Central District Board of Health Meeting Minutes
707 N. Armstrong Pl, Boise, ID 83704
Friday, April 8, 2016 - 8:30 a.m. to 11:30 p.m.

Board Members
Steven F. Scanlin, JD, Chair
Comr. Laura Baker
Dr. Jane Young, DNP

Dr. Ted Epperly, MD, V-Chair (Absent)
Megan Blanksma
Comr. Elt Hasbrouck, Trustee
Betty Ann Nettleton, RN

Guests
Sharon Ullman
Nora Carpenter
Rebecca Lemmons

Staff
Russell A. Duke, District Director
Donna Mahan, Recorder
Bonnie Spencer
Gina Pannell
Alexis Pickering

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 8:37 a.m.

Board of Health Minutes for March 18, 2016 – Steve Scanlin
The March 18, 2016 Board of Health minutes stand approved as presented.

FY 2016 Financial Reports – Bonnie Spencer
The FY 2016 Budget to Actual for March 2016 report reflects that we are 75% through the FY 2016 budget year. Total revenues are at 81% of the budget. Fees are at 87%; contracts are at 74%; and county contributions are at 96%. Total expenditures are at 73%. Personnel cost is at 76%. Operating cost is at 66%; and capital cost is at 50%. The FY 2016 Cash Balance Statement and Reserve Report at the end of March reflects a total cash balance of $3,356,747; and the reserve fund designation is $2,157,003 with a cash balance of undesignated funds at $1,199,744. The Special Projects Reserve Fund balance is $282.

District Reserve Fund Policy Revision – Bonnie Spencer
Bonnie presented the revised District Reserve Fund policy which included intent language to maintain 90 days cash on hand and to establish a fund for the 27th pay period that will take place in another 11 years.

Motion: Betty Ann Nettleton made the motion to approve the revised District Reserve Fund policy with the changes as stated; seconded by Megan Blanksma; no further discussion; motion carried.

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office
707 N. Armstrong Pl.
Boise, ID 83704
Environ. 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
Environ. 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
FY 2017 Proposed Budget – Russell Duke
Russ reviewed key highlights of the FY 2017 proposed budget for CDHD, answering questions.

Motion: Betty Ann Nettleton made the motion to approve the proposed CDHD FY 2017 budget as presented; seconded by Commissioner Elt Hasbrouck; no further discussion; motion carried.

IADBH Resolutions – Russell Duke
The Resolution to Support Raising the Minimum Age of Legal Access and Use of Tobacco Products in Idaho to Age 21 was presented by Russ. During the discussion, the Board agreed that tobacco use is not good; however, there were questions raised regarding moving the age to 21.

Motion: Dr. Jane Young made a motion to accept the Resolution to Support Raising the Minimum Age of Legal Access and Use of Tobacco Products in Idaho to Age 21 as presented; seconded by Betty Ann Nettleton. After further discussion, the motion carried 4 to 2 with Commissioner Laura Baker and Megan Blanksma voting no.

Trustee Report – Elt Hasbrouck
The Trustees will continue to discuss the general fund appropriation formula at the Idaho Association of District Board of Health (IADBH) meeting in Coeur d’Alene.

Break – Steve Scanlin

ALICE Report – Nora Carpenter
Nora Carpenter, CEO of the United Way of Treasure Valley, presented the 2016 ALICE (Asset Limited, Income Constrained, Employed) report for the Pacific Northwest, focusing on Idaho. The study is an assessment of individuals and families who are working but unable to afford the basic house necessities. In 2013 in Idaho, 15% lived in poverty, and 22% were ALICE. The report revealed that federal poverty levels do not reflect the needs in our communities.

Director’s Report – Russell Duke
Prioritize Topics for Board Education Sessions: As requested by the Board, we will be begin our education sessions in May that will cover topics that need focused discussions, starting with the general fund appropriation formula.

Remodel Committee Update: Russ and Bonnie met with Dr. Epperly and Dr. Young regarding the remodel. The committee wanted to make sure CTA had clinical remodel and design experience. To answer the question, Russ provided the Board with a packet from CTA reflecting their expertise in working in the healthcare sector. The committee will meet at each key decision point in the process.

Budget Hearing: The Budget Hearing and Board of Health meeting, which will begin at 10 a.m., will be held at the Ashley Inn on May 20.

IADBH Conference Registration: The final IADBH conference registrations were submitted to Donna.

County Commissioner Meetings: The Board was provided a list of dates and times for the four county commissioner meetings prior to the Budget Hearing.

County Data Sheets: Russ provided the Board with a copy of the Comparison of Salary Increases log for CDHD and our four counties. He will provide the county commissioners with their data sheets when he meets with them over the next few weeks.
Adjournment – Steve Scanlin
No further business was brought before the Board; meeting adjourned at 11:40 a.m.

Respectfully submitted:

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Steven F. Scanlin, Board Chair

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Russell A. Duke, Secretary

Date: 5/20/16