

**CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES**  
707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room  
Friday, October 21, 2022 | 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, DNP; Raúl Labrador; Dr. Ryan Cole; Commissioner Ryan Stirm (absent); Representative Megan Blanksma, V-Chair; and Commissioner Elt Hasbrouck, Trustee.

**Staff:** Russell A. Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Bailey Petersen; Stephanie Myers; Curtis Loveless; and Hayden Falkner

**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 August 19, 2022 board meeting by Betty Ann Nettleton, Board Chair*

**Motion:** Commissioner Elt Hasbrouck motioned to approve the August 19, 2022 board meeting minutes as presented. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Betty Ann Nettleton, Representative Megan Blanksma, and Commissioner Elt Hasbrouck voted yes. Motion carried.

2. *Introduction of new staff by Russ Duke, District Director*

Russ introduced Curtis Loveless, our new Community & Environmental Health Division Administrator.

3. *Update on implementation of the Nurse-Family Partnership program by Hayden Falkner, Public Health Program Manager*

Hayden Falkner gave an overview of the Nurse-Family Partnership that works by having specially trained nurses regularly visit young, first-time moms-to-be, starting early in the pregnancy up through the child's

second birthday. Mothers, babies, families, and communities all benefit. CDH will begin serving families in Ada County by the end of the year and will add Elmore, Boise, and Valley counties in 2023.

4. *Provide and review Fiscal Year 2023 Financial Report by Bailey Peterson, Financial Support Manager*

The FY-2023 Budget to Actual for September 2022 report reflects that we are 25% through this budget fiscal year. Total revenues are at 24% of the budget. Fees are at 22%, contracts are at 24%, and county contributions are at 21%. Total expenditures are at 20%. Personnel costs are at 23%, operating costs are at 17%, capital costs are at 4%, and trustee & benefits costs are at 9%.

The FY-2023 Cash Balance Statement and Reserve Report at the end of September reflect a total cash balance of \$7,315,806. The reserve fund designations are \$5,135,900 with a cash balance undesignated of \$2,019,497, including restricted funds of \$160,410.

5. *CDH sponsorships and allowable uses of the CDH logo by Representative Blanksma, Vice Chair, and Raúl Labrador, Board Member*

Representative Megan Blanksma and Raúl Labrador led the discussion on CDH sponsorships and when the CDH logo and name may be used, requesting that the outcome be incorporated into a policy. The document would define that private entities will not use the CDH logo and name for the promotion of private events. The board supports the delivery of services and resources, but not the use of our logo to sponsor and promote events using tax dollars.

**Motion:** Megan Blanksma motioned that CDH's name and logo should not be used in promotional materials for private events for private entities. Seconded by Raúl Labrador. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, and Representative Megan Blanksma voted yes. Commissioner Eit Hasbrouck voted no. Motion carried.

6. *Provide an update on Public Health Districts' Executive Council's discussion on removing food establishment license fees from Idaho Code by Commissioner Eit Hasbrouck, Trustee*

Due to this being an election year, the Executive Council will convene again following the election results to decide whether to move forward with legislation to eliminate food establishment license fees from Idaho code and have public health districts to determine their own fees.

7. *Director's report to include an update on Ada County ARPA funding and Nurse-Family Partnership by Russ Duke, District Director*

Ada County American Rescue Plan Act (ARPA)

At the end of 2021, we applied for ARPA funding; contacts should be finalized in November for approximately \$4.7 million, with the grant period ending December 31, 2024.

Board Meeting Schedule

In December, the Board will set the CY-2023 meeting schedule.

Idaho Association of District Boards of Health (IADBH)

IADBH will be hosted by the Panhandle Health District on June 8 and 9 at the Coeur d'Alene Resort for an in-person meeting.

8. *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 10:30 a.m. by motion.

**Motion:** Representative Megan Blanksma motioned to go into Executive Session in accordance with Idaho Code 74-206(1)(b) to discuss personnel matters. Seconded by Commissioner Elt Hasbrouck. No further discussion. By roll call, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, Commissioner Elt Hasbrouck, and Betty Ann Nettleton. Motion carried

The Board returned to regular session by Chair Betty Ann Nettleton at 11:23 a.m.

9. *Discuss and vote on the evaluation of the District Director by Betty Ann Nettleton, Board Chair*

**Motion:** Commissioner Elt Hasbrouck motioned to give Russ Duke, District Director, a \$1 per hour increase and a \$2,500 one-time bonus. Seconded by Representative Megan Blanksma. No further discussion. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, and Commissioner Elt Hasbrouck. Motion carried.

#### VI. ADJOURNMENT

The next Board of Health meeting will be on Friday, December 16, 2022, starting at 8:30 a.m. The Board adjourned at 11:25 a.m.

**Motion:** Representative Megan Blanksma motioned to adjourn the meeting. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, and Commissioner Elt Hasbrouck voted yes. Motion carried.

**Attest:**



Betty Ann Nettleton  
Board Chair



Russell A. Duke, District Director  
Secretary to the Board

Board Minutes approved on 12/16/22