

**CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES**  
**707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room**  
**Friday, February 17, 2023 | 8:30 a.m.**

*View meetings live at:* <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczecnykXarw/>

**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; Dr. Jane Young; Raúl Labrador; Dr. Ryan Cole; Commissioner Clay Tucker; Representative Megan Blanksma, V-Chair (absent); and Commissioner Elt Hasbrouck, Trustee.

**Staff:** Russell A. Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Curtis Loveless; Bailey Peterson; and Maria Ortega

**ACTION ITEMS:**

**III. CHANGES TO THE AGENDA**

The agenda stands as presented.

**IV. IN-PERSON PUBLIC COMMENTS**

No public comments were provided today.

**V. NEW BUSINESS**

*1. Vote on minutes from December 16, 2022 board meeting by Betty Ann Nettleton, Board Chair*

Chair Nettleton asked for approval of the December minutes as presented.

**Motion:** Dr. Jane Young motioned to approve the December 16, 2022 board meeting minutes as presented. Seconded by Commissioner Elt Hasbrouck. No further discussion. Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, and Commissioner Elt Hasbrouck voted yes by voice vote. Commissioner Clay Tucker abstained. Motion carried.

*2. Provide and review the FY-2023 Financial Report by Bailey Peterson, Financial Support Manager*

The FY-2023 Budget to Actual for January 2023 report reflected that we are 58% through this budget fiscal year. Total revenues are at 55% of the budget. Fees are 68%, contracts are 68%, and county contributions are 24%. Total expenditures are at 49%. Personnel costs are 54%, and operating costs are 54%. Capital costs are 26%, and trustee & benefits costs are 19%.

The FY-2023 Cash Balance Statement and Reserve Report at the end of January reflected a total cash balance of \$9,332,053. The reserve fund designations are \$4,572,118 with an undesignated cash balance of \$1,257,809, including restricted funds of \$3,502,127.

3. *Discuss and vote on the FY-2023 Budget Revision and Reserve Fund Designation by Laurel McMahan, Support Services Division Administrator*

Laurel reviewed the proposed FY-2023 Budget Revision, with no change to the Reserve Fund Designation.

**Motion:** Dr. Jane Young moved to approve the proposed FY-2023 Budget Revision as presented. Seconded by Commissioner Elt Hasbrouck. No further discussion. Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, and Commissioner Elt Hasbrouck voted yes by voice vote. Commissioner Clay Tucker abstained. Motion carried.

4. *Discuss and vote on continuing membership in the Idaho Association of District Boards of Health (IADBH) by Betty Ann Nettleton, Board Chair*

Commissioner Elt Hasbrouck asked the Board to consider staying a member of the Idaho Association of District Boards of Health, especially with public health districts looking at addressing food fees next year.

**Motion:** Commissioner Elt Hasbrouck moved to remain a member of the Idaho Association of District Boards of Health. Seconded by Dr. Jane Young. No further discussion. Dr. Jane Young, Commissioner Elt Hasbrouck, Dr. Ryan Cole and Betty Ann Nettleton voted yes by voice vote. Raúl Labrador voted no, and Commissioner Clay Tucker abstained. Motion carried.

5. *Update on the Central District Health regulatory programs by Curtis Loveless, Community & Environmental Health Division Administrator*

The diverse inspections completed for CDH's regulatory programs during the calendar year 2022 were presented to the Board. These programs include food safety, childcare, swimming pool facilities, and land.

6. *Succession Plan of Central District Health for review and approval by Russ Duke, District Director*

Russ reviewed the revised succession plan for the Central District Health District Director.

**Motion:** Raúl Labrador motioned to approve the Succession Plan as presented. Seconded by Dr. Jane Young. No further discussion. Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Commissioner Clay Tucker, and Commissioner Elt Hasbrouck voted yes by voice vote. Motion carried.

7. *Enter Executive Session under Idaho Code 74-206(1)(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student." by Betty Ann Nettleton, Board Chair*

**Enter executive session at 9:24 a.m.**

**Motion:** Commissioner Elt Hasbrouck moved to go into executive session under Idaho Code 74-206(1)(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student." Seconded by Dr. Jane Young. Betty Ann Nettleton, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Commissioner Clay Tucker, and Commissioner Elt Hasbrouck voted yes by roll call vote. Motion carried.

**Back in regular session at 10:02 a.m.**

No action was taken.

8. *Director's report to include a discussion on the Idaho Association of District Boards of Health annual meeting and budget schedule for the FY 2024 budget by Russ Duke, District Director*

Idaho Association of District Boards of Health (IADBH)

IADBH will be hosted by the Panhandle Health District on June 8-10 in Coeur d'Alene for an in-person meeting.

Budget Schedule for CDH

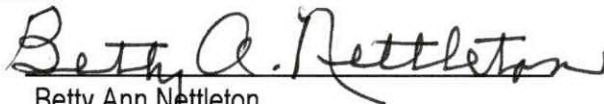
- In March, Russ will present his FY 2024 budget and payroll compensation proposal, asking for general guidance from the Board.
- In April, the Board will be presented with the proposed budget for approval to take to the county commissioners for review.
- In May, the Public Health District 4 Budget Committee, comprised of the four county commissioner chairs or their proxy, will approve the FY 2024 budget and this will be followed by the Board of Health meeting.

**VI. ADJOURNMENT**

The next Board of Health meeting will be on Friday, March 17, 2023, starting at 8:30 a.m. The Board adjourned at 10:10 a.m.

**Motion:** Dr. Jane Young motioned to adjourn the meeting. Seconded by Commissioner Hasbrouck. No further discussion. Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Commissioner Clay Tucker, and Commissioner Elt Hasbrouck voted yes by voice vote. Motion carried.

**Attest:**

  
Betty Ann Nettleton  
Board Chair

  
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Russell A. Duke, District Director  
Secretary to the Board

Date approved: 3/17/23