
CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES
707 N Armstrong Place, Boise, ID | Syringa Room
Friday, August 21, 2020 at 8:30 a.m.

Note: Due to COVID 19, meetings of the Board for the remainder of 2020 will be held via video conference unless otherwise noted.

View meetings live at: <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczecnYkXarw/>

I. IN THE MATTER OF CALL TO ORDER

Betty Ann Nettleton, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m.

II. IN THE MATTER OF ROLL CALL

The Board of Health members were identified by roll call: Commissioner Ryan Stirm; Commissioner Elt Hasbrouck, Trustee; Jane Young, DNP; Ted Epperly, MD; Commissioner Diana Lachiondo; Representative Megan Blanksma, V-Chair; and Betty Ann Nettleton, RN (Ret), Chair

Others present were CDH staff members Russell A. Duke, District Director; Kimberly Link, Communicable Disease Manager; Bonnie Spencer, Chief Operations Officer; Kris Spain, Family and Clinic Services Administrator; Rob Howarth, Community & Environmental Health Administrator; Gary Foote, Human Resource Manager; and Donna Mahan, Recorder. Mike Kane, CDH's Legal Counsel. Brian Kane, representative of the Idaho Office of the Attorney General.

ACTION ITEMS:

III. CHANGES TO THE AGENDA

Amendments were acknowledged: Syringa meeting room was added for specific location and the word "vote" was added to the action item "Cash Carryover Designations" for clarity.

Motion: Commissioner Elt Hasbrouck made a motion to approve the amended agenda as presented; seconded by Commissioner Ryan Stirm. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

IV. NEW BUSINESS

1. *Vote on minutes from August 11, 2020 Board meeting*

Motion: Commissioner Elt Hasbrouck made a motion to approve the August 11, 2020 Board of Health minutes as presented; seconded by Dr. Jane Young. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

2. *Review of COVID-19 metrics for Criteria for Determining Quarantine and Restriction Orders for Ada County, by Kimberly Link, Communicable Disease Control Manager*

Kimberly Link reviewed the Central District Health Ada County Criteria Summary with graphs handout. The summary reflects the past two weeks starting with August 2, which shows a slight downward trend yet we continue to have over 100 COVID 19 cases reported per day.

3. *Review of Open Meeting Law Investigation Report and Response to Recommendations, by Russ Duke, District Director*

The Idaho Office of the Attorney General investigated the Central District Health Board regarding alleged violations of

the Open Meeting Law. All recommendations from that investigation have been met with the completion of today's training by Brian Kane on Idaho Open Meeting Laws.

4. *Open Meeting Law Training*

Brian Kane, representative from the Attorney General's Office, provided the Board with a thorough training of the Idaho Open Meeting Laws, reiterating each board member has equal authority to ensure the law is adhered to.

5. *Executive Session under Idaho Code 74-206 (f) "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated."*

The Board of Health entered into executive session at 10:08 a.m. to discuss Idaho Code 74-206 (f) to communicate with legal counsel through a motion. The Board invited Mike Kane, attorney; and staff Russ Duke, District Director, and Donna Mahan, Recorder.

Motion: Commissioner Elt Hasbrouck made a motion to enter into executive session under Idaho Statute 74-206 (f) to communicate with legal counsel. Seconded by Commissioner Diana Lachiondo. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

Motion: Commissioner Ryan Stirm moved to enter back into open session. Dr. Jane Young seconded the motion. By voice vote, Commissioner Ryan Stirm, Dr. Ted Epperly, Dr. Jane Young, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

The Board returned to open session at 10:35 a.m. with no further discussion, inviting the public back into the meeting.

6. *Introduce new Human Resource Manager Gary Foote*

CDH's new human resource manager, Gary Foote, was introduced to the Board. Mr. Foote served 20 plus years in the United States Air Force and has spent the past seven years working for the Idaho Department of Administration.

7. *Discussion regarding status of state law regarding employment decisions*

Mike Kane, CDH's attorney, presented the state laws regarding employment decisions. The law both states that public health districts are not state agencies yet the law also can be interpreted that they are seen as a state agency in regards to setting the district director's salary, establishing positions, changes in employee compensation, and such. With the personnel challenges being had with the Idaho Division of Human Resources support and control, the question becomes what action does the Board want to take next. The preference of the Board was to have Mike Kane draft a letter to the Attorney General's Office requesting an interpretation of law. The Board then will decide if they want to move forward and recruit someone to make the ask.

Motion: Commissioner Elt Hasbrouck made a motion for Mike Kane to draft a letter to the Attorney General's Office requesting an interpretation of law; seconded by Dr. Jane Young. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, and Representative Megan Blanksma voted aye. Motion carried.

Note: *Commissioner Diana Lachiondo stepped out for another meeting.*

8. *Provide FY-2020 Year-end Financial Report by Bonnie Spencer, Chief Operations Officer*

At FY-2020 year-end, our overall revenue came in 1% under budget; and our expenditure came in 5% under budget. The year-end FY-2020 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$2,667,546; and the reserve fund designation was \$1,993,342 with a cash balance of \$674,204, including restricted funds of \$146,160.

9. Vote on Cash Carryover Designations presented by Bonnie Spencer, Chief Operations Officer

The cash carryover designation proposal was presented and reviewed. The total cash balance as of June 30, 2020, was \$ 2,667,546; less cash on hand and restricted/committed cash of \$147,220; total available cash balance of \$2,520,326. The proposed use of the total available cash balance of \$2,520,326 as presented: the total proposed special projects/ carryover designations were \$298,100; the total proposed FY-21 reserved fund designations were \$2,201,900; and the undesignated available cash balance was \$20,326.

Motion: Commissioner Ryan Stirm made a motion to approve the FY-2021 carryover and reserve fund proposal as presented; seconded by Dr. Jane Young. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

10. Provide FY-2021 Financial Report by Bonnie Spencer, Chief Operations Officer

The FY-2021 Budget to Actual for July 2020 report reflects that we are 8.33% through this budget fiscal year. There are significant budgetary variances with the effect of COVID activities and with final Boise remodel expenses budgeted last year but paid this year. Total revenues are at 15% of the budget. Fees are at 8%; contracts are at 23%; and county contributions are at 4%. Total expenditures are at 9%. Personnel costs are at 8%. Operating costs are at 6%; and capital costs are at 136%. The FY-2021 Cash Balance Statement and Reserve Report at the end of July reflect a total cash balance of \$3,733,570; the reserve fund designations are \$1,993,342 with a cash balance of \$1,740,229, including a restricted amount of \$146,160.

Note: Commissioner Diana Lachiondo returned to the meeting. Bonnie Spencer will be retiring the end of December.

11. Provide update on CY-2020 Strategic Plan, by Russ Duke, District Director

Russ Duke provided an update on the CY-2020 Strategic Plan, answering questions as brought forward by the Board. March 2019 changed the focus of our general operations; however, staff have worked hard to continue serving our community and making a difference.

V. ADJOURNMENT

The next Board meeting will be Tuesday, September 1 at 4:00 p.m. The Board adjourned at 12:09 p.m. by a motion.

Motion: Representative Megan Blanksma made a motion to adjourn the meeting; seconded by Commissioner Elt Hasbrouck. By voice vote, Commissioner Ryan Stirm, Commissioner Elt Hasbrouck, Dr. Jane Young, Dr. Ted Epperly, Commissioner Diana Lachiondo, and Representative Megan Blanksma voted aye. Motion carried.

Attest:



Betty Ann Nettleton
Board Chair



Russell A. Duke, District Director
Secretary to the Board

Board Minutes approved on September 1, 2020.