

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

**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	Dr. Ted Epperly, MD, V-Chair (Absent)	Comr. Elt Hasbrouck, Trustee
Comr. Laura Baker	Megan Blanksma	Betty Ann Nettleton, RN
Dr. Jane Young, DNP		

**Guests**

Sharon Ullman	Nora Carpenter	Rebecca Lemmons
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**Staff**

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

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**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 27<sup>th</sup> 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.

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*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

## **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 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.

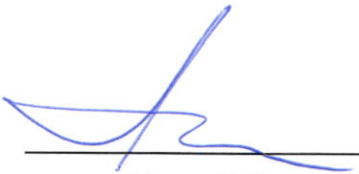
County Commissioner Meetings: The Board was provided a list of dates and times for the four county commissioner meetings prior to the Budget Hearing.

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:



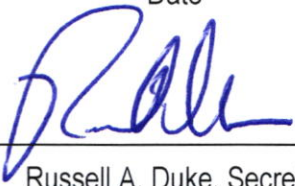
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Steven F. Scanlin, Board Chair

5/20/16

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Date



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Russell A. Duke, Secretary