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“Healthy People in Healthy Communities”

Central District Health Department Board of Health Meeting
707 N. Armstrong Place, Boise, Idaho
Friday, December 14, 2018 ~ 8:30 a.m. to 11:30 a.m.

Board Members

Betty Ann Nettleton, RN, Chair
Rep. Megan Blanksma, Vice Chair
Comr. Elt Hasbrouck, Trustee
Comr. Laura Baker (Absent)

Dr. Ted Epperly, MD
Steven F. Scanlin, JD
Dr. Jane Young, DNP

Staff

Russell A. Duke, District Director
Bonnie Spencer
Kris Spain

Donna Mahan, Recorder
Rob Howarth
Jaime Aanensen

Call Board of Health Meeting to Order – Betty Ann Nettleton

Betty Ann Nettleton, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:32 a.m. Russ and Bonnie thanked Mark Riley for his years of service with CDHD as the Facility Manager and introduced Charlie Charlton, our new Facility Manager.

Board of Health Minutes for October 19, 2018 – Betty Ann Nettleton

The October 19, 2018 Board of Health minutes stand approved as distributed.

State General Fund Request for Regional Health Collaborative – Russell Duke/Josh Bishop

Josh Bishop, a health consultant, presented the work being done with Public Health Districts 3 and 4 in developing our plan for establishing a 10-county regional health collaborative (RHC). This will allow for us to continue the work established under the Statewide Healthcare Innovation Plan grant at a greater level through the collaboration of both districts to address community health for the 10 counties in southwest Idaho.

We have submitted a Decision Unit to JFAC requesting state funding for \$120,000 to cover the administrative cost for managing RHC, which would be housed at CDHD. We will likely request the same amount for one additional year after that, and then we expect funding to come from community partners. The Board is in support of this work and encouraged matching funds be secured before the JFAC presentation.

FY 2019 Financial Report – Bonnie Spencer

The FY 2019 Budget to Actual for November 2018 report reflects that we are 42% through this budget fiscal year. Total revenues are at 35% of the budget. Fees are at 49%; contracts are at 37%; and county contributions are at 37%. Total expenditures are at 35%. Personnel costs are at 41%. Operating costs are at 41%; and capital costs are at 11%. The FY 2019 Cash Balance Statement and Reserve Report at the end of November reflects a total cash balance of \$3,907,393; the reserve fund designations are \$3,869,756 with a cash balance of \$37,637.

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Board Schedule for CY 2019 – Betty Ann Nettleton

The proposed Board schedule for calendar year 2019 was presented. The Board requested additional time to review the proposed dates. They approved the February meeting date.

Motion: Dr. Ted Epperly made a motion to approve February 15 instead of February 8 for the next Board of Health meeting presented; seconded by Dr. Jane Young. No further discussion; motion carried.

CDHD Board of Health Bylaws – Russell Duke

The Board signed the CDHD Board of Health bylaws as presented.

Executive Coaching – Russell Duke

During Russ' performance review last spring, the Board recommended that he participate in executive coaching with Ron Price to further enhance his leadership skills. Mr. Price's fee was substantially higher than the \$5,000 the Board suggested. The Board asked Russ to see if Ron offered other opportunities and see what other training opportunities are available.

Motion: Megan Blanksma made a motion for Russ to work within a \$5,000 cap; seconded by Steve Scanlin; all in favor. No further discussion; motion carried.

District Director Report – Russell Duke

Public Health District 3 Food Establishment Fees: After working with food agencies and industry lobbyists to establish fees in addition to those set in Idaho Code, District 3's Board approved moving ahead with additional fees for licensed food establishments to be implemented January 1, 2019.

Remodel Update: We are on target for the March 15 completion date for Phase 1.

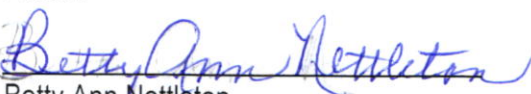
12th Grade Vaccine Requirement: Russ spoke to the Board of Department of Health & Welfare in support of adding meningococcal vaccine as a requirement for entry into 12th grade into IDAPA, which they voted to support.

Financial Audits: Our FY2015 and FY2016 audits by the Legislative Services Office (LSO) have not been completed, and our FY 2017 and FY2018 audits are now due. With District 3 having received a finding on their most recent audit based on an accounting method all public health districts have used for decades, we will likely have this same finding for our FY2015/FY2016 and FY2017/FY2018 audits. Dr. Ted Epperly stated that Family Medical Residency of Idaho uses Dingus, Zarecor and Associates, based in Spokane, Washington, and highly recommends them. They have extensive experience with organizations that are receiving Federal and State money for grants and programs.

Adjournment – Betty Ann Nettleton

No further business was brought before the Board; meeting adjourned at 11:25 a.m. Next meeting will be held on Friday, February 15, 2019.

Attest:


Betty Ann Nettleton
Board Chair



Russell A. Duke, District Director
Secretary to the Board

Board Minutes approved on 2-15-19.