

CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES
707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room
Friday, August 18, 2023 | 8:30 a.m.

View meetings live at: <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczecnYkXarw/>

I. IN THE MATTER OF CALL TO ORDER

Commissioner Elt Hasbrouck, Board Chairman, 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: Commissioner Elt Hasbrouck, Chairman; Dr. Jane Young; Raúl Labrador (virtual); Dr. Ryan Cole; Commissioner Clay Tucker, V-Chair; Betty Ann Nettleton, RN (Ret), Trustee; and Commissioner Crystal Rodgers.

Staff: Russell A. Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Stephanie Myers; Curtis Loveless; Conan Chiu; Trent Young; Surabhi Malesha; Jessica McClanahan; and Sarah Wright.

ACTION ITEMS:

III. CHANGES TO THE AGENDA

Chairman Hasbrouck asked for approval of today's agenda as presented.

Motion: Betty Ann Nettleton motioned to approve the agenda as presented. Seconded by Dr. Jane Young. No further discussion. Motion carried unanimously.

IV. IN-PERSON PUBLIC COMMENTS

No public comments were provided today.

V. NEW BUSINESS

1. *Vote on minutes from the May 12, 2023 board meeting by Commissioner Elt Hasbrouck, Board Chairman*
Chairman Hasbrouck asked for approval of the May minutes as presented.

Motion: Betty Ann Nettleton motioned to approve the May 12, 2023 board meeting minutes as presented. Seconded by Dr. Jane Young. No further discussion. Motion carried unanimously.

2. *Discuss and vote on the CDH Fee Policy and determine the fee approval process in future years by Laurel McMahan, Support Services Division Administrator*

Laurel McMahan presented the new CDH Fee Policy, which standardizes the methodology for determining fees billed for clinic services and environmental health services moving forward, including the proposed FY-2024 fees.

Motion: Dr. Ryan Cole motioned to approve the new CDH Fee Policy as presented. Seconded by Betty Ann Nettleton. No further discussion. Motion carried unanimously.

3. *Discuss and vote on FY-2024 Fees by Laurel McMahan, Support Services Division Administrator*

Laurel McMahan presented the FY-2024 proposed fees for Family & Clinic Services and Environmental Health Services based on the approved CDH Fee Policy.

Motion: Dr. Jane Young motioned to approve the proposed fees as presented. Seconded by Dr. Ryan Cole. No further discussion. Motion carried unanimously.

4. *Provide an informational report on Syphilis by the Communicable Disease Control team: Surabhi Malesha, Program Manager; and Sarah Wright and Jessica McClenahan, Epidemiologists*

Jessica and Sarah shared CDH's multifaceted approach to the current Syphilis outbreak, a reportable disease that has risen by 167% from 2018 to 2022.

5. *Review FY-2023 Year-end Financial Report by Laurel McMahan, Support Services Division Administrator*

At the end of fiscal year 2023, our total revenue exceeded the budget by 21% due to receiving \$2.5 million in opioid payments this year that could not be spent. Our expenditure was 6% under budget. The year-end FY-2023 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$9,958,323, and the total reserve fund designation was \$4,505,323 with an undesignated cash balance of \$3,048,988, including restricted funds of \$2,403,272.

6. *Discuss a retention incentive plan for Central District Health employees to be included in the Cash Carryover Designations by Russ Duke, District Director*

In preparation for the cash carryover designations discussion and approval, Russ asked the board to consider approving a retention incentive plan for this year. The incentive amount will be based on the length of service with CDH as of December 22, 2023, and the amount will be based on years of service: \$500 for less than 6 months, \$1,000 for 6 months to less than 3 years, and \$2,000 for 3 or more years. If approved, the retention payout would be in the first check of 2024 paid on January 5.

7. *Discuss and vote on Cash Carryover Designations presented by Laurel McMahan, Support Services Division Administrator*

Laurel presented the FY-2024 carryover and reserve fund proposal for approval by the Board of Health.

Motion: Dr. Ryan Cole moved to approve the cash carry designation and reserve fund as presented. Seconded by Betty Ann Nettleton. No further discussion. Motion carried unanimously.

8. *Discuss and vote on in-person Board of Health meetings by Commissioner Elt Hasbrouck, Board Chairman*

Chairman Hasbrouck asked the board to consider returning to in-person meetings instead of virtual meetings through a vote. After discussing the importance, the board agreed that their intention was to attend in person, understanding that, at times, it may not be possible to participate without attending virtually. No motion was filed.

With Raúl Labrador resigning from the Board, Chairman Elt Hasbrouck thanked Mr. Labrador for his service. Mr. Labrador stated it had been an honor to serve on the board and with the professional staff of CDH.

9. *Director's report to include topics such as the upcoming director's performance review and community events by Russ Duke, District Director*

Director Performance Review

The director's annual review will take place at the October Board of Health meeting.

Community Events

We have added an addendum to our sponsorship policy, allowing us to enter into community event agreements without being a sponsor of the event. We have paid for a booth at the following upcoming events:

- Gowan Thunder, August 26 and 27
- Air Force Appreciation Day, September 9
- Boise Pride, September 8-10

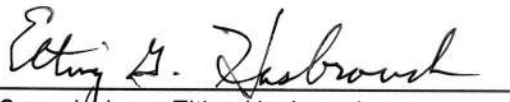
New Board Member

Welcome Commissioner Crystal Rodgers to the board, one of two Elmore County representatives.

VI. ADJOURNMENT

The next Board of Health meeting will be on Friday, October 20, starting at 8:30 a.m. at our Boise office. The board adjourned at 10:20 a.m.

Attest:



Commissioner Elting Hasbrouck
Board Chairman



Russell A. Duke, District Director
Secretary to the Board of Health

Date approved: 10/20/23