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**CENTRAL DISTRICT HEALTH BOARD OF HEALTH REGULAR MEETING | MINUTES**  
**707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room**  
**Friday, August 16, 2024 ~ 8:30 a.m.**

View meetings live at [youtube.com/channel/UC4LJ1BM5Jv3zczeCnYkXarw/](https://youtube.com/channel/UC4LJ1BM5Jv3zczeCnYkXarw/)

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**Call board meeting to order and roll call – Comr. Elt Hasbrouck, Chair**

Commissioner Elt Hasbrouck, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m. The board members were identified by roll call: Commissioner Elt Hasbrouck, Chair; Dr. Jane Young (absent); Dr. Ryan Cole; Dr. Greg Ferch; Commissioner Clay Tucker, Vice Chair; Betty Ann Nettleton, RN (Ret), Trustee; and Commissioner Crystal Rodgers.

Guests and staff in attendance were Mike Kane, Legal Counsel; Russ Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Curtis Loveless; Natasha Ferney; Victoria O'Dell; Jessica McClenahan; and Trent Young.

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

Chair Elt Hasbrouck identified the new agenda items, CDH's role in the childcare licensing process and participation in PRIDE, prior to proposing a motion to approve the amended agenda as presented.

**Motion:** Chair Elt Hasbrouck moved to approve the amended agenda as presented. Betty Ann Nettleton seconded. There was no further discussion; motion carried.

**Discuss and vote on May 10, 2024 Board of Health minutes – Comr. Elt Hasbrouck, Chair**

Chair Elt Hasbrouck asked for approval of the May 10 minutes as presented.

**Motion:** Betty Ann Nettleton moved to approve the May 10, 2024 board minutes as presented. Commissioner Clay Tucker seconded. There was no further discussion; the motion carried.

**Vote to enter Executive Session under Idaho Code 74-206(1)(f) to discuss pending litigation – Comr. Elt Hasbrouck, Chair**

Chair Hasbrouck asked for a motion to go into executive session under Idaho Code 74-206(1)(f) "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated." He asked Mike Kane, Legal Counsel, and Russ Duke, District Director, to remain in the meeting during the executive session.

**Motion:** Dr. Ryan Cole called for a motion to go into executive session under Idaho Code 74-206(1)(f), as stated by Chair Elt Hasbrouck. Betty Ann Nettleton seconded. Commissioner Elt Hasbrouck, Dr. Ryan Cole, Dr. Greg Ferch, Commissioner Clay Tucker, Betty Ann Nettleton, and Commissioner Crystal Rodgers stated their name and voted. Motion carried.

**The board entered Executive Session at 8:33 a.m. and resumed the regular business meeting at 9:23 a.m.**

No further action was brought before the board.

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**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**

703 1<sup>st</sup> St. McCall, ID 83638  
208-614-7194

**Provide status report on measles in the United States – Victoria O'Dell, Staff**

With the uptick in measles in the United States but no cases in Idaho, Victoria O'Dell, a staff epidemiologist, provided the board with general measles information. Measles is a viral illness spread through infectious droplets or by airborne spread. It is very contagious and a reportable disease. CDH's role is to monitor and investigate measles to help decrease the spread when community members have either contracted it or been exposed to it. Individuals experiencing symptoms, possible exposure, or having concerns are encouraged to consult their healthcare provider.

**Discuss a retention incentive plan for Central District Health (CDH) employees to be included in the Cash Carryover Designations – Russ Duke, District Director**

In advance of the discussion and approval of the cash carryover designations, Russ asked the board to consider approving a retention incentive plan again this year. The incentive amount will be based on the continuous length of service with CDH. Staff must be actively employed as of December 20, 2024, and have not submitted their resignation or retirement notice. The incentive amounts are 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 will be included in the first check of 2025, paid on January 3.

**Provide and review fiscal year 2024 yearend financial reports – Laurel McMahan, Staff**

At the end of fiscal year 2024, our total revenue exceeded the budget by 4%, and our expenditures were 5% under budget. The yearend FY-2024 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$11,140,228. The total reserve fund designation was \$5,918,86, and restricted funds totaled \$4,354,066, leaving an undesignated cash balance of \$867,298.

**Discuss and vote on cash carryover designations – Laurel McMahan, Staff**

With the FY-2024 yearend total cash balance being \$11,140,228, Laurel presented the FY-2025 carryover and reserve fund proposal for approval. During the discussion, the board requested that the proposed \$80,000 conference room furniture upgrade be removed from the special project list and moved to the undesignated available cash balance, bringing that balance from \$19,388 to \$99,388.

**Motion:** Dr. Greg Ferch made a motion to move the \$80,000 for the conference room furniture upgrade to the undesignated available cash balance, approving the remaining carryover request as presented. Dr. Ryan Cole seconded. There was no further discussion; motion carried.

**Provide and review fiscal year 2025 financial report – Laurel McMahan, Staff**

The FY-2025 Budget to Actual for July 2024 report reflected that we are 8.33% through this budget fiscal year. Total revenues are 8% of the budget. Fees are 8%, contracts are 14%, and county contributions are 1%. Total expenditures are at 8%. Personnel costs are 7%, and operating costs are 11%. Capital costs are 1%, and trustee and benefits costs are 3%. The FY-2025 Cash Balance Statement and Reserve Report at the end of July reflected a total cash balance of \$10,719,085. The total reserve fund designations are \$5,617,000, with a restricted fund amount of \$4,574,230, leaving an undesignated/unrestricted balance of \$527,855.

The board wants to continue working toward purchasing a mobile medical clinic to serve our rural communities. Laurel will provide a report on this subject at the October board meeting.

**Provide information on childcare and CDH's role – Curtis Loveless and Natasha Ferney, Staff**

Curtis Loveless and Natasha Ferney provided insight into the functioning of the Idaho Department of Health and Welfare (IDHW) Idaho Child Care Program and the role of Central District Health in the childcare licensing process. Under a contractual agreement with IDHW, CDH is responsible for performing health and safety inspections and follow-ups, conducting complaint investigations and follow-ups, conducting facility plan reviews, and providing technical assistance and consultations.

Idaho Code requires an annual inspection for all childcare facilities statewide, which CDH carries out for its district. Currently, CDH inspects 660 childcare facilities, performing between 800 and 900 inspections annually including follow-up and complaint inspections. Fees are established by Idaho statute that we are required to charge and vary according to facility size.

**Discuss and vote on CDH participation in PRIDE 2024 – Laurel McMahan, Staff.**

Central District Health has participated in the past as a vendor at Boise Pride, enabling us to showcase our diverse services and offering outreach to both families and individuals. With Pride scheduled for September, Laurel indicated that CDH would like to continue our outreach through this venue. Given that the registration fee has increased to \$2,000 this year, CDH asked for board approval to participate as a vendor. The board reiterated support for vendor participation but clarified that it would not support being a sponsor of Pride 2024.

**Motion:** Dr. Ryan Cole motioned to approve participating as a vendor only at the Boise Pride in September. Commissioner Crystal Rodgers seconded. There was no further discussion; motion carried.

**Discuss and vote on employer's portion of Social Security – Laurel McMahan, Staff**

If CDH employees vote to discontinue participation in Social Security, the board examined two options regarding the employer's 6.2% Social Security contribution: either making contributions directly to staff's PERSI Choice 401(k) without a match or with a match required from employees.

**Motion:** Dr. Greg Ferch motioned to contribute the employer's portion of 6.2% directly to the staff's PERSI Choice 401(k) without requiring a match. Dr. Ryan Cole seconded. There was no further discussion; motion carried.

**Review and vote on resolutions – Russ Duke, District Director**

The board reviewed resolutions that are up for archiving in preparation for the Idaho Association of District Boards of Health (IADBH) annual meeting in October. These resolutions can be renewed with or without modification.

Public Health District 7 is set to introduce a new resolution on solid waste disposal aimed to either remove the public health districts from Idaho Code or clarify the roles pertaining to solid waste disposal for the Department of Environmental Quality and public health districts.

Russ presented a resolution on WIC for the board's consideration. After reviewing Russ's proposed resolution to increase WIC participation in Idaho through data acquisition from the Department of Health and Welfare and a DHW systems change to facilitate enrollment, the board agreed to move this resolution forward to IADBH.

**Motion:** Betty Ann Nettleton motioned to approve the proposed WIC resolution to present at IADBH as presented. Commissioner Crystal Rodgers seconded. There was no further discussion; motion carried.

**Director's Report** – *Russ Duke, District Director*

Upcoming director's performance review

In preparation for the director's annual performance evaluation at the October board meeting, a questionnaire will be sent to board members and members of the leadership team. All staff will be asked to complete the annual culture survey.

**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, October 18, 2024, starting at 8:30 a.m. at the Boise office. The board adjourned at 12:24 p.m.

Attest:

  
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Commissioner Elting Hasbrouck  
Board Chair

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

Date approved: 10/18/24