90% participation rate, which was the goal of the Board. As an incentive, the department that won will be 'Dunking the Duke' at the Summer All-Staff meeting. The district receiving the traveling trophy for winning the interagency contest was District VI, having a 96% participation rate.

EXECUTIVE SESSION – Mary Egusquiza

Acting Chairman Mary Egusquiza asked for a motion to enter into Executive Session.

Motion: Dr. Jane Young moved to go into Executive Session under Idaho Code 67-2345(f) and Commissioner Frank Eld seconded. The motion was carried unanimously by roll call vote individually – Betty Ann Nettleton, Fred Lawson, Frank Eld, Jane Young, and Mary Egusquiza.

The Board returned to regular session at 12:32 p.m.

ADJOURN – Mary Egusquiza

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

Meeting adjourned at 12:37 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

2/18/08

Date



Russell A. Duke, Secretary