

"Partnering to promote, protect and preserve health in our community"

**Central District Health Department
Friday, March 20, 2015 ~ 8:30 a.m. to 12:30 p.m.
707 N. Armstrong Place, Boise, ID**

Board Members

Steven F. Scanlin, JD, Chair
Commissioner Al Hofer (Absent)
Commissioner Vicki Wilkins

Betty Ann Nettleton, RN, V-Chair/Trustee
Commissioner Elt Hasbrouck

Dr. Ted Epperly, MD
Dr. Jane Young, DNP

Staff

Russell A. Duke, Director
Holly Hutchinson

Donna Mahan, Recorder

Rob Howarth

Bonnie Spencer

Call Board of Health Meeting to Order – Steve Scanlin

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:36 a.m.

Board Minutes – February 13, 2015 – Steve Scanlin

The February 13, 2015 Board of Health minutes stand approved as presented.

Financial Report: FY 2015 – July thru February Budget to Actual – Bonnie Spencer

The FY 2015 Budget to Actual for February 2015 report reflects that we are 67% through the FY 2015 budget year, including revised budget numbers. Total revenues are at 76% of budget. Fees are at 75%; contracts are at 73%; and county contributions are at 98%. Total expenditures are at 64%. Personnel cost is 67%. Operating and capital costs are both underspent. The FY 2015 Cash Balance Statement and Reserve Report at the end of January reflects a total cash balance of \$3,307,036; and the reserve fund designation was \$1,608,202 with a balance of undesignated funds at \$1,698,834. We have a balance of \$42,949 left in our Special Projects Reserve Fund for FY 2015.

Fee Development – Bonnie Spencer

Central District Health Department adheres to the rule IDAPA41.02.01 that governs health district fees along with the internal procedure we have developed for establishing fees and charges. With the Board responsible for approving the annual fee updates, Bonnie Spencer provided an overview of the process we use to determine our cost of delivering services and how the cost is used to determine the fee for services provided.

Guidance for FY 2016 Budget – Russell Duke

In preparation of developing the FY 2016 budget, Russ Duke asked for Board's guidance on the county contribution to be figured into the proposed budget. The county contribution is about 20% of our overall budget; it also influences our share of the state appropriation. Historically, except during the recession years, we have asked the counties for a 3% increase. After discussing different options, the Board agreed to ask for a 3% increase.

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 Vicki Wilkins made a motion to approve a 3% increase for the county contribution in preparing the FY 2016 budget. Commissioner Elt Hasbrouck seconded. With no further discussion and all in favor, motion carried.

NALBOH Membership – Steve Scanlin

Steve Scanlin recently participated on a NALBOH (National Association of Local Boards of Health) conference call and believes the organization is moving in the right direction after essentially dissolving. At this point, State Association of Local Boards of Health can join NALBOH for free; however, individual Boards of Health must pay a fee. Before the Board agrees to join, Steve will find out if members must assume responsibility for past debt.

Break – Steve Scanlin

Prior to the break, Ross Mason, Regional Director of the Idaho Department of Health and Welfare, joined the meeting and announced his retirement on March 31, 2015.

IT Audit – Bonnie Spencer

In follow-up to the Board meeting in February regarding an IT audit, we met with Dana Hamilton from Family Medicine Residency of Idaho (FMRI) to better understand what evaluation would provide the greatest benefit. Bonnie Spencer recommended that we have an external party perform an intrusion test, test our disaster recovery plan, and test our data backup system to ensure all is working as needed. An internal audit using the same tool as FMRI will also be completed. We will build into the FY 2016 budget the cost of the audit.

Motion: Commissioner Vicki Wilkins moved to build into the FY 2016 budget the cost of the audit; Betty Ann Nettleton seconded. Discussion on data stored off the network, such as, tapes took place. All in favor, motion carried.

The Board asked that a one-page report be presented to the Board on the outcome and solutions to any findings. The result of the audit will determine if an audit is required more frequently than annually.

Russ took a moment to thank FMRI for their partnership over the years, supporting CDHD at so many different levels.

Immunization Resolution – Russell Duke

After reviewing Public Health District 2's resolution regarding immunization exemptions, the Board provided feedback to present to Carol Moehrle in preparation for the IADBH Business meeting in June.

Trustee Update – Betty Ann Nettleton

This has been a very quiet legislative session this year for public health. No bill was printed nor will be for Medicaid Redesign this session. The Cottage Industry bill has been stopped.

Traffic Light System – Holly Hutchinson

CDHD Registered Dietitian Holly Hutchinson, presented information on a traffic light system for food labeling: green stands for go or choose often; yellow stands for slow or good choice; and red stands for whoa or on occasion. The color system simply provides a visual aid to consumers when making food choices. To start this program we would need to begin with one or two pilot sites to track the impact color coding makes then take it to the broader community. The pilot sites can be grocery stores, hospitals, and/or schools. The Board asked that a plan be developed and presented back to the Board in April.