

BOARD OF HEALTH AGENDA
Thursday January 22, 2026
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 Gordon Vaden
 Commissioner Jon Walker
 Commissioner Shane Young
 Commissioner Dan Powers

Staff Members

James Corbett, EIPH Director / Secretary
 Kellye Johnson
 Holly Whitworth
 Amy Gamett
 Christina Capel
 Rachel Mugleston
 Steve Thomas
 Scott Buffington

Excused:

Commissioner Greg Shenton
 Dr. Aaron Gardner
 Commissioner Gordon Vaden was excused at 11:15am

1. Call to Order and Roll CallChairman Dance
 Chairman Dance called the meeting to order at 10:05am

2. Public Comment Chairman Dance
Public comment can be made in person or in writing.
Written: E-mail comments to EIPHboard@eiph.idaho.gov by 5:00 p.m. on Wednesday, 1/21/2026.
 No public comment

3. Approval of Consent Agenda (**Action**)..... Chairman Dance
 - a. Approval of October 2025, Board of Health Meeting Minutes
 - b. Subgrant Review and Ratification
 - c. EIPH Financial Report

Motion: Commissioner Walker motioned to approve the Consent Agenda.
Second: Commissioner Vaden seconded the motion.
Vote: 7 Aye, 0 Nay

4. Conflict of Interest FormJames Corbett
 Annual Conflict of Interest Form to be distributed to board members for e-signature.

5. EIPH Board Officers (Action).....James Corbett
Current bylaws call for an annual election of board members. Discussion about the role of Trustee and the merging of Vice Chair, Executive Member, and Trustee.

Motion: Commissioner Vaden nominated Commissioner Dance as Chairman of the Board

Second: Commissioner Caywood seconded the motion

Vote: 7 aye, 0 nay

Motion: Commissioner Dance motioned to nominate Commissioner Mendenhall to Vice Chair, Executive Member, and Trustee

Second: Commissioner Caywood seconded the motion

Vote: 7 aye, 0 nay

Motion: Commissioner Mendenhall motioned to elect Commissioner Walker as an Alternate Trustee Executive Member.

Second: Commissioner Vaden seconded the motion.

Vote: 7 aye, 0 nay

Commissioner Vaden was excused at 11:15am

6. Board of Health Bylaws (Action).....James Corbett

Updated bylaws and proposed changes were presented to the Board. Director Corbett was assigned the task of revising bylaws as discussed in the meeting and to send a revised copy to Board Members 30 days prior to the April Board of Health Meeting.

A summary of changes and a copy of the bylaws draft were discussed. Changes included:

- Term Schedule for Board Members added
- Parliamentary Procedure section added
- Two new Appendices

Bylaws discussed include:

- County appointments for Board of Health Members – there’s discussion at a state level regarding who can be appointed to the Board by the Counties, which we will monitor and change bylaws if necessary
- Terms of Office – Fixed five-year terms are set. If a new board member steps in mid-term, that term will finish as previously scheduled. Reappointment for that seat will commence at the end of the regularly scheduled term
- Annual versus biannual board elections were discussed; annual was preferred
- Proxies – The process for appointing proxies in a Board Member’s absence was discussed
 - Requires written notice (email, text, e-signature) to be given to the Board Chairman or Secretary
 - Board of Health Meeting Minutes should include the proxy appointments and be approved
- Director Corbett was assigned the task incorporating changes discussed and emailing these revisions to the Board 30 days prior to the April Board of Health Meeting where Board of Health will take action to approve amended bylaws.

Motion: Commissioner Dance directed the secretary to move forward with the project of revising the bylaws and emailing the draft to the Board of Health.

Second: Commissioner Young seconded the motion

Vote: 6 aye, 0 nay

7. Lunch

8. EIPH Fee Setting (Action).....James Corbett

The 2026 EIPH Fee Schedule was presented. The fee schedule is presented annually, whether changes to the schedule are made or not.

Notable changes include:

- Medical Ineligible Pregnancy Service Visit removed as an available service due to the Legal Presence legislative bill
 - Most providers have a non-insured rate, and parties interested in this service will be directed to them
- Vital Statistics fee increased for Death Certificates
- Environmental Health Office Review fee and Field Visit fee increased
 - Aligns with the Land Development Fees as it is the same level of service
 - Includes costs for Cabin Rental Signature fees in Fremont County, established by a County Ordinance

Motion: Commissioner Young moved to accept the fees as presented, effective February 1, 2026.

Second: Commissioner Mendenhall seconded the motion.

Vote: 6 aye, 0 nay

9. Idaho Association of Counties / PHD CommitteeJames Corbett

Reviewed the Funding Formula for Counties that IAC will present to the legislature in response to HB316 so that funding inequalities are addressed.

- Discussion regarding the correlation between market evaluation numbers coming from new construction and inflation
- Discussion regarding the use of Property Tax Revenue and already designated passthrough or grant funds being attributed to that

10. Update from IADBH Annual MeetingBrent Mendenhall

Topics discussed at the Annual IADBH Meeting on October 15th and 16th include:

- IADBH to remain a statewide entity supporting District Boards of Health
- Prevention of abuse and trafficking:
 - Snapchat was presented as a large source for predators
 - Update of local statistics of abuse and trafficking
- Solid waste processes and fees moving from Public Health Districts to Department of Environmental Quality
- Position Statements and Resolutions presented at the meeting were discussed

11. Director's Update.....James Corbett

- a. Fees to Revenue to Budget Discussion
 - i. Employee insurance premiums will be increasing
 - ii. The Legislative Committee and the governor are recommending that there be no employee pay increases for the state for FY27 due to budget shortfalls.
- b. Legislative Update
 - i. Review of legislative bills that may impact public health, including funding issues
 - ii. Millennium fund proposed to help budget the Medicaid shortfall
 - iii. DHW removed \$1m line item that supports the Home Visiting Program in their proposed budget
 - iv. Vaccines – federal program for children. Assessment fund – every child that is covered by insurance and then send out to providers using the \$18 from insurance providers

- v. Vaccine schedule is being released by the U.S. Department of Health and Human Services
- c. HIPAA Update
 - i. U.S. Department of Health and Human Services provided new information and will send additional information soon. The case is still pending.
- d. Measles Update
 - i. A measles case in an unvaccinated individual in Madison County was reported
 - ii. The case became a household cluster with a total of three cases
 - iii. No additional press releases were made outside of the initial press release
- e. Staffing Updates
 - i. EIPH has several open positions
 - ii. The Teton County office will have an entirely new staff
 - 1) A new nurse has started training
 - 2) Recruitment for the Environmental Health Specialist and Clerical positions is ongoing
 - iii. Clinical Services Manager is retiring in April, a new Program Services Administrator position will be created in place of the Clinical Services Manager role
 - 1) Organizational Chart to be reorganized as part of this change
- f. Food Licenses
 - i. Food establishments must be licensed by the first of the year. The additional Legal Presence requirement must also be met by this same time
 - 1) There are currently 14 outstanding license fees that need to be paid prior to licensure
 - a. Currently include \$70 late fees, will become \$150 enforcement fees in February
 - 2) 25 Food Establishments have paid but have not met the Legal Presence requirements.
 - a. \$150 Enforcement fee to be included if in person enforcement is needed. In-person visits will include a Cease-and-Desist letter ordering the establishment to shut down
- g. Jefferson County Easement
 - i. The Jefferson County Easement has been received and recorded at the county.

12. Commissioner Dance adjourned the meeting at 1:17

Blair Dance

Commissioner Blair Dance, Chairman

James Corbett

James Corbett, Secretary