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“Healthy People in Healthy Communities”

**Central District Health Department
Board of Health Meeting
707 N. Armstrong Pl, Boise, ID 83704
Friday, August 18, 2017 ~ 8:30 a.m. to 11:30 a.m.**

Board Members

Betty Ann Nettleton, RN, Chair (absent)	Rep. Megan Blanksma, V-Chair
Comr. Elt Hasbrouck, Trustee (absent)	Comr. Laura Baker
Dr. Ted Epperly, MD	Steven F. Scanlin, JD
Dr. Jane Young, DNP	

Staff

Russell A. Duke, District Director	Donna Mahan, Recorder	Bonnie Spencer
Rob Howarth	Kris Spain	Angela Spain
Michele Hanrahan	Mark Riley	Brandon Atkins
Patty Kennings		

Board of Health Meeting Call to Order – Megan Blanksma

Megan Blanksma called Board of Health meeting to order at 8:32 a.m. Steve Scanlin provided an update on both the Idaho Association of District Boards of Health (IADBH) and the National Association of Local Boards of Health conferences.

Board Minutes for May 19, 2017 – Megan Blanksma

The May 19, 2017 Central District Health Department (CDHD) Board of Health minutes stand approved as presented.

Financial Reports – Bonnie Spencer

FY 2017 Year-End Financial Reports

At FY 2017 year-end, our overall revenue came in 3% over budget; and our expenditure came in 4% under budget. The year-end FY 2017 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$2,946,395; and the reserve fund designation was \$2,325,983 with a balance of undesignated funds at \$620,412.

FY 2018 Financial Reports

The FY 2018 Budget to Actual for July 2017 report reflects that we are 8% through the FY 2018 budget year. Total revenues are at 9% of the budget. Fees are at 9%; contracts are at 9%; and county contributions are at 2%. Total expenditures are at 7%. Personnel cost are at 7%. Operating cost are at 9%; and capital cost are at 0%. The FY 2018 Cash Balance Statement and Reserve Report at the end of July reflects a total cash balance of \$3,794,818; the reserve fund designations are \$2,325,983 with a cash balance of \$1,468,835.

SERVING ADA, BOISE, ELMORE AND VALLEY COUNTIES

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Cash Carryover Designations – Bonnie Spencer

At the end of June 30, 2017, our total cash balance was \$2,946,395. Minus the restricted/committed cash and cash on hand of \$32,571, the total available cash balance was \$2,913,824. With the reserve fund designations balance being \$2,913,824, Bonnie proposed that the reserve funds be set as follows:

Personnel Reserve Fund (27 th Pay Period)	\$ 29,400
Operational Reserve Fund	863,800
Capital Reserve Fund	<u>2,020,624</u>
Total Reserve Fund Designations	<u>\$ 2,913,824</u>

Motion: Steve Scanlin made a motion to approve the FY 2018 reserve fund proposal as presented; seconded by Dr. Ted Epperly; no further discussion; motion carried.

FY 2017 Strategic Plan Year End Report – Bonnie Spencer

Bonnie provided a year-end progress report on our FY 2017 strategic plan, reviewing the results of each goal and the objectives.

FY 2018 – FY 2022 Strategic Plan – Bonnie Spencer

Bonnie identified key changes made to the FY 2018 strategic plan from last fiscal year. After some discussion around the internal process of establishing the strategic plan, the decision was made to have the final draft sent to the full board for review and input. Bonnie will work to setup meetings with staff for Board members who would like more involvement in finalizing the plan before it's presented to the Board.

Legislative Priorities – Russell Duke

Russ provided an update on the following proposed legislative priorities for 2018:

- Food License Fees: Based in the food fee discussion during the IADBH business meeting, Southwest District will be taking the lead on this legislation.
- Medicaid Waiver for Family Planning: We plan to ask Idaho to pursue a family planning 1115 waiver to cover family planning services excluding abortion.
- Board of Trustees: Megan is considering legislation regarding the Board of Trustees' responsibility for setting the funding formula to require the meetings be subject to the open meeting laws and the Administrative Procedures Act.

Break – Megan Blanksma

Architect for Armstrong Remodel – Russell Duke

We have selected Pivot North as our preferred architectural firm for the Armstrong remodel out of seven proposals. Russ asked for the Boards approval to begin negotiating a contract with Pivot North; and if a contract cannot be reached, we are able to move forward with the other top candidates.

Motion: Dr. Ted Epperly made a motion to move forward working with Pivot North as the architectural firm and negotiate a price; and to move forward to candidate two and three if required. Seconded by Dr. Jane Young. Additional discussion took place; all in favor; motion carried.

Director's Report – Russell Duke

Crisis and Recovery Center for Ada County

According to Region 4 Behavioral Health Program Manager Jennifer Burlage, they are on track to open a crises and recovery center for Ada County in December. She will be presenting at the October Board meeting with updates

IADBH Bylaws

As a result of the IADBH Business meeting, the IADBH bylaws need to be updated to reflect the role of the Board of Trustees. Currently, the bylaws place the authority for the association's business throughout the year with the Board of Trustees, expanding their role beyond determining the funding formula. During the business meeting, it was suggested that an Executive Council be established. A conference call among the District Directors and a Board Representative will take place on September 14 to determine how to move forward. If an Association Executive Council is formed, each District Board will have a representative on the Council and bylaws will be created. The CDHD Executive Council member will be determined at the October Board meeting.

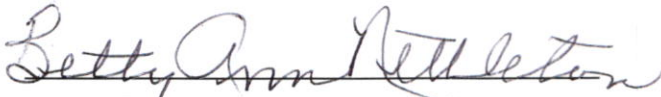
State Appropriation Decision Unit

After a lengthy discussion on requesting an additional \$50,000 to cover our added cost to deliver services to refugee families in the state budget request, the Board preferred to wait until next year when they have more time to review the data.

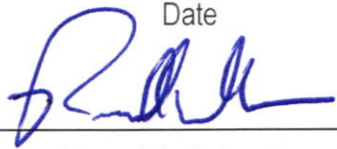
Adjournment – Megan Blanksma

No further business was brought before the Board; meeting adjourned at 11:18 a.m.

Respectfully submitted:


Betty Ann Nettleton, Board Chair

10/13/17

Date


Russell A. Duke, Secretary