



*“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  
Central District Health Department  
Friday, December 18, 2009**

**Board Members:**

Steven F. Scanlin, JD, Chair

Betty Ann Nettleton, RN, V-Chair/Trustee

Commissioner Terry Day

Dr. Jane Young

Commissioner Connie Crusier

Commissioner Frank Eld (Absent)

Dr. Ted Epperly, MD

**Guest:**

Sue Robinson

Jodie Andrew

Pete Wagner

**Staff:**

Russell A. Duke, Director/Board Secretary

Nikki Sakata

Cindy Trail

Dave Fotsch

Meghan Muguira

Margaret Ross

Rob Howarth

Donna Mahan

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**Call Board Meeting to Order – Steven Scanlin**

Chairman Steven Scanlin called the Board of Health meeting to order at 8:32 a.m.

**Leadership in Community Public Health Award – Russell A. Duke**

Sue Robinson, CEO of Red Cross, and Jodie Andrew, Director of Emergency Services, were presented with the Leadership in Community Public Health Award by Chairman Steven Scanlin and Russell Duke, Director, for Red Cross’s contribution in supporting our community at the H1N1 PODS throughout the course of this major event.

**Action on Minutes for October 16, 2009 – Steven Scanlin**

**Motion:** Betty Ann Nettleton moved to approve the October 16, 2009, Board of Health minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried unanimously.

**Financial Report: FY 2009 – July through November Budget to Actual – Meghan Muguira**

The “Budget to Actual” report for July through November was reviewed. For Revenue, fees are currently at 42%, contracts are at 53%, and other revenue is at 61%. For Expenditures, personnel costs are overspent by 1.7% (\$122,263). Overall Expenditures are at 45%. We will present the budget revision in February that will include the H1N1 expenses. Overall we are on budget for year-end.

**Reserve Fund Request – Meghan Muguira**

Meghan requested \$17,500 from the Reserve Funds for a new color copier/scanner for the Armstrong office, replacing an old black and white copier. The Board requested that we do a cost benefit between leasing and purchasing before the final decision is made.

*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

**Motion:** Commissioner Terry Day made a motion to approve using Reserve Funds to purchase and/or lease a new color copier/scanner for the Armstrong Office; Dr. Jane Young seconded; no further discussion; all in favor; motion carried unanimously.

**Household Hazardous Waste – Pete Wagner, Regional Administrator of Department of Environmental Quality (DEQ)**

Pete Wagner presented DEQ's plan for this spring to focus on household hazardous waste and mercury clean-up in cities and counties of southwest Idaho. The plan is in January, February, or March 2010 to host a household hazardous waste training event for county and city leaders on the logistics of the program and then implement the program in their communities this spring (April – May 2010) for a "spring clean-up" one day event. DEQ will provide funding to help cover some of the cost of the collection containers and the cost of disposing the hazardous materials.

**Immunization Subcommittee of the Legislative Health Care Task Force – Dr. Ted Epperly**

The Joint Finance Appropriations Committee in session 2009 approved the governor's request to eliminate funding for the childhood vaccine purchase program. The decision was quickly reversed on a temporary basis and funding was provided through the end of January 2010 with rainy day funds. Dr. Epperly, his staff, and Russell Duke worked closely with the Legislative Health Care Task Force to identify a long-term solution to maintain universal access to free vaccine in Idaho. The committee chose to create a model similar to the state of New Hampshire. In short, insurance companies are given an assessment based on the number of covered lives reported in Idaho by insurance companies. Then they are charged a fixed amount of money that is put into a non-profit fund along with federal funding that is then utilized by the state to purchase vaccine from CDC at the lowest possible rate. The state then gives providers the vaccine at no charge. At this point, the insurance companies are taking the lead in crafting legislation that will be presented in this year's legislative session.

**Employee Flu Campaign – Cindy Trail, Deputy Director**

As a whole, our agency had 90% of our staff vaccinated for seasonal flu, which included 100% board member participation. This year Eastern Idaho Public Health District won the statewide competition for having 97% of their staff vaccinated.

**H1N1 Update – Nikki Sakata, Program Manager of Communicable Disease Control and Public Health Preparedness**

Nikki Sakata provided a report on H1N1 for 2009 that was a comprehensive review of our response to the H1N1 Influenza Pandemic to date. Using the National Incident Management System and Incident Command System as the framework for operating during public health emergencies enabled us to have a clear chain-of-command and provide an organized response to the community, our partners, and staff. At this time, our efforts have allowed us to host 13 POD clinics; vaccinate over 16,000 students in 77 schools; and provide 115 partners with vaccine.

**2010 Central District Health Department (CDHD) Board of Health Meeting – Russell A. Duke**

**Motion:** Betty Ann Nettleton made a motion to approve the CY 2010 CDHD Board of Health Meeting schedule, moving the December meeting to the 10th; Dr. Ted Epperly seconded; no further discussion; all in favor; motion carried unanimously.

**Hiring Policy Regarding Tobacco Use – Russell A. Duke**

The Board reviewed the updated verbiage on CDHD's Tobacco-Free Workplace policy that will also be used on our website along with state job postings specifically for CDHD that states "CDHD will give hiring preference to non-tobacco users for equally qualified applicants."

**Motion:** Dr. Ted Epperly made a motion to accept this modified Tobacco-free workplace policy; Dr. Jane Young seconded; further discussion; motion carried unanimously.

**Executive Session**

**Motion:** Betty Ann Nettleton made a motion to go into Executive Session under Idaho Code 67-2345 (b) and Dr. Ted Epperly seconded. The motion was carried unanimously by roll call vote individually - Betty Ann Nettleton, Connie Cruser, Terry Day, Ted Epperly, Jane Young, and Steve Scanlin

**Motion:** Dr. Jane Young made a motion to come out of Executive Session and Commissioner Terry Day seconded. The motion was carried unanimously by roll call vote individually - Betty Ann Nettleton, Connie Cruser, Terry Day, Jane Young, and Steve Scanlin.

**Break – Steven Scanlin**

**Information Systems Audit Follow Up – Margaret Ross, IT Manager**

As a follow-up to the high-level review of our IT environment, Margaret Ross presented an update on the four key areas of focus – security, hardware and software infrastructure, disaster recovery, and overall direction as stated in our IT Strategic Plan, along with recommendations given by the vendor and our next steps of action. The Board was pleased that the vendor’s recommendations coincide very closely with the plans outlined in the proposed IT Strategic plan.

**Director’s Report – Russell Duke**

IAB Dates: This year’s conference will be hosted by District 7 in Idaho Falls on June 16-18, 2010.

NALBOH Dates: This year’s conference will be held in Omaha, Nebraska, August 5-7, 2010.

Childcare: Last year the public health districts were removed from Idaho code regarding childcare inspections. This year we have been working closely with Health and Welfare (H&W) on a contractual relationship that would enable all public health districts to continue performing childcare inspections. H&W wants a central contractor, which Rob Howarth, Environmental Health Program Manager, has agreed to do for all the public health districts in Idaho. Rob has played a key role in negotiating this contract that will start March 1.

H1N1 Thank You Letter: On behalf of the Board and the Management Team, a thank you letter will be going out to volunteers and staff in appreciation for their service. In addition, we are planning a thank you lunch.

NALBOH Nomination: Ann Benson from NALOBH has requested nominations from board members in Idaho who have done something significant in public health.

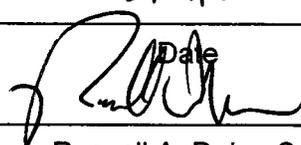
**Adjournment – Steven Scanlin**

Meeting adjourned at 12:21 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

2/19/10  
  
Date

Russell A. Duke, Secretary