

**BOARD OF HEALTH MINUTES**  
**Thursday February 6, 2025**  
**10:00 a.m.**

Eastern Idaho Public Health – Conference Room  
1250 Hollipark Drive, Idaho Falls

**Present:**

**Board of Health Members**

Commissioner Blair Dance, Chairman  
Commissioner Brent Mendenhall, Vice Chair / Trustee  
Commissioner Kim Caywood  
Commissioner Shayne Young  
Commissioner Greg Shenton  
Commissioner Jon Walker  
Commissioner Gordon Vaden  
Commissioner Mike Whitfield (virtual)  
Dr. Aaron Gardner

**Staff Members**

James Corbett, EIPH Director  
Kellye Johnson  
Amy Gamett  
Steven Thomas  
Holly Whitworth  
Christina Capel  
Rachel Clark

1. Call to Order and Roll Call ..... Chairman Dance  
Chairman Dance called meeting to order at 10:01 AM.
2. Public Comment ..... Chairman Dance  
No public comment was received.
3. Approval of Consent Agenda (**Action**)..... Chairman Dance
  - a. Approval of October, 2024, Board of Health Meeting Minutes
  - b. Approval of January, 2025, Board of Health Special Meeting Minutes
  - c. Subgrant Review and Ratification
  - d. Board of Health Financial Report

**MOTION: Commissioner Shenton made a motion to approve the consent agenda as presented.**

**SECOND: Commissioner Young**

**ACTION: MOTION CARRIED UNANIMOUSLY**

4. Welcome New Board Members ..... Chairman Dance
5. Septic Audit Review ..... Kellye Johnson

The On-Site Water Quality Program was reviewed as part of our annual inspection process. The audit review, performed by The Department of Environmental Quality (DEQ) covered various aspects, including the different types of permitting, the management of basic and complex systems, large soil absorption systems, and the licensing of our installers. Additionally, the program outlined our interactions with pumpers and the adherence to their expectations. The results from DEQ we received were outstanding with no concerns raised. A recent addition that EIPH has implemented to our responsibilities involves two staff members regularly conducting checks and balances to verify accurate calculations. This initiative has had a positive impact, as reflected in our evaluation reports.

6. Fees (Action).....James Corbett

The Eastern Idaho Public Health Fee Structure was reviewed, noting that it hadn't changed since 2023. It had been reviewed in Spring 2024, but no changes had been made. The proposed changes are in the Environmental Health program, with the proposed Land Development fee increasing from \$80 to \$150. Commissioner Dance asked about lot fees, and Kellye explained that the per-lot fee would allow for more detailed inspections before approval of plat. It was clarified that the \$150 fee applies to developers. Commissioner Mendenhall clarified that some counties misunderstand the reason for the fees, and this change is necessary to better align with costs. Commissioner Whitfield asked why the fees aren't based on procedural costs which currently are at \$160 per lot on average; James clarified that these are just proposed changes, but that EIPH has an obligation to not raise fees more than costs. This small buffer helps to accommodate the Statute of not charging more than costs. Question asked on food inspection fees, however, Food License Fees are set in State Code, and the Board is not able to make changes. Commissioner Whitfield asked about the process for evaluating these fees, and James explained the costs are taken from the last year and then averaged over the number of permits that we had done. This is done over multiple years to get as accurate as estimate as possible.

**MOTION: Commissioner Shenton made a motion to approve the fees as presented.**

**SECOND: Commissioner Walker**

**ACTION: MOTION CARRIED UNANIMOUSLY**

7. Board of Health Leadership Elections (Action)..... Chairman Dance

Commissioner Mendenhall read a statement from Former Commissioner and Board Member Steve Smith who made a Certificate of Excellence for Chairman Dance for professionally conducting meetings, guarding ethics and state statute adherence, compassion for the public's health, and extreme commitment.

**MOTION: Commissioner Brent Mendenhall made a motion that Chairman Dance retain the role as Chairman.**

**SECOND: Commissioner Shenton**

**ACTION: MOTION CARRIED UNANIMOUSLY**

Commissioner Mendenhall expressed a willingness to provide an opportunity for another individual to serve as Vice Chair / Trustee. Commissioner Walker acknowledged the potential challenges of the position and expressed understanding, suggesting that Commissioner Mendenhall could continue in the role if he is willing to manage the additional workload. Commissioner Mendenhall agreed that the position does involve significant responsibilities but expressed his willingness to continue fulfilling the required duties. Chairman Dance noted that Commissioner Mendenhall brings valuable historical knowledge of the Idaho Association of District Boards of Health (IADBOH) operations, while also expressing his openness to collaborating with any member of the Board.

**MOTION: Commissioner Dance made a motion to put forth Commissioner Mendenhall's name to continue as Vice Chair of our Board of Health and to continue as both Executive Council Member and Trustee.**

**SECOND: Commissioner Young**

**ACTION: MOTION CARRIED UNANIMOUSLY**

8. Fit and Fall Proof Program.....Timalee Geisler

Timalee provided a history of the Fit and Fall Proof Program, which began in 2005 with 5 locations. Today, the program is peer-led with oversight from EIPH Community Health staff. Peer leads manage class activities, conduct evaluations, and ensure attendees sign liability forms. Last year, 435 individuals participated, with classes often reaching full capacity. The program helps reduce fall-related injuries and fosters social connections, especially for the elderly and isolated. Currently, there are 13 regular classes, with more being added to meet demand. Class details are available on the EIPH website, and many are held

at Church of Jesus Christ of Latter Day Saint (LDS) facilities. However, James shared that increased litigation concerns have led to the LDS Church asking to not utilize their facilities for these classes in the future. The program now needs new venues to accommodate classes being held in these facilities. If counties are aware of spaces, please reach out to EIPH. Timalee noted that any venue must have open space, sturdy chairs, drinking facilities, and restrooms. The presentation concluded with a guided example of a Fit and Fall Proof program exercise.

9. Information Technology and Cybersecurity Update.....Christina Capel

We have transitioned all documents to the cloud, segmenting them by specific responsibilities to enhance organization and accessibility. Azure enables a unified system through the Microsoft Cloud platform. Additionally, we have established a membership with MS-ISAC to strengthen our cybersecurity efforts. Firewalls are in place at each location, and we maintain regular backups. We have moved away from utilizing the state's server. Last month, the National Guard conducted a penetration test (PEN test), providing valuable recommendations regarding reporting and logging. They also proposed a follow-up, higher-level PEN test next year. We are also in the process of updating our phone system, which will address the issue of our phones being down and prevent disruptions to other offices. These advancements will not only enhance our operations but also lead to savings in IT and phone costs, offering long-term benefits.

10. Executive Session-Potential Litigation [§Idaho Code 74-206 (1)(f)] (**Action**)..... Chairman Dance

**MOTION: Commissioner Dance made a motion to go into executive session to discuss Potential Litigation related to a proposed development under Idaho Code 74-206(1)(f) at 12:24 PM.**

**ROLL CALL VOTE: Dr. Gardner, aye; Commissioner Shayne Young, aye; Commissioner Greg Shenton, aye; Commissioner Gordon Vaden, aye; Commissioner Jon Walker, aye; Commissioner Kim Caywood, aye; Commissioner Mike Whitfield, aye; Commissioner Brent Mendenhall, aye; and Chairman Blair Dance, aye.**

Exited executive session at 12:58 PM. **No Action taken by EIPH Board of Health at this time.**

11. Director Update.....James Corbett

- a. Chairman Dance read a statement from former commissioner and Board Member Steve Smith who made a Certificate of Excellence awarded to James Corbett for performing the duties of Director for Eastern Idaho Public Health and for guiding our policy, training, professional interaction with public, on call for local elected officials and all services for good public health.
- b. Idaho Association of District Boards of Health
  - i. Brief instruction for new Board Members to IADBH, similar to IAC but for the District Health Board members. Discussion on potential influence together more than separate. There will be a vote to keep this Association or to dissolve it. There has been an effort this last year through Director Corbett and Commissioner Mendenhall for less resolutions to enable a more focused path. Commissioner Dance voiced concern that without the Association the voices of Health Districts are all separate. The Association provides a more cohesive environment for all districts. Together we do have the opportunity for support and influence for resolutions. The problem is the discord amongst the districts on a couple issues. If we go to the legislature without cohesion, it will affect our efforts and results. Commissioner Whitfield mentioned that the national political environment is pushing back on public health. It's very important that we sustain the efforts of local public health. Commissioner Walker states that the state will bow to the loudest voice. We need to make sure that all the people of Idaho in all the districts should be represented. James states that you will be able to vote and voice concerns at the next annual meeting.
- c. Title X Program Update
  - i. You can access the Title X Update document by reaching out to James. That grant is in jeopardy for two reasons:

- 1) Idaho is non-compliant with some aspects of the Federal Title X program, primarily from SB 1329 (2024 session) precluding serving those less than 18 without parental consent.
  - 2) The funding would not continue due to Idaho's policies. The budget will be discussed more during the May Board Meeting. We do serve individuals in each county. This would also greatly affect staffing at EIPH.
- d. Social Security Vote for EIPH-March 6, 2025
    - i. Social Security deemed majority vote for Code 59-1101. New commissioners excluded (3). EIPH can vote on whether they participate in Social Security in addition to PERSI. This will be a mail in vote before April 15, 2025. There will be a presentation on March 6, 2025, at 9:00 Am that lasts 4 hours. that each commissioner is invited to. It's important to remember that the majority wins. A non-vote counts as a no-vote. We need at least 42 individuals to vote yes. All districts have voted to continue Social Security except for D3 currently.
  - e. Update on EIPH HIPAA Violation
    - i. Very few community individuals have reached out regarding any concerns. HHS will check back in for new policy documents in 3-4 months. They reported no concern about any potential problems. Dr. Gardner was complimentary to EIPH handling of the violation. He reinforces the difficulty of auditing and the vigilance of who has access to what. James summarized the incident to the new commissioners and reported that 759 records were accessed.
  - f. Legislative Update
    - i. The House and Senate bill compilation will be emailed out to all commissioners for reference. Discussion on specific bills that will have a potential impact to EIPH, and public health were discussed.
  - g. EIPH Budgeting Process and Timelines
    - i. The fees are the first step which were reviewed earlier in this meeting. The board meets early May to approve the budget and spending authority for EIPH. By the beginning of July, we have to have a meeting to confirm that they're willing to pay that amount. This whole process will establish the budget amount for each county.

12. Adjourn

- a. Chairman Dance adjourned the meeting at 2:00 PM

*Blair Dance*

---

Commissioner Blair Dance, Chairman

*James Corbett*

---

James Corbett, Secretary

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
**EBGFN-GVNZZ-Q2KFA-WSW3H**

DOCUMENT COMPLETED BY ALL PARTIES ON  
**15 DEC 2025 23:23:21**  
UTC

## SIGNER

## TIMESTAMP

## SIGNATURE

**BLAIR DANCE**

SHARED VIA  
**LINK**

SENT  
**10 DEC 2025 22:58:16**

VIEWED  
**15 DEC 2025 21:36:07**

SIGNED  
**15 DEC 2025 21:36:25**

*Blair Dance*

IP ADDRESS  
**192.225.182.94**

**JAMES CORBETT**

EMAIL  
**JCORBETT@EIPH.IDAHO.GOV**

SHARED VIA  
**LINK**

SENT  
**10 DEC 2025 22:58:16**

VIEWED  
**12 DEC 2025 16:45:38**

SIGNED  
**15 DEC 2025 23:23:21**

*James Corbett*

IP ADDRESS  
**208.71.143.67**

LOCATION  
**IDAHO FALLS, UNITED STATES**

