

MEETING OF CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES
707 N Armstrong Place, Boise, ID | Syringa Conference Room
Friday, March 25, 2022 | 8:30 a.m.

View meetings live at: <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczeenYkXarw/>

I. IN THE MATTER OF CALL TO ORDER

Betty Ann Nettleton, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m.

II. IN THE MATTER OF ROLL CALL

The Board of Health members were identified by roll call: Betty Ann Nettleton, RN (Ret), Chair; Jane Young, DNP; Raúl Labrador, Dr. Ryan Cole; Commissioner Ryan Stirm; Representative Megan Blanksma, V-Chair (absent); and Commissioner Elt Hasbrouck, Trustee.

Guest: Robert Griffard, Compensation Strategist, Human Resources Pro

CDH staff: Russell A. Duke, District Director; Donna Mahan, Recorder; Bailey Peterson; Randy McLeland; Gina Pannell; Jaime Aanensen; Rachel Garceau; and Ed Castro

ACTION ITEMS:

III. CHANGES TO THE AGENDA

No changes to the agenda were stated.

IV. Presentation and discussion on the Central District Health employee salary assessment by Robert Griffard, Compensation Strategist, Human Resources Pro

CDH hired Human Resources Pro to develop an employee compensation structure based on Boise metro area market pay data. Robert Griffard presented the outcome of his assessment to the board and answered questions. The next step is to develop a compensation strategy that clearly defines what the compensation plans are and how they are to be developed, communicated, and administered.

V. IN-PERSON PUBLIC COMMENTS

Public comments were given by one community member.

VI. NEW BUSINESS

1. *Vote on minutes from January 28, 2022 Board meetings by Betty Ann Nettleton, Board Chair*

Chair Nettleton called for a motion to approve the January 28 board meeting minutes as presented.

Motion: Dr. Ryan Cole moved to approve the minutes for January 28, 2022 board meeting as presented. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, and Commissioner Elt Hasbrouck voted yes. Motion carried.

2. *Staffing changes by Russ Duke, District Director*

Russ Duke welcomed Jaime Aanensen back to CDH as our new Community & Environmental Health Division Administrator, who originally joined us on April 2, 2012, as the Health Policy and Promotion Program Manager. Also, Bailey Peterson started with CDH on May 20, 2019, as the Financial Specialist Senior and has now been promoted to Financial Support Manager.

3. *Discuss budget guidance for the FY-23 Budget to include a compensation plan for CDH staff and the county funding request by Russ Duke, District Director*

In preparation for developing the proposed FY-23 annual budget, Russ Duke asked the board to consider a 2% cost of living increase and a 1%, 2% and 3% additional increase based on merit for CDH staff. Russ requested a 4% increase in county contribution. Based on Mr. Griffard's presentation, CDH needs to close the current wage gap. Our 2021 turnover rate for non-temp staff leaving voluntarily was 20%, with no sign of slowing down. The majority of staff who have left said they were getting a salary increase. This year the state pay plan is a 3% COLA and up to \$1.25 per hour merit.

After a discussion, the board asked for three budget proposals to review at the April 15 board meeting to include a 3%, 4%, and 5% county contribution.

Motion: Commissioners Elt Hasbrouck made a motion for Russ to develop a budget for a 3%, 4%, and 5% increase from the counties. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Commissioner Ryan Stirm, and Commissioner Elt Hasbrouck voted yes. Motion carried.

4. *Provide informational update on Public Health Districts' Executive Council by Commissioner Elt Hasbrouck, Board member and Executive Council Representative*

The public health districts favor removing food fees from statute so that each district could set fees based on actual cost.

The Executive Council meeting will be on May 12 to talk about if we would like to proceed with having a State Association of Local Boards of Health (SALBOH) delegate in preparation for the Idaho Association of District Boards of Health (IADBH) annual meeting in June. This role does not appear to benefit us at a national or state level. When discussing whether or not CDH supports having a SALBOH representative to represent Idaho at the national level, an additional conversation took place about CDH's membership in the National Association of Local Boards of Health (NALBOH).

Motion: Betty Ann Nettleton made a motion to continue our NALBOH membership. Seconded by Commissioner Elt Hasbrouck. By voice vote, Dr. Jane Young, Commissioner Elt Hasbrouck, and Betty Ann Nettleton voted yes; and Raúl Labrador, Dr. Ryan Cole, and Commissioner Ryan Stirm voted no. Tie vote; motion failed.

5. *Review FY-2022 Financial Report by Bailey Peterson, Financial Support Manager*

The FY-2022 Budget to Actual for February 2022 report reflects that we are 66.67% through this budget fiscal year. Total revenues are at 72% of the budget. Fees are at 73%, contracts are at 75%, and county contributions are at 89%. Total expenditures are at 60%. Personnel costs are at 57%. Operating costs are at 70%, and capital costs are at 87%. The FY-2022 Cash Balance Statement and Reserve Report at the end of February reflects a total cash balance of \$8,627,114. The reserve fund designations are \$5,632,808, with a cash balance undesignated of \$2,994,306.