

*"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, December 11, 2015 ~ 8:30 a.m. to 11:30 a.m.**

**Board Members**

Steven F. Scanlin, JD, Chair  
Commissioner Laura Baker  
Dr. Jane Young, DNP

Dr. Ted Epperly, MD, V-Chair  
Megan Blanksma

Commissioner Elt Hasbrouck, Trustee  
Betty Ann Nettleton, RN

**Guests**

Bill Moran

**Staff**

Russell A. Duke, Director  
Jaime Harding

Donna Mahan, Recorder  
Christine Myron

Bonnie Spencer

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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 October 16, 2015** – Steve Scanlin

The October 16, 2015 Board of Health minutes stand approved as presented.

**Stoptuitionhikes.com** – Bill Moran

Bill Moran from Stoptuitionhikes.com presented an update on the ballot initiative on raising Idaho's tobacco tax by \$1.50 to fund college tuition and tobacco prevention. The ballot language has been approved by the Secretary of State. Bill requested support from the Board, which was agreed upon by a motion.

**Motion:** Dr. Ted Epperly made a motion to support the Stoptuitionhikes.com ballot initiative, providing a letter of support; seconded by Commissioner Elt Hasbrouck; continued discussion on the pros and cons of the initiative; motion carried by majority vote with Megan Blanksma opposing.

**Financial Reports** – Bonnie Spencer

The FY 2016 Budget to Actual for November 2015 report reflects that we are 42% through the FY 2016 budget year. Total revenues are at 42% of budget. Fees are at 50%; contracts are at 38%; and county contributions are at 38%. Total expenditures are at 41%. Personnel cost is at 40%. Operating cost is at 38%; and capital cost is over budget but will be adjusted in the budget revision. The FY 2016 Cash Balance Statement and Reserve Report at the end of November reflects a total cash balance of \$2,029,206; and the reserve fund designation was \$2,097,748 with a negative balance of undesignated funds at (\$68,541). We have a balance of \$105,996 left in our Special Projects Reserve Fund.

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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  
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**Elmore County Office**

520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
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**Valley County Office**

703 N. 1st St.  
McCall, ID 83638  
Ph. 634-7194  
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## **Board Schedule for CY 2016 – Steve Scanlin**

The Board set the 2016 CDHD Board of Health schedule.

## **Employee Appreciation Policy Update – Russell Duke**

With the Board's strong support of recognizing our employees not only through our annual reviews and compensation but also by other means, Russ shared with them the updated internal policy, *CDHD Employee Recognition and Service Award Policy*.

## **Strategic Plan Quarterly Update – Bonnie Spencer**

Russ and the Board thanked Bonnie for a job well done on the new strategic plan quarterly report format. The new format provides a very clear, precise visual of our accomplishments.

## **Break – Steve Scanlin**

## **Healthy Idaho Plan and Primary Care Access – Russell Duke**

There are two different healthcare proposals likely to be presented to the Idaho legislature this year; Healthy Idaho Plan (HIP), and Primary Care Access Plan (PCAP). Idaho health insurance advocates are promoting HIP as the proposal to provide health insurance coverage for individuals who fall in the insurance gap, making too little to qualify for the federal tax subsidy thus left without the ability to obtain affordable health insurance. PCAP is being developed by the Department of Health and Welfare as a means to provide access to basic primary care services. After a lengthy discussion on both plans, the Board supports the HIP because it is more aligned with our organizational priorities. Russ will provide the Board with an updated factsheet reflecting CDHD's stance. Once the factsheet is approved by the Board, this document will be provided to Close the Gap.

## **Director's 2015 -2016 Goals – Russell Duke**

### Compensation for Russ

The agreed upon pay increase and bonus by the Board for Russ was not completely approved by the State. After discussing the options, the Board agreed that if the temporary increase was declined by the state, they then support a 5% increase in salary, meeting the intent of the original motion in October.

**Motion:** Jane Young made a motion to approve Plan B: Temporary Increase; and if not approved by the State, move to Plan C: 5% Pay Increase for Russ Duke. Seconded by Betty Ann Nettleton; no further discussion; motion carried.

### Goals for Russ

Russ, working with Steve as requested by the Board, presented his new goals for 2015 to 2016 including four of the five goals being county specific for this evaluation period. The Board identified other goals they would like to see included. Russ will take the new direction and apply it to next year's goal development. The Board agreed to adopt the goals as presented today.

**Motion:** Megan Blanksma made a motion to approve the goals as written and presented today; seconded by Jane Young; no further discussion; motion carried.

## **Office of Performance Evaluation Report – Russell Duke**

The Office of Performance Evaluation (OPE) will be presenting the *Distribution of State General Fund Dollars to Public Health Districts Report* to the Joint Legislative Oversight Committee on Wednesday, December 16. After discussing the report and the options the Board has in regards to responding to the report, the Board requested that Commissioner Hasbrouck represent CDHD at the presentation.

**Motion:** Dr. Ted Epperly made a motion to have Commissioner Hasbrouck represent CDHD at the presentation along with support from Steve Scanlin and Russ Duke; seconded by Betty Ann Nettleton; no further discussion; motion carried.