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"Healthy People in Healthy Communities"

Central District Health Department Board of Health Meeting
707 N. Armstrong Place, Boise, Idaho
Friday, August 17, 2018 ~ 8:30 a.m. to 12:30 p.m.

Board Members

Betty Ann Nettleton, RN, Chair
Rep. Megan Blanksma, Vice Chair
Comr. Elt Hasbrouck, Trustee
Comr. Laura Baker

Dr. Ted Epperly, MD (Absent)
Steven F. Scanlin, JD
Dr. Jane Young, DNP (Absent)

Staff

Russell A. Duke, District Director
Bonnie Spencer
Kris Spain

Donna Mahan, Recorder
Rob Howarth
Michele Hanrahan

Call Board of Health Meeting to Order

Betty Ann Nettleton, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:37 a.m.

Board of Health Minutes for May 18, 2018

The May 18, 2018 Board of Health minutes stand approved as distributed.

Board Governance Training

The results of the board governance survey were reviewed by the Board, which they identified key areas of focus for future meetings.

FY 2018 Year-End Financial Reports

At FY 2018 year-end, our overall revenue came in 4% over budget; and our expenditure came in 6% under budget. The year-end FY 2018 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$4,064,574; and the reserve fund designation was \$2,913,824 with a balance of undesignated funds at \$1,150,750.

Cash Carryover Designations

At the end of June 30, 2018, our total cash balance was \$4,064,574. Minus the restricted/committed cash and cash on hand of \$193,683, the total available cash balance was \$3,869,756. With the reserve fund designations balance being \$3,869,756, Bonnie proposed that the reserve funds be set as follows:

Personnel Reserve Fund (27 th Pay Period)	\$ 59,200
Operational Reserve Fund	867,300
Capital Reserve Fund	<u>2,943,256</u>
Total Reserve Fund Designations	<u>\$ 3,869,756</u>

SERVING ADA, BOISE, ELMORE AND VALLEY COUNTIES

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Motion: Commissioner Elt Hasbrouck made a motion to approve the FY 2019 reserve fund proposal as presented; seconded by Megan Blanksma; no further discussion; motion carried.

FY 2019 Financial Report

The FY 2019 Budget to Actual for July 2018 report reflects that we are 8% through this budget fiscal year. Total revenues are at 7% of the budget. Fees are at 8%; contracts are at 9%; and county contributions are at 3%. Total expenditures are at 7%. Personnel costs are at 8%. Operating costs are at 10%; and capital costs are at 1%. The FY 2019 Cash Balance Statement and Reserve Report at the end of July reflects a total cash balance of \$4,795,611; the reserve fund designations are \$2,913,824 with a cash balance of \$1,881,787.

Fourth Quarter Strategic Plan Scorecard Review

Bonnie reviewed key highlights of CDHD's fourth quarter strategic plan scorecard for FY 2018, answering questions raised by the Board. Moving forward, the Board has requested updates be provided every six months.

FY 2019 Strategic Plan

The new FY 2019 strategic plan was presented to the Board for discussion and review.

Break

District Director's Goals

Russ provided the Board with an update on his goals established in April, receiving feedback and guidance from the Board moving forward.

Conference Office Budget

The Board discussed membership to the Idaho Association of District Boards of Health, which is a volunteer association not required by state code. The budget is currently based on an assessment fee to cover expenditures. This assessment is completed about every two years, then each health district is billed equally by the Association Office. The Board supports moving to a membership dues association.

Motion: Megan Blanksma made a motion to move from an assessment fee association to a membership fee association; seconded by Steve Scanlin; no further discussion; motion carried.

Idaho Association of Counties (IAC) Contract

After discussing the return on investment of the IAC contract through the association office, the Board stated they are not in favor of continuing the contractual agreement with IAC. They don't lobby for public health as stated in the contract. Currently, the assessment fee charged to all seven health districts includes the cost of this agreement.

Motion: Steve Scanlin moved to have Commissioner Elt Hasbrouck speak with the Executive Council not to renew our agreement with IAC; seconded by Megan Blanksma; no further discussion; motion carried.

Food Establishment Fees

There has been discussion among the health districts to create additional fees for food establishments in an effort to recover a larger share of the cost to operate food safety program. The CDHD Board does not support creating additional fees.

National Association of Local Boards of Health (NALBOH) Updates

Steve Scanlin, Megan Blanksma, and Betty Ann Nettleton provided an update on their attendance to NALBOH in North Carolina. They believed that the conference had quality breakout sessions and are grateful for the