

**EASTERN IDAHO PUBLIC HEALTH (EIPH)  
 BOARD OF HEALTH AGENDA  
 February 15, 2018  
 1250 Hollipark Drive ~ Idaho Falls, Idaho  
 9:00 a.m. – 3:00 p.m.**

**ADMINISTRATIVE ITEMS**

**Chairman Brian Farnsworth**

1. Call Board Meeting to Order
2. Recognition of Commissioner Ricks
3. Introduction of Commissioner Mendenhall
4. Approval of Consent Agenda (Action)
  - Approval of December 14, 2017 Board of Health Meeting Minutes
  - FY18 Year-to-Date Fiscal Report
  - Contract/Subgrant Ratifications
5. Trustee/Executive Council Report ..... Bill Leake
  - HB 562 – Public Health Districts – Trustees
  - SB 1311 – Direct Primary Care Pilot Program
  - Citizen Review Panel Proposal
6. Environmental Health Litigation Update ..... Kellye Eager

*\*If a board member has an issue with something in the Consent Agenda, a request can be made to remove that item from the Consent Agenda for further discussion and a separate vote.*

**NEW BUSINESS**

1. Director’s Report ..... Geri Rackow
  - a. Legislative Update
  - b. FY19 Budget Development
  - c. Rexburg Free Clinic Proposal
  - d. Federal Budget Update
2. Worksite Wellness (10:30) ..... Kaylene Craig & Timalee Geisler
3. Statewide Healthcare Innovation Plan (SHIP) Update (11:00) ..... James Corbett
4. National Nutrition Month ..... Angy Harwood

**EASTERN IDAHO PUBLIC HEALTH  
SUBGRANT/CONTRACT SUMMARY**

02/15/18

**RENEWED OR AMENDED SUBGRANTS/CONTRACTS**

Subgrant/Contract Title	Grantor/Contractor	Renew/ Amend	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
HIV/AIDS Surveillance	IDHW	A1	1/1/2017	3/31/2018		\$1,419.00	Extend 3 months
HIV Care (Ryan White Part B)	IDHW	A5	4/1/2015	3/31/2019	\$67,038.43	\$67,038.43	annual renewal
Injury Prevention - Seatbelt Survey	Idaho Transportation Department, Office of Highway Safety	R	6/4/2018	8/15/2018		\$6,000.00	Reimbursement of wages ,benefits, indirect, travel costs, and per diem for training and data collection
Maternal Home Visiting	IDHW	R	2/1/2018	1/31/2019	\$266,500.00	\$304,000.00	annual renewal
PKU	IDW	A1	2/1/2018	1/31/2019	\$ 2,500.00		annual renewal
Public Health Emergency Preparedness	IDHW	A1	7/1/2017	6/30/2018		\$20,000.00	added funding
STD/HIV Prevention	IDHW	R	1/1/2018	12/31/2018	\$ 67,526.00	\$69,324.00	annual renewal
TB Control	IDHW	R	1/1/2018	12/31/2018	\$1,758.00	\$1,864.00	annual renewal



**BOARD OF HEALTH MEETING MINUTES**  
**December 14, 2017**  
**1:00 p.m.**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Brian Farnsworth, Commissioner, Chairman  
Greg Shenton, Commissioner  
Bill Leake, Trustee – via phone  
Bryon Reed, Commissioner  
Lee Miller, Commissioner  
Ken Miner, Commissioner – via phone

**STAFF MEMBERS**

Gerri Rackow, Director  
Troy Nelson  
Kellye Eager  
Amy Gamett  
Angy Harwood  
Cheryl O'Connell  
Steve Thomas

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Chairman Farnsworth called the meeting to order at 1:00 p.m.

Dr. Barbara Nelson, Commissioner Kimber Ricks, and Commissioner Wayne Butts are absent from today's meeting. Commissioner Ricks has given proxy to Commissioner Shenton and Commissioner Butts has given proxy to Commissioner Miller.

**2. Approval of Consent Agenda**

**MOTION:** Commissioner Shenton made a motion to approve the December 14, 2017, Consent Agenda with a change to the November 16, 2017, minute under item number 4, 2018 Board of Health Meeting Schedule: April Budget Hearing will be changed to June Budget Hearing.

**SECOND:** Commissioner Reed

**ACTION:** MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

**1. Environmental Health Litigation Update/Settlement Recommendation**

Ms. Eager reported that EIPH's litigation against Mr. Guy Roundy has been ongoing since 2014. She has been contacted by the Idaho Department of Environmental Quality's (DEQ) Deputy Attorney General regarding this situation. Representatives from DEQ plan to meet with Mr. Roundy in the near future and they are interested in knowing what EIPH would require to settle the case. Discussion followed. First and foremost, the Board is interested in having Mr. Roundy bring his systems into compliance for the safety of those living on the property. Ms. Eager reported that she has previously provided Mr. Roundy with the corrective action that he needs to take to be in compliance. Ms. Eager reported that Mr. Roundy has been ordered by the judge in this case to pay a fine of \$1,000 per day he is not in compliance.

**MOTION:** Commissioner Reed made a motion that a settlement in the G. Roundy enforcement issue should include the following: Mr. Roundy should be responsible for all costs incurred by Eastern Idaho Public Health trying to enforce compliance of his septic systems. This amount should include all applicable permit fees, as well as staff wages and attorney fees up through the time of settlement **AND** a five percent of the penalty fine that been assessed by the judge.

**SECOND:** Commissioner Shenton

**ACTION:** MOTION CARRIED UNANIMOUSLY

**2. Sliding Scale for Fees**

Ms. Gamett, Family and Community Health Services Administrator, proposed a sliding fee schedule for District Care and STD Services.

**MOTION:** Commissioner Miller made a motion to approve the sliding fee schedule for District Care and STD Services as proposed.

**SECOND:** Commissioner Miner

**ACTION:** MOTION CARRIED UNANIMOUSLY

**3. Proposed Revision to Travel Policy**

Ms. Rackow recommended a change to the district's Travel Policy. She would like the Board to consider allowing reimbursement for meal per diems given to individuals traveling more than two hundred miles one-way from their home office and returning the same day which would eliminating the overnight stay requirement. Discussion followed. Reimbursement for meals will be based on rates and timeframes outlined in the State of Idaho's Travel Policy.

**MOTION:** Commission Reed made a motion to change EIPH's Travel Policy, allowing employees traveling two hundred miles one-way and returning on the same day to receive meal per diems according to the current policy guidelines.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

The meeting adjourned at 1:40 p.m. The next Board of Health meeting will be held on February 15, 2018, in Idaho Falls.

---

Brian Farnsworth, Chairman

---

Gerl L. Rackow, Secretary

Eastern Idaho Public Health - Board Fiscal Notes  
For the 7 Months ended January 31, 2018  
Board Meeting February 15, 2018

General Notes:

- 1 For the 7 months ended January 31, 2018 EIPH's total expenditures were 2.3% below the approved budget.
- 2 For the 7 months ended January 31, 2018 EIPH's total revenue was 14.5% above the approved budget. Revenue appears to be very high at this point due to the second half of the State appropriation being received in January. Also most of the food licensing revenue was received in November and December at year end renewals and flu fees are mostly received for the year by the end of January.

Month	Operating Account Balance	Operating Reserve Account Balance	Capital Reserve Account Balance	Total General Fund Cash Available	Millennium Fund Balance	Total Cash Available
Jul-17	226,174.47	3,073,750.34	572,911.98	3,872,836.79	104,139.36	3,976,976.15
Aug-17	374,808.13	2,927,102.72	572,911.98	3,874,822.83	92,351.51	3,967,174.34
Sep-17	215,682.34	2,733,806.78	720,195.93	3,669,685.05	85,409.73	3,755,094.78
Oct-17	587,245.51	2,437,371.68	720,195.93	3,744,813.12	81,020.91	3,825,834.03
Nov-17	579,113.05	2,440,917.58	720,195.93	3,740,226.56	66,191.41	3,806,417.97
Dec-17	630,713.58	2,444,254.51	720,195.93	3,795,164.02	57,703.75	3,852,867.77
Jan-18	296,654.58	3,447,722.67	720,195.93	4,464,573.18	51,078.05	4,515,651.23
Feb-18				-		-
Mar-18				-		-
Apr-18				-		-
May-18				-		-
Jun-18		-	-	-	-	-
<b>Capital Reserve Detail</b>						
	Restricted for Future Building Needs		537,022.93			
	Future Personnel Costs		107,173.00			
	Future 27th Payperiod		40,000.00			
	Future Operating Stabilization		36,000.00			
			720,195.93			
<b>Designated and Authorized out of Operating Reserve</b>						
	FY18 Budget Stabilization		177,095.00			
	Future Vehicle Purchases		120,000.00			
	Public Health Emergency		500,000.00			
	Building Maintenance		150,000.00			
	Legal Defense		40,000.00			
			987,095.00			
<b>Cash Restricted to specific programs</b>						
	Restricted for Mammograms		5,203.61			
	Regional Behavior Health Board		50,249.02			
	EICAP Fit and Fall Funds		9,131.61			
	Millennium Fund		41,541.86			
	Restricted for Medical Reserve Corp		4,744.34			
			110,870.44			

**Board Summary Report  
Eastern Idaho Public Health District  
Expenditure Summary**

FY 2018

2/12/18 12:44 PM

DIVISION	Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	YTD	Percent used	remaining
BOARD OF HEALTH	18,207	1,485.38	167.34	973.70	1,473.33	574.94	1,386.56	24.98	6,086.23	33.43%	66.57%
EMERGENCY RESPONSE	-								0.00		
HEALTH EDUCATION											
EPIDEMIOLOGY & PREPAREDNESS	1,029,064	82,429.14	90,878.34	74,718.24	78,419.51	85,277.98	103,788.70	75,248.92	590,760.83	57.41%	42.59%
HEALTHCARE TRANSFORMATION	281,514	23,789.60	25,902.24	13,575.35	18,666.58	22,303.07	28,487.03	27,615.20	160,339.07	56.96%	43.04%
FAMILY COMMUNITY HEALTH	3,485,336	220,571.55	237,112.20	350,370.61	301,355.05	270,003.14	317,982.15	279,839.17	1,977,233.87	56.73%	43.27%
NUTRITION	1,254,896	85,859.28	141,449.97	98,328.61	86,405.91	80,170.39	114,517.31	79,323.50	686,054.97	54.67%	45.33%
ENVIRONMENTAL	1,051,799	77,363.56	90,252.41	78,900.11	75,623.85	75,688.19	119,500.73	82,029.42	599,358.27	56.98%	43.02%
GENERAL SUPPORT	1,095,245	85,131.66	77,871.43	97,641.04	76,035.69	97,794.50	71,584.50	70,758.88	576,817.70	52.67%	47.33%
<b>SUBTOTAL</b>	<b>8,216,060</b>	<b>576,630.17</b>	<b>663,633.93</b>	<b>714,507.66</b>	<b>637,979.92</b>	<b>631,812.21</b>	<b>757,246.98</b>	<b>614,840.07</b>	<b>4,596,650.94</b>	<b>55.95%</b>	<b>44.05%</b>
BUILDING PROJECT	-	-	-	-	-	-	-	-	-	N/A	N/A
COMMUNICATIONS EQUIP	-	-	-	-	-	-	-	-	0.00	N/A	N/A
COMPUTERS	-	-	-	-	-	-	-	-	0.00	N/A	N/A
VEHICLES	7,571	-	-	-	-	-	-	7,570.76	7,570.76	100.00%	0.00%
EQUIPMENT	7,700	-	-	-	-	-	-	7,700.32	7,700.32	100.00%	N/A
LOAN PAYMENT	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
<b>CAPITAL OUTLAY TOTAL</b>	<b>15,271</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,271.08</b>	<b>15,271.08</b>	<b>100.00%</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>8,231,332</b>	<b>576,630.17</b>	<b>663,633.93</b>	<b>714,507.66</b>	<b>637,979.92</b>	<b>631,812.21</b>	<b>757,246.98</b>	<b>630,111.15</b>	<b>4,611,922.02</b>	<b>56.03%</b>	<b>43.97%</b>
<b>PERCENTAGE OF TIME ELAPSED AND TIME REMAINING</b>										<b>58.33%</b>	<b>41.67%</b>

Operating Cash Inflow	1,266,631.14	636,153.42	520,046.47	710,368.96	615,390.92	800,144.25	1,276,454.68	5,825,189.84
Operating Cash Outflow	559,110.13	645,955.23	732,126.03	639,629.71	634,806.98	753,694.45	598,400.14	4,563,722.67
Cash Provided (Used) by Operations	707,521.01	(9,801.81)	(212,079.56)	70,739.25	(19,416.06)	46,449.80	678,054.54	1,261,467.17
Cash used for Capital Expenditures	-	-	-	-	-	-	15,271.08	15,271.08
	-	-	-	-	-	-	-	-
Cash to (from) Reserve	707,521.01	(9,801.81)	(212,079.56)	70,739.25	(19,416.06)	46,449.80	662,783.46	1,246,196.09
								1,246,196.09

**BOARD SUMMARY REPORT**  
**Eastern Idaho Public Health District**  
**Revenue and Cash Flow**

FY 2018

Last Updated 2/7/18 4:16 PM

<b>CONTRACT REVENUE</b>	<b>BUDGET</b>	<b>Jul-17</b>	<b>Aug-17</b>	<b>Sep-17</b>	<b>Oct-17</b>	<b>Nov-17</b>	<b>Dec-17</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>YTD</b>	<b>Percent of Budget</b>
Family & Community Health Contract	1,121,900	72,671	59,280	65,560	100,834	132,299	144,620	171,175	0	0	0	0	0	746,439	66.53%
<b>Nutrition Contract Total</b>	<b>1,265,567</b>	<b>132,808</b>	<b>105,564</b>	<b>161,666</b>	<b>117,048</b>	<b>107,163</b>	<b>100,433</b>	<b>144,613</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>869,297</b>	<b>68.69%</b>
<b>Environmental Health Contract Total</b>	<b>227,294</b>	<b>21,801</b>	<b>15,515</b>	<b>16,693</b>	<b>20,289</b>	<b>21,647</b>	<b>19,201</b>	<b>19,464</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134,610</b>	<b>59.22%</b>
Healthcare Transformation	310,485	28,471	27,279	24,591	23,306	23,418	23,397	32,289	0	0	0	0	0	182,750	58.86%
<b>HEALTH EDUCATION EPIDEMIOLOGY &amp; PREPAREDNESS</b>	<b>1,066,387</b>	<b>211,966</b>	<b>76,017</b>	<b>87,738</b>	<b>70,609</b>	<b>79,739</b>	<b>73,851</b>	<b>99,293</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>699,212</b>	<b>65.57%</b>
<b>TOTAL CONTRACTS</b>	<b>3,991,633</b>	<b>467,717</b>	<b>283,655</b>	<b>356,249</b>	<b>332,085</b>	<b>364,265.91</b>	<b>361,502.28</b>	<b>466,834.41</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,632,309</b>	<b>65.95%</b>

<b>FEE REVENUE</b>															
Family & Community Health Fees	1,139,200	76,451	86,267	119,710	183,335	201,281	153,887	127,024	0	0	0	0	0	947,954	83.21%
<b>HEALTH EDUCATION EPIDEMIOLOGY &amp; PREPAREDNESS</b>	<b>25,000</b>	<b>2,089</b>	<b>814</b>	<b>370</b>	<b>3,604</b>	<b>991</b>	<b>1,043</b>	<b>647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,558</b>	<b>38.23%</b>
<b>Environmental Health Fees Total</b>	<b>565,900</b>	<b>54,810</b>	<b>65,403</b>	<b>60,502</b>	<b>42,268</b>	<b>99,233</b>	<b>76,219</b>	<b>30,727</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>429,160</b>	<b>75.84%</b>
<b>TOTAL FEES</b>	<b>1,730,100</b>	<b>133,350</b>	<b>152,484</b>	<b>180,582</b>	<b>229,206</b>	<b>301,504</b>	<b>231,148</b>	<b>158,398</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,386,672</b>	<b>80.15%</b>
<b>SUB-TOTAL FEES &amp; CONTRACTS</b>	<b>5,721,733</b>	<b>601,067</b>	<b>436,139</b>	<b>536,831</b>	<b>561,291</b>	<b>665,770</b>	<b>592,650</b>	<b>625,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,018,981</b>	<b>70.24%</b>

<b>GENERAL RECEIPTS</b>															
County Appropriations	1,120,703	192,690	64,599	74,586	91,549	15,313	107,957	56,092	0	0	0	0	0	602,785	53.79%
County Building Loan Interest	0	0	5,900	67	0	0	0	0	0	0	0	0	0	5,967	N/A
INTEREST	18,000	2,958	3,352	3,988	3,565	3,546	3,337	3,468	0	0	0	0	0	24,215	134.53%
STATE APPROPRIATIONS	1,193,800	596,900	0	0	0	0	0	596,900	0	0	0	0	0	1,193,800	100.00%
SURPLUS PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
REFUNDS	0	811	23	0	0	23	3,217	0	0	0	0	0	0	4,074	N/A
Miscellaneous	0	79	1,576	80	0	2,086	3,134	9,140	0	0	0	0	0	16,096	
														0.00	N/A
<b>TOTAL GENERAL REVENUE</b>	<b>2,332,503</b>	<b>793,438</b>	<b>75,450</b>	<b>78,721</b>	<b>95,113</b>	<b>20,968</b>	<b>117,645</b>	<b>665,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,846,937</b>	<b>79.18%</b>

<b>GRAND TOTAL</b>	<b>8,054,236</b>	<b>1,394,505</b>	<b>511,589</b>	<b>615,552</b>	<b>656,405</b>	<b>686,738</b>	<b>710,295</b>	<b>1,290,833</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,865,917</b>	<b>72.830%</b>
--------------------	------------------	------------------	----------------	----------------	----------------	----------------	----------------	------------------	----------	----------	----------	----------	----------	------------------	----------------

		<b>AMOUNT OF YEAR ELAPSED</b>												<b>58.33%</b>	
Total Fam. & Community Health Revenue	2,261,100	149,121	145,547	185,270	284,169	333,580	298,507	298,199	0	0	0	0	0	1,694,393	74.94%
Total Nutrition Revenue	1,265,567	132,808	105,564	161,666	117,048	107,163	100,433	144,613	0	0	0	0	0	869,297	68.69%
Total Environmental Revenue	793,194	76,611	80,918	77,195	62,556	120,880	95,420	50,191	0	0	0	0	0	563,771	71.08%
Total Healthcare Transformation	310,485	28,471	27,279	24,591	23,306	23,418	23,397	32,289	0	0	0	0	0	182,750	58.86%
Total Health Ed. Epi & Preparedness	1,091,387	214,055	76,831	88,108	74,212	80,730	74,894	99,941	0	0	0	0	0	708,770	64.94%

<b>CASH FLOW SUMMARY</b>															
Total Revenue and Appropriations	8,054,236	1,394,505	511,589	615,552	656,405	686,738	710,295	1,290,833	-	-	-	-	-	5,865,917	
Decrease (Increase) Accounts Receivable		-127,874	124,564	(95,505)	53,964	(71,347)	89,849	(14,379)						(40,727)	
Change in Accrued Exp/Revenue		17,520	17,679	(17,618)	(1,650)	(2,995)	3,553	16,440						32,928	
Total Expenditures	8,231,332	576,630	663,634	714,508	637,980	631,812	757,247	630,111	-	-	-	-	-	4,611,922	
Change in Cash		707,521	(9,802)	(212,080)	70,739	(19,416)	46,450	662,783	-	-	-	-	-	1,246,196	
Cash Balance Beginning of period		3,269,455	3,976,976	3,967,174	3,755,095	3,825,834	3,806,418	3,852,868	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	3,269,455	
Cash Balance End of Current Period		3,976,976	3,967,174	3,755,095	3,825,834	3,806,418	3,852,868	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	
Cash Balance Reserved by Board for Capital Projects		572,912	572,912	720,196	720,196	720,196	720,196	720,196	-	-	-	-	-	-	
Unrestricted Cash Balance		3,404,064	3,394,262	3,034,899	3,105,638	3,086,222	3,132,672	3,795,455	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	4,515,651	