

BOARD OF HEALTH MEETING
Thursday October 2, 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 Greg Shenton
Commissioner Gordon Vaden
Dr. Aaron Gardner, MD

Staff Members

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

Absent:

Commissioner Jon Walker
Commissioner Shane Young
Teton County Member yet to be appointed

1. Call to Order and Roll Call Chairman Dance
Meeting called to order at 10:06am
2. Public Comment Chairman Dance
Public comments can be made in person or in writing.
Written: E-mail comments to EIPHboard@eiph.idaho.gov by 5:00 p.m. on Wednesday, 01/22/2026.

No public comment
3. Approval of Consent Agenda (**Action**) Chairman Dance
 - a. Approval of May 2025, Board of Health Meeting Minutes
 - b. Subgrant Review and Ratification
 - c. EIPH Financial Report

Discussion: Question regarding the government shutdown and if there are any impact to programs.
Further discussion and updates are provided during the Director’s minute.

Motion: Commissioner Brent Mendenhall motions to approve the Consent Agenda as presented.

Second: Commissioner Gordon Vaden

Vote: 6 Aye. 0 Nay

4. Employee Handbook (**Action**) James Corbett
The 2025 EIPH Employee Handbook was reviewed, including the following changes:
 - Addition of previously created policies to include longevity awards, flex schedule, bereavement leave, and assigned district vehicles.
 - Updated benefits to include Social Security language from March 2024 vote and additional voluntary retirement contribution options.

- Replaced Community Service Policy with Election Leave and Blood Donation Leave.
- IT Updates to include the use of personal devices, password updates, and the addition of a cell phone stipend.

Discussion: Question regarding the use of personal cell phones with the phone app vs using agency-issued cell phones. The data within the app is public record. Employees are instructed to keep communication in the app. Personal data is not public record.

Motion: Commissioner Blair Dance. I move that the Board approve the EIPH 2025 Employee Handbook.

Second: Commissioner Greg Shenton

Vote: 6 Aye. 0 Nay

5. Jefferson County Deed Agreement **(Action)**.....James Corbett
 EIPH was contacted by an attorney for Jefferson County regarding the provision of an easement for a pipe near the Jefferson County office property line. The fence at this property does not currently sit on the property line and runs across a section of the pipe. Proposal to relocate the fence to sit on the property line. With the updated fence line, the board has been asked to grant a 12-foot easement to allow access to the county pipeline.

Motion: Commissioner Greg Shenton. I move that the Board authorize the Director, on behalf of the Board, to negotiate and finalize an easement agreement with Jefferson County for access across EIPH property.

Second: Commissioner Gordon Vaden

Vote: 6 Aye. 0 Nay

6. Environmental Health Fee ClarificationKellye Johnson
 Kellye provided clarification on the use of enforcement and legal fees. An additional letter will be included with the food license renewal, notifying facilities of the enforcement fee if they do not pay their renewal fees. This will cover the cost of the EH Director going out to collect the required fees, as the facility is operating illegally if it is open without paying their renewal fee. This is not a new fee; it is set in statute, but it was not previously enforced.
 Additional discussion regarding new pop-up vendors, and Kellye confirmed that EH staff is working hard to shut down these unlicensed food vendors.

7. Break

8. Measles Response Update..... Rachel Mugleston
 Provided an update on the recent local measles outbreak. Provided information about the new District Operations Center process.

9. Vaccine Recommendation CDC Update Amy Gamett
 Presented the CDC recommendation for the COVID-19 vaccine.

10. Lunch

11. Legal Presence Policy **(Action)**.....James Corbett
 Reviewed updates to the legal presence policy based on Idaho Code §67-703, which requires ID, SSN (last four digits accepted), and attestation. The district will follow state law. Verification applies to individuals 18 and older; children are exempt. Most district programs are classified as public health benefits.

Exemptions include emergency care, communicable disease services, septic services, and food establishments (tax ID allowed). For WIC, mothers must verify legal presence; children remain eligible. Concerns were noted regarding access fears for families. Legal counsel was consulted, and other districts are adopting similar policies.

Motion: Commissioner Gordon Vaden motions I move that EIPH adopt “Legal Presence Policy” as presented, dated 10/2/2025, in compliance with Idaho House Bill 135 (2025) and Idaho Code §67 -7903.

Second: Commissioner Greg Shenton

Vote: 6 Aye. 0 Nay

12. IADBH Resolutions for Upcoming Annual Meeting.....James Corbett
Reviewed position statements and resolutions that will be presented at the October Idaho Association of District Boards of Health meeting.

Position Statements

- Board Member Eligibility- Support maintaining the current language in Idaho Code 39-411 stating that board members are not required to be elected officials.
- Immunizations - Support for routine childhood immunizations.
- Marijuana - Opposition to the legalization of recreational marijuana.
- Schools and Vaping - Recognize youth vaping as a serious public health crisis and support increased funding and resources.
- Senior Cognitive Health - Identify senior cognitive health as a critical public health issue and support prevention efforts through education and public policy.
- Suicide Prevention - Support a comprehensive, statewide approach to suicide prevention, including education, access to care, and promotion of the 988 Suicide & Crisis Lifeline.
- WIC Program - Consider retiring this item or converting it to a resolution. Support working with the Department of Health and Welfare (DHW) to identify Medicaid participants who may be eligible for WIC and conduct outreach, following current SNAP coordination efforts in the district.

Resolutions

- Support of Clinical Services - Support allowing public health districts (PHDs) to provide clinical services. Express concern regarding the JFAC motion approving DHW’s request to shift funding from PHDs to other safety-net providers, such as FQHCs, noting that not all counties have access to an FQHC.
- Support of Idaho Code 39-3801 - Affirm that minors under age 18 cannot be tested or treated without parental consent. Request clarification on which statute supersedes in cases of conflict: Idaho Code 39-3801 or existing parental consent laws.
- Kratom - Support updating the legal age requirement for Kratom.
- Overdose Fatality Review (OFR) and Data Collection - Support improved data collection and consider adding language to facilitate coordination and information sharing with county coroners.

13. 9 Pillars-Community Data ProjectJames Corbett
Provided an update on the 9 Pillars of Public Health Project and presented the completed 9 Pillars website. Focus groups will be conducted with EIPH staff, and potentially the public, to gather feedback on content and functionality. Information was developed using survey results from all counties, along with local, state, and agency data. Under Title 39, Chapter 4, the Board of Health is tasked with helping define and guide public health services, and the 9 Pillars serve as a framework for this effort.

14. Director’s Update.....James Corbett

- a. Funding Reductions and Governor’s 3% Holdback
 - i. The district receives no general funds except a small amount for epidemiology, which is subject to the Governor’s 3% holdback. The lack of a federal budget directly impacts WIC, which currently has approximately nine days of funding remaining. If additional WIC funding is not released, the Board may need to reconvene to consider suspension of WIC services and staff furloughs, impacting approximately 15 employees and program participants.
- b. Clark County Office and Grand Peaks Medical
 - i. Discussion held regarding a potential partnership with Grand Peaks Medical (FQHC) to provide primary care services within the district building. County approval is required.

Grand Peaks is willing to pilot the arrangement. Director will coordinate with risk management prior to implementation.

- c. Idaho Solid Waste Association Draft Legislation
 - i. Possible additional resolutions may be brought forward. Draft legislation proposes shifting tipping fee oversight from Public Health to DEQ. Public Health would retain inspection authority, while enforcement would remain with DEQ. Concerns were noted regarding potential conflicts of interest, as many solid waste facilities are county-operated.
- d. Fiscal Audit for FY 2023-2024
 - i. The audit is currently underway and will be presented to the Board upon completion.
- e. Calendar Year 2026 Meetings
 - i. The 2026 meeting calendar was reviewed.
- f. Grant Management Training
 - i. Information on grant management training was provided and distributed to county clerks.

15. Meeting Adjourned: 2:04pm

Blair Dance

Commissioner Blair Dance, Chairman

James Corbett

James Corbett, Secretary