

#### Central District Board of Health Meeting | Agenda 707 N. Armstrong PI, Boise, ID 83704 Friday, February 16, 2024 | 8:30 a.m.

The meeting will also be on YouTube to watch live; see below and available on our website for later viewing. Public comment will be accepted as noted on the agenda. Persons wishing to speak will have a maximum of three (3) minutes.

	A	= Board Action Required	I = Information Item
8:30	I	Call Board meeting to order and roll call	Comr. Elt Hasbrouck, Chair
8:33	А	Call for changes to agenda; vote to approve of agenda	Comr. Elt Hasbrouck, Chair
8:35	А	Discuss and vote on December 16, 2023 Board of Health minutes	Comr. Elt Hasbrouck, Chair
8:40	A	Vote to enter Executive Session under Idaho Code 74-206(1)(b) and Idaho Code 74-206(1)(f) to hear complaints or charges brought against a public officer and/ or staff and discuss controversies not yet being litigated but imminently likely to be litigated to include a presentation by Calyx Weaver & Associates.	Comr. Elt Hasbrouck, Chair
		<b>74-206(1)(b)</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"	
		AND	
		<b>74-206(1)(f)</b> "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigatior or controversies not yet being litigated but imminently likely to be litigated	
	A	Discuss and vote on any actions, if needed, to be taken after returning to regular session.	
10:00	A	Approve and vote on the FY-2021 & FY-2022 Central District Health Audit Report	Laurel McMahan, Staff
10:10	Ι	Review and discuss FY-2024 financial report	Laurel McMahan, Staff
10:30	Ι	Review and discuss medical van for agency	Stephanie Myers, Staff
10:50	A	Discuss and vote on the FY-2023 Budget Revision and Reserve Fund Designation	Laurel McMahan, Staff
11:10	А	Discuss and vote on amending 2024 Board of Health schedule	Russ Duke, District Director

Ada & Boise County 707 N. Armstrong Pl. Boise, ID 83704 208-375-5211 Elmore County 520 E. 8<sup>th</sup> N. Mountain Home, ID 83647 208-587-4407

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11:20	I	<ul> <li>Director's Report</li> <li>Update on legislation regarding public health</li> <li>Discuss Section 218 of the Social Security Act and upcoming vote by eligible employees</li> <li>Dates for the Idaho Association of District Boards of Health for 2024</li> </ul>	Russ Duke, District Director
11:30	I	Public Comment. Limited to three (3) minutes. Additional time at the discretion of the chair.	Comr. Elt Hasbrouck, Chair
	Ι	Adjournment	Comr. Elt Hasbrouck, Chair

Note: The Board will take a break as needed.

#### Next Meeting: March 22, 2024

#### \*\*\*\*\*

#### **Public Comments and Viewing**

Submit Written Comments: If your comments are in response to an agenda item for a specific meeting date, please note that comments must be received 24-hours in advance of the applicable meeting to allow for routing and board member review. All messages will be shared with the Board and included in public record. <u>Email: boh@cdh.idaho.gov</u>; or <u>Mail to</u>: CDH Board of Health, Attn: Russ Duke, 707 N. Armstrong Place, Boise, ID 83704.

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



#### CENTRAL DISTRICT HEALTH BOARD OF HEALTH REGULAR MEETING | MINUTES - DRAFT 707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room Friday, December 15, 2023 ~ 8:30 a.m.

View meetings live at: youtube.com/channel/UC4LJ1BM5Jv3zczecnYkXarw/

#### Call Board meeting to order and roll call – Comr. Elt Hasbrouck, Chair

#### Call to Order

Commissioner Elt Hasbrouck, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m.

#### Roll Call

The Board of Health members were identified by roll call: Commissioner Elt Hasbrouck, Chair; Dr. Jane Young; Dr. Ryan Cole; Dr. Greg Ferch; Commissioner Clay Tucker, V-Chair; Betty Ann Nettleton, RN (Ret), Trustee; and Commissioner Crystal Rodgers.

#### <u>Guest</u>

Cheryl Guiddy, CPA of Harris CPAs

#### Staff in Attendance

Russell A. Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Curtis Loveless; Stephanie Myers; Alexis Pickering; and Maria Ortega

#### Call for changes to agenda; vote to approve of agenda – Comr. Elt Hasbrouck, Chair

Chair Hasbrouck asked for approval of the 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.

# Discuss and vote on October 20, 2023 and November 28, 2023 Board of Health minutes - Comr. Elt Hasbrouck, Chair

Chair Hasbrouck asked for approval of the October and November minutes as presented.

**Motion:** Dr. Jane Young motioned to approve the October 20, 2023 and November 28, 2023 board meeting minutes as presented. Seconded by Betty Ann Nettleton. No further discussion. Motion carried unanimously.

#### Review and discuss FY-2024 financial report – Laurel McMahan, Staff

Numbers may be miscategorized due to Luma reporting. The FY-2024 Budget to Actual for November 2023 report reflected that we are 42% through this budget fiscal year. Total revenues are 42% of the budget. Fees are 41%, contracts are 43%, and county contributions are 39%. Total expenditures are at 39%. Personnel

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costs are 37%, and operating costs are 43%. Capital costs are 19%, and trustee and benefits costs are 45%. The FY-2024 Cash Balance Statement and Reserve Report at the end of November reflected a total cash balance of \$9,644,872. The total reserve fund designations are \$6,039,000 with a restricted fund amount of \$4,028,915, leaving an undesignated/unrestricted balance of (\$423,043).

#### Review Central District Health Audit for FY-2021 and FY-2022 - Cheryl Guiddy, Harris CPAs

Cheryl Guiddy provided a high-level review of the FY-2021 and FY-2022 audit reports for Central District Health, with a summary statement that there were no findings identified during those two years.

#### WICHC Budget Review and Implementation Plan Progress – Alexis Pickering, Staff

Western Idaho Community Health Collaborative (WICHC) is a multi-sector, public-private partnership established in 2019. WICHC's funding structure has included a variety of funding sources since its inception, from local funders and partnerships to grants and multi-state partnerships. While some funds are spent regionally, others stay within specific public health districts, and all support has led to the first regional health implementation plan.

On Thursday, January 11, from 3:00 to 5:00 p.m., WICHC will host the Assessment to Action: Unveiling the WICHC Regional Health Implementation Plan, providing an opportunity to learn more about how you can be a part of advancing innovative public health practices in western Idaho.

# **Discuss and vote on the CY-2024 regular business meeting schedule of the board –** *Russ Duke, District Director*

The board reviewed and voted on the proposed 2024 schedule as presented.

**Motion:** Betty Ann Nettleton motioned to approve the 2024 meeting schedule as presented. Seconded by Dr. Jane Young. No further discussion. Motion carried unanimously.

# Request feedback for the Idaho Association of District Boards of Health (IADBH) annual meeting 2024, including location and dates – *Russ Duke, District Director*

The board provided feedback for the 2024 IADBH meeting hosted by Eastern Idaho Public Health. They support going to each district but understand centralizing the location may be better for everyone. June is a favorable month. However, since graduations take place at the beginning of June, it would be better to have it later in the month. For commissioners, dovetailing with the Idaho Association of Counties (IAC) meeting is ideal, but they do not want the conference to be on the weekend.

# Director's Report to include an update on the evaluation of CDH's culture and HR policies and procedures being conducted by Calyx-Weaver and Associates – Russ Duke, District Director

A contract has been signed with Calyx-Weaver, and the interviews are halfway completed. They will return to present their findings to the board in Executive Session during February's meeting.

Russ again thanked the board for approving the retention bonuses that employees will receive in their paychecks on January 5.

#### Public Comment - Comr. Elt Hasbrouck, Chair

No public comments were brought before the board.

#### Adjournment – Comr. Elt Hasbrouck, Chair

The next Board of Health meeting will be on Friday, February 16, 2024, starting at 8:30 a.m. at our Boise office. The board adjourned at 10:07 a.m.

Attest:

Commissioner Elting Hasbrouck Board Chair Russell A. Duke, District Director Secretary to the Board of Health

Date approved: \_\_\_\_\_

CENTRAL FY 2024 Budget to Actual Report July 2023 - January 2024										1		
HEALTH		Fiscal Y	'ear % E	lapsed	58.33%							
REVENUES:		FEES		CONTR	ACTS		отне	ER		TOTAL RE	EVENUE	% to
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	Budget
Administration	0	500	0%	0	22,319	0%	0	0	0%	0	22,819	0%
Support Services	0	-3,497	0%	0	13,276	0%	18,400	35,005	190%	18,400	44,783	243%
Community and Environmental Health	1,326,000	905,436	68%	6,226,800	3,441,654	55%	50,000	482,229	964%	7,602,800	4,829,319	64%
Family and Clinic Services	638,500	280,152	44%	3,592,100	1,577,590	44%	25,400	11,689	46%	4,256,000	1,869,431	44%
DISTRICT TOTAL	1,964,500	1,182,591	60%	9,818,900	5,054,838	51%	93,800	528,923	564%	11,877,200	6,766,351	57%
							County Contribu	utions		5,351,401	2,064,738	39%
							Interest Revenu	le		130,400	300,962	231%
								RE	VENUE:	17,359,001	9,132,051	53%
										0	0	1
								TOTAL FU	JNDING:	17,359,001	9,132,051	53%

TOTAL EXPENDITURES: PERSONNEL OPERATING CAPITAL **TRUSTEE & BENEFITS** EXPENDITURES % to Budget Budget % % Budget Actual % Budget % Budget Actual Budget Actual Actual Actual 575,200 339,157 59% 444,265 62% Administration 136,900 99,608 73% 0 0 0% 0 5,500 0% 712,100 1,038,206 Support Services 1,610,500 64% 661,600 747,041 113% 100,000 6,617 7% 0 0 0% 2,372,100 1,791,865 76% Community and Environmental Health 5,253,000 2,632,405 50% 2,533,600 1,164,288 8,514,000 4,259,506 50% 46% 0% 727,400 462,813 64% 0 0 Family and Clinic Services 5,130,700 2,660,224 52% 806,500 376,272 47% 0 14,506 0% 0 0% 5,937,200 3,051,002 51% 0 DISTRICT TOTAL 12,569,400 53% 58% 100,000 21,123 21% 727,400 468,313 64% 17,535,400 9,546,638 54% 6,669,992 4,138,600 2,387,210



# FY 2024 REVENUE & EXPENDITURE REPORT

July 2022 - January 2024

Fiscal Year % Elapsed 58.33%

# NOTES

### <u>REVENUES:</u>

Fees:	J	<u>uly - January</u>	
	FY 22	FY 23	FY 24
Community and Environmental Health			
Sewage Disposal	291,425	278,550	270,165
Land Programs - Other	51,162	50,168	47,695
Food Programs (updated)	301,667	379,533	559,332
Child Care Licensing	17,025	20,480	17,380
Other (incl. Vital Stat's)	11,082	6,678	10,864
Subtotal:	672,361	735,409	905,436
Family and Clinic Services			
Central Care	48,329	42,621	64,532
Immunizations	42,352	55,557	50,508
Reproductive Health	75,255	64,062	83,593
Child Dental Clinic	9,409	15,232	23,241
Home Visitation	32,331	31,975	58,278
Other	720	634	-
Subtotal:	208,395	210,082	280,152
TOTAL FEES:	880,756	945,491	1,185,588

#### Personnel Costs:

Completed pa Current spend		15/26	42.3% 53.1%	
Budget Total	Budget to Date	Actual to Date	Under (Over)	% Under (Over)
12,569,400		6,669,992	(6,669,992)	#DIV/0!

EXPENDITURES:

### **Operating Costs:**

Budget Total 4,138,600	Budget to Date 2,414,183	Actual to Date 2,387,210	Under (Over) 26,974	% Under (Over) 1.1%

# Trustee and Benefit Costs:

Budget Total	Budget to Date	Actual to Date	Under (Over)	% Under (Over)
727,400	424,317	468,313	(43,996)	-10.4%

#### **Contracts:**

Community and Family and Clinic	Environmental Health	2,275,154	2,494,555	3,441,654
	c Services	1,105,379	1,263,964	1,577,590
	TOTAL CONTRACTS:	3,380,533	3,758,518	5,019,243
REVENUES	Budget Total	Budget to Date	Actual to Date	% Over (Under)
Fees	1,964,500	1,145,958	1,185,588	3.5%
Contracts	9,818,900	5,727,692	5,019,243	-12.4%

#### Capital Outlay:

Budget Total	Budget to Date	Actual to Date	Under (Over)	% Under (Over)
100,000	58,333	21,123	37,210	63.8%

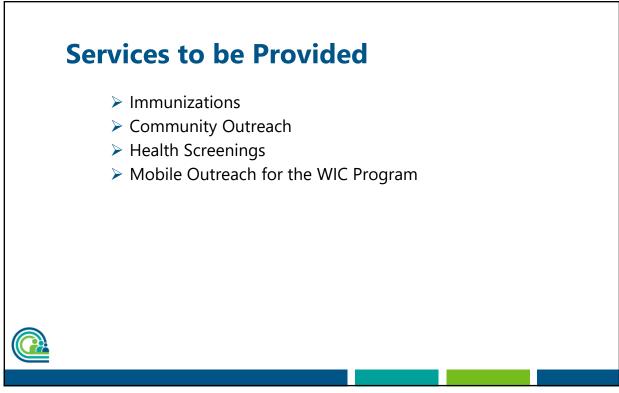


#### For Month Ending: January 2024

Cash Ba	alances									
Fund #	Name	<u>Location</u>	Beginı	ning Balance	C	Change	End	ding Balance		
N/A	Cash on Hand*	CDH		1,060		-		1,060	-	
29000	Operating	State Treasurer - General		652,029		349,058		1,001,087		
49900	Millennium Fund	State Treasurer - General		-		70,501		70,501		
62500	LGIP - Operating	State Treasurer - LGIP		8,305,234	(	1,214,559)		7,090,675		
62500	LGIP - Capital	State Treasurer - LGIP		1,000,000		-		1,000,000	_	
Total Ca	sh Balances at Month End								\$	9,163,323
Reserv	e Fund Designations	_								
					Expe	nditure to				
Special I	Projects/Carryover Designation		Appro	ved Request		Date		Balance		
Environme	ntal Health system upgrades	_	\$	150,000	\$	-	\$	150,000	-	
Employee	Retention		\$	117,000	\$	117,000	\$	-		
Van Purcha	ase		\$	100,000	\$	-	\$	100,000		
			\$ \$	-	\$	-	\$	-		
			\$	367,000	\$	117,000	\$	250,000	_	
Personn	el Reserve Fund 27th Pay Period	_						290,500		
Operatio	onal Reserve Funds									
	\$4,381,500 designated (3-month	cash flow target = \$4,381,50	0)					4,381,500		
Capital I	Reserve Fund for Building/Capital	_						1,000,000	-	
Total Re	eserve Fund Designations								\$	5,922,000
Total Re	estricted Funds								\$	3,627,821
Cash B	alance Undesignated/Unrestrict	ed							\$	(386,497)

\* \$1450 to be shifted from 29000 Operating to Cash on Hand. Money is to be reimbursed to employees who were not able to be paid by Luma due to errors in the system. Employee to pay back amount immediately when paid by Luma.









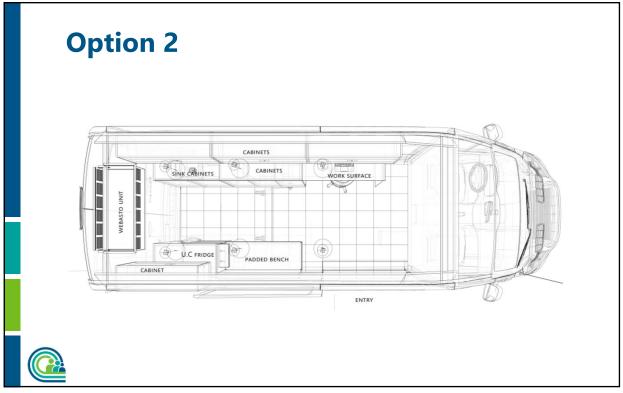
# **Option 2 Craftsmen Industries -** *Saint Charles, MO*

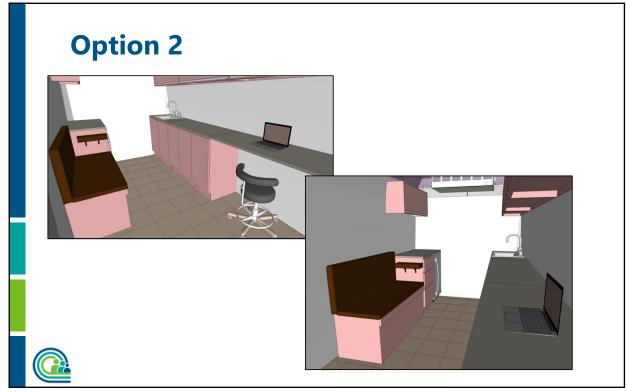
# 2023 Ford Transit 350

- > Equipped with
  - 14' power awning
  - Refrigerator/Freezer for immunizations
  - Full Graphics
  - HVAC system heating and cooling
  - Sink, freshwater tank, water heater, gray wastewater tank
- > Not equipped with
  - Does not have a ramp



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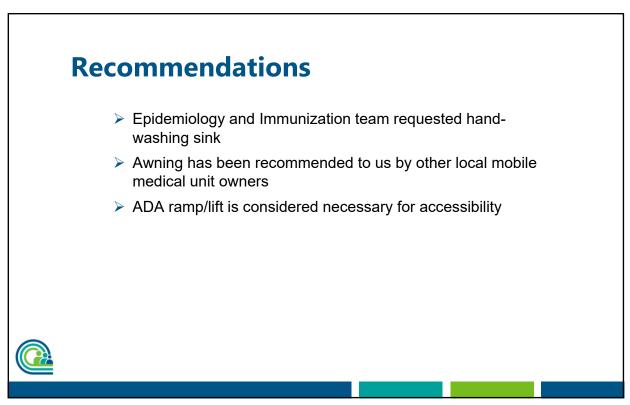
# **Option 3 CGS Premier** - *Muskego, WI*

# 2023-24 Sprinter 2500 or 2023-24 Dodge Promaster

- ➤ Equipped with
  - 14' electric awning
  - Full Graphics
  - Refrigerator/Freezer for immunizations
  - ADA lift
  - HVAC system heating and cooling
  - Sink, freshwater tank, water heater, gray wastewater tank

# Cost: \$229,805







# Central District Health FY-2024 Budget Revision (for the period July 1, 2023 - June 30, 2024)

# Board Proposal 02/16/24

	Original Budget	Revised Budget	Difference	% Change
	244900	200300	2	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Expenditures				
Personnel	12,569,400	12,464,400	(105,000)	-0.8%
Operating Costs	4,138,600	4,417,600	279,000	6.7%
Capital Outlay	100,000	178,000	78,000	78.0%
Trustee and Benefits	727,400	727,400	-	0.0%
	17,535,400	17,787,400	252,000	
Revenue				
County Funds	5,351,401	5,351,401	-	0.0%
State AppropriationRestricted	-	-	-	0.0%
State Millennium Fund	-	-	-	0.0%
Contracts	9,818,900	10,035,900	217,000	2.2%
Fees	1,964,500	1,964,500	-	0.0%
Other	93,800	118,800	25,000	26.7%
Interest Revenue	130,400	130,400	-	0.0%
Reserve Funds	176,399	186,399	10,000	0.0%
	17,535,400	17,787,400	252,000	



#### Central District Health FY-2024 Budget Revision (for the period July 1, 2023 - June 30, 2024)

ORIGINAL BUDGET	Revenues			17,535,400	Expenditures				17,535,400
	Changes:				Changes:				
	Fees	Contracts	Other	Increase (Decrease) in revenue	Personnel	Operating	Capital	Trustee & Benefits	Increase (Decrease) in expend
Administration/Board/PIO	0	0	0	0	0	10,000	0	0	10,000
Support Services	0	0	0	0	30,000	50,200	44,800	0	125,000
Community & Env. Health	0	55,300	0	55,300	(71,300)	55,300	0	0	(16,000)
Family & Clinic Services	0	171,700	25,000	196,700	(63,700)	163,500	33,200	0	133,000
Subtotal changes:	0	227,000	25,000	252,000	(105,000)	279,000	78,000	0	252,000
	County Contri Interest Earnin Restrict Cash County Contri Reserve Fund	ng Change Advance ibutions Timing	Offset	0 0 0 0					
	<b>Total Changes</b>	5		252,000	Total Changes	S			252,000
REVISED BUDGET	Revenues			17,787,400	Expenditures				17,787,400





# **Central District Health Board of Health**

### Updated Regular Meeting Schedule for Calendar Year 2024 – Proposed Draft

For the calendar year 2024, the Board of Health (BOH) meetings will be held in the Central District Health's (CDH) Syringa Room, located at 707 N. Armstrong Place, Boise, ID, unless otherwise noted. The approved CY-2024 CDH BOH schedule is posted on our website at <u>https://cdh.idaho.gov/about-us/board-of-health/meetings/</u>.

DATE	TIME	LOCATION	AGENDA
January			No Meeting
February 16	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting FY24 Budget Revision
March 22	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting Board Direction on FY25 Budget
April 19	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting Set FY25 Budget to Present to Counties
<del>May 17</del> May 10	10:00 a.m 2:30 p.m.	TBD Valley County	Budget Hearing Chairs of County Commissions Confirm FY25 Budget
			General Board Meeting Set Fees
July			No Meeting New Budget Year Begins
August 16	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting
September			No Meeting
October 18	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting
November			No Meeting
December 20	8:30 a.m. – 12:30 p.m.	Boise	General Board Meeting Set CY2025 Schedule
October 23 & 24	TBD	TBD Idaho Falls	Idaho Association of District Boards of Health Hosted by Eastern Idaho Public Health

Approved by the Board on December 15, 2023

Ada & Boise County 707 N. Armstrong Pl. Boise, ID 83704 208-375-5211 Elmore County 520 E. 8<sup>th</sup> N. Mountain Home, ID 83647 208-587-4407 Valley County

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## Central District Health Preliminary Referendum Announcement Majority Vote Retirement System Referendum for Social Security Coverage

Employees of Central District Health (CDH), who are also members of PERSI, need to decide whether they would like to participate in Social Security. For most employers, it is mandatory for their employees to participate in Social Security. However, employees of State and Local governments are governed by a different set of laws, specifically Section 218 of the Social Security Act of 1935 as amended (Act).

To comply with both federal and state law, representatives from the State Controller's Office (SCO) are providing the following information to **preliminarily announce an upcoming majority vote referendum for voluntary Social Security coverage**. The official Notice of Referendum (Notice) will be announced in the coming months.

The following explanation is extensive; however, it is important information and we strongly encourage each of you to read through it to help you understand why a referendum will be held. During the federally required Notice period, representatives from the Controller's Office will hold Educational Meetings to provide additional information and answer any questions.

When the Act was created in 1935, state and local government positions could not be covered by Social Security.

The Act was amended in 1950 to extend coverage to state and local government workers who were not under retirement systems. As a result of the amendment, on January 1, 1951, Idaho entered into an Agreement with the Federal Government and accepted Social Security coverage on behalf of all of its political subdivisions - excluding positions under a retirement system.

In 1955 states were allowed to extend coverage to state and local government employees who were covered by a retirement system, but only after a referendum had been conducted.

A referendum must be held to determine if the majority of eligible voters voluntarily elect to establish Social Security coverage for all current and future PERSI-eligible positions.

The details below will explain in general what the next steps are.

### Notice of Referendum

Federal law requires certain minimum conditions be met for a majority vote referendum:

- The vote must be held by secret written ballot;
- An opportunity to vote must be given, and limited to, eligible employees;
- Employees were given no less than 90 days' notice of the vote (an additional 60 days is required if an eligible voter is actively deployed);
- The vote must be supervised by the governor or by a named designate of the governor; and
- A majority of the eligible employees of the retirement system coverage group voted for coverage.

When the official Notice of Referendum is issued, it will be posted throughout the organization in and emailed from your Human Resources Office to each eligible voter.

# **Employees Eligible to Vote**

To be eligible to vote in this referendum, an employee must be:

- A member of the retirement system at the time the referendum is held; and
- In a position under the retirement system (be in an employment relationship with the entity) both on the date the Notice is issued and through and on the date of the vote.

# **Educational Meetings**

The Controller's Office will hold on-site "Educational Meetings" during the notice period. More information regarding specific dates and times will be distributed prior to the meetings. In addition to representatives from the Controller's Office, representatives from the Social Security Administration will join the meeting virtually to talk about the benefits Social Security provides, and a representative from PERSI will be on-site to review PERSI benefits. This referendum will not affect your PERSI contributions and benefits. This is your opportunity to ask questions and hear more information about all aspects of the referendum. Specific individual account benefit information will not be available during the Educational Meetings.

# The Result of a YES or NO Vote

**If the majority of eligible voters vote YES** – Employees of CDH will continue paying the 6.2% Social Security (Old Age, Survivors, and Disability insurance) portion of FICA.

A majority 'Yes' vote will close this matter indefinitely under current law for this Coverage Group. Moving the positions into a new retirement system, or ending the retirement system, will not stop coverage. All positions within the retirement system coverage group - current, future, and ineligibles that become eligible - will pay the current 6.2% Social Security tax. **If the majority of eligible voters vote NO** – Neither you, the employee, nor CDH will withhold and pay the 6.2% Social Security tax. You will not accumulate Social Security work credit through your employment at the Health District. Individuals who have not accumulated a total combined minimum 40 work credits will not be eligible for Social Security benefits. You must earn a combined total of at least 40 work credits (a total of all covered employment) to qualify for Social Security benefits.

### Medicare

Medicare became mandatory on March 31, 1986. For all employees hired after that date, the 1.45% Medicare portion of FICA will continue for both the employer and employee regardless of the outcome of this vote. All police officers covered by Mandatory Medicare continue to accumulate Medicare work credits (Medicare Part A is available at no cost for those individuals who have accumulated at least 40 Medicare work credits.)

## **Questions?**

If you have questions about your specific record and benefits, please consider signing in or opening a secure my Social Security account or contact the Social Security Administration directly. A majority of your questions may be answered during the Educational Meetings. We encourage you to attend to hear directly from the Controller's Office, the Social Security Administration, and PERSI.

Please do not hesitate to contact Jackie McCleve or Rachel Grove with the State Controller's Office if you have any questions regarding this vote.

Jackie McCleve | State Social Security Manager

jmccleve@sco.idaho.gov

Rachel Grove – Business Analyst

rgrove@sco.idaho.gov

(P) 208-334-3100 - Option 0