

BOARD OF HEALTH AGENDA
EIPH Board Room
1250 Hollipark Drive ~ Idaho Falls, Idaho
Monday, June 17, 2019
10:00 a.m.

Join Meeting via Webinar:
<https://zoom.us/j/7462135221>

Telephone Conference Line:
 (720) 707-2699
 Meeting ID: 746 213 5221

1. Call Board Meeting to Order Chairman Reed
2. Public Comment..... Chairman Reed
3. Approval of Consent Agenda (Action) Chairman Reed
 - *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*
 - Approval of April 25, 2019 Board of Health Meeting Minutes
 - FY19 Year-to-Date Budget Report
 - Subgrant Review/Approvals
4. Reappointment of Bill Leake and Commissioner Mendenhall Chairman Reed
5. Approval of Revised EIPH Board Bylaws (Action)..... Chairman Reed
6. Administrative Appeal Process (Action)..... Geri Rackow
7. Approval of FY2020 Compensation Plan Matrix (Action) Geri Rackow
8. Purchase of Electronic Medical Record System (Action) Geri Rackow/Amy Gamett
9. Measles Outbreak Update Geri Rackow
10. Negotiated Rule Making: IDAPA 16.02.14 – Rules Governing Construction & Operation
 Of Public Swimming Pools in Idaho Geri Rackow/Kellye Eager

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**EASTERN IDAHO PUBLIC HEALTH
BOARD POLICY**

ENVIRONMENTAL HEALTH APPEALS AND REQUEST FOR HEARING

Chapter 4, Title 39 Idaho Code establishes that judicial review of a final determination of the District Board of Health may be secured by any person adversely affected by filing a petition for review as prescribed by [Chapter 52, Title 67 Idaho Code](#). [IDAPA 04.11.01.101](#) encourages the use of informal proceedings to settle or determine contested cases.

This policy establishes the informal proceedings to be utilized to hear contested environmental health cases/decisions governed by the State of Idaho's Individual/Subsurface Sewage Disposal Rules ([IDAPA 58.01.03](#)).

A. APPEAL OF EASTERN IDAHO PUBLIC HEALTH STAFF MEMBER DECISION

1. Citizen Appeal: Any citizen aggrieved by a decision made by a staff member of Eastern Idaho Public Health may submit an administrative appeal to Eastern Idaho Public Health's Environmental Health Director for review.
2. Limitation of Time Periods: The individual program rules for time limitations within which certain actions must be taken or documents filed shall be followed. In the event there is no provision in the Idaho Code or other specific rule, a party shall have thirty (30) calendar days from the receipt of an adverse order or notice of decision to file an appeal of any adverse order or notice of decision.
3. Format for Appeal: All administrative appeals shall be made in writing, and shall contain the following information:
 - a. The nature of the decision upon which the appeal is brought, including the code, ordinance, rule, or policy cited by the Staff Member to support the decision.
 - b. The ruling or decision desired by the appellant.
 - c. A statement identifying the code, ordinance, rule, or policy which supports the citizen's position.
 - d. The reason(s) why the citizen believes the code, ordinance, rule or policy has been misapplied.
4. Basis/Criteria for Appeal: for each appeal request, EIPH's Environmental Health Director shall determine whether the issue raised is tied to application of a statute, policy, or rule administered by the public health district, or whether the issue involves the substance of any statute, policy or rule. An appeal is appropriate only in the instance of alleged misapplication of a state or health district statute, rule or policy.
5. Hearing Schedule: Within five (5) business days (not including holidays) of receipt of an administrative appeal, the Environmental Health Director shall assist the citizen to schedule a hearing before him/her as soon as the appeal can be accommodated. No fee shall be charged to any appeal applicant whose case shall be brought before the Environmental Health Director.

6. Staff Member Representation: The staff member whose decision has been challenged shall be present at the hearing.
7. Length of Presentations: Presentations at the hearing shall be limited to ten (10) minutes for each citizen and ten (10) minutes for the staff member, unless extraordinary circumstances require otherwise as determined by the Environmental Health Division Director.
8. Reports: The staff member or citizen may submit a written explanation for the Environmental Health Division Director's consideration prior to the start of the hearing. A copy of any staff member explanation shall be provided to the citizen at the time it is prepared for presentation to the Environmental Health Division Director.
9. Record of Hearing: EIPH's Environmental Health Director will arrange for a record to be made of the contested case hearing. The record must be a verbatim record and it shall be recorded electronically. The record shall be transcribed at the expense of the party requesting a transcription and prepayment or guarantee of payment may be required. Once a transcription is requested, any party may obtain a copy at the party's own expense. The recorded proceedings will be included into the record of the contested case. Eastern Idaho Public Health shall maintain an official record of each contested case for a period of not less than six (6) months after the expiration of the last date for judicial review, unless otherwise provided by law. The record shall include all notices of proceedings, pleadings, motions, briefs, petitions and intermediate rulings, evidence received or considered, any oral or written statements allowed by the hearing officer, statement of matters officially noticed, offers of proof and objections and rulings thereon, the recording of the proceedings or any transcript of all or part of the proceedings, staff memoranda or data submitted to the hearing authority in connection with the proceedings, and any recommended order, preliminary order, final order or order on reconsideration.
10. Decision: Within five (5) business days (not including holidays) after hearing the request of a citizen, the Environmental Health Division Director shall affirm the staff member's decision, reverse the decision, or affirm the decision conditionally. The decision in any such appeal shall be made in writing and shall set forth the reasons thereof.

B. APPEAL OF EASTERN IDAHO PUBLIC HEALTH'S ENVIRONMENTAL HEALTH DIRECTOR DECISION

1. Citizen Appeal: Within ten (10) business days (not including holidays) of the Environmental Health Director's decision, an appeal of said decision may be taken to the District Director of Eastern Idaho Public Health (District Director), solely upon the record compiled in accordance with this procedure. Said appeal may be accompanied by a written explanation of the basis for appeal, not exceeding two (2) typewritten pages. The District Director may request more information or may schedule oral presentations, if desired.
2. Decision: Within five (5) business days (not including holidays) after reviewing the request of a citizen, the District Director shall affirm the Environmental Health Division Director's decision, reverse the decision, or affirm the decision conditionally. The District Director's decision in any such appeal shall be made in writing and shall set forth the reasons thereof.

C. APPEAL OF EASTERN IDAHO PUBLIC HEALTH DIRECTOR'S DECISION

1. Citizen Appeal: Within ten (10) business days (not including holidays) of the District Director's decision, an appeal of said decision may be taken to the Board of Health of Eastern Idaho Public Health, solely upon the record compiled in accordance with this procedure.
2. Format: Said appeal may be accompanied by a written explanation of the basis for appeal, not exceeding two (2) typewritten pages. The Board may request more information or may schedule oral presentations, if desired.
3. Review by the Board of Health: After reviewing the request of a citizen at the next scheduled board meeting after the request is received, within five (5) business days (not including holidays), the Board of Health shall affirm the District Director's decision, reverse the decision, or affirm the decision conditionally.
4. Board of Health Decision: The Board of Health decision in any such appeal shall be made in writing and shall set forth the reasons thereof. The Board of Health's decision shall be final in matters subject to this appeal policy and procedure outline herein. However, the written decision of the Board of Health shall include a statement regarding the appealing party's right to appeal the Board's decision in accordance with Idaho Code 39-418 and the statutes referenced therein.

Date Approved: _____

Bryon Reed, Chairman

BOARD OF HEALTH MEETING MINUTES
April 18, 2019
9:00 a.m. – 3:00 p.m..

PRESENT:	<u>BOARD OF HEALTH MEMBERS</u> Wayne Butts, Commissioner (via phone) Bill Leake, Teton County, Trustee (via phone) Brent Mendenhall, Commissioner Lee Miller, Commissioner Ken Miner, Commissioner Bryon Reed, Commissioner, Chairman Greg Shenton, Commissioner Shayne Young, Commissioner	<u>STAFF MEMBERS</u> Geri Rackow James Corbett Kellye Eager Amy Gamett Angy Harwood Cheryl O'Connell
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1. Call to Order

Chairman Bryon Reed called the meeting to order at 9:00 a.m. Barbara Nelson is excused from today's meeting. Bill Leake and Commissioner Butts are in attendance via conference call.

2. Public Comment

Landon Johnson, Public Health Administration student at Boise State University is observing the meeting but has no comment.

3. Approval of Consent Agenda

- Approval of February 21, 2019 Board of Health Meeting Minutes
- FY19 Year-to-Date Budget Report
- Subgrant Review/Approvals

MOTION: Commissioner Shenton made a motion to approve the April 18, 2019 Consent Agenda.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

4. Ratification of Board of Health Member Appointment – Commissioner Shayne Young

Chairman Reed reported that Commissioner Young's appointment to the Board of Health has been ratified by all county commissioners within the district with the exception of one who did not respond.

5. Review/Update of EIPH Board of Health Bylaws

The last review of the EIPH Board Health Bylaws was February of 2014. Ms. Rackow reviewed housekeeping and rule changes and asked the Board members to review the current Bylaws and changes for discussion at the next Board of Health meeting.

6. Idaho Association of District Boards of Health (IADBH) Annual Conference

The IADBH will be held June 19-20, 2019 in Lewiston, ID. Board members will travel on Tuesday and return on Friday. Please complete the registration and make necessary spouse payments by the first week in May.

The Board members reviewed the following resolutions:

- Tobacco 21
- Health Impacts of Marijuana Use
- Home Visitation
- Senior Cognitive Health
- Electronic Nicotine Delivery Systems
- Awareness, Education & Prevention of Suicide

MOTION: Commissioner Miner made a motion to support the resolutions that will be brought forth in the IADBH Annual Conference June 19-20, 2019
SECOND: Commissioner Mendenhall
ACTION: MOTION CARRIED UNANIMOUSLY

7. Plans for June 20 Public Budget Hearing

The Public Budget Hearing is scheduled on June 20, 2019 at 4:30 MT. A conference bridge will be made available for those attending the Boards of Health conference in Lewsiston that day.

8. National Association of Local Boards of Health Conference

The conference will be held on August 14-16, 2019, in Denver, CO. Ms. Rackow has distributed the agenda with the breakout sessions. Board members were asked to her know if they plan to attend by early June.

9. 2019 Legislative Reception Recap

- Ms. Rackow provided an update on the Sex Education Bill.
- Ms. Rackow and Ms. Eager provided information on HB151 Relating to Food Establishments. The bill changed licensing fees and also allows for certain other fees to be charged beginning July 1 including a plan review and preoperational inspection fee; a late fee, a license reinstatement fee; a request for variance fee; a compliance conference fee; enforcement and legal fees; and fees covering operational costs for inspections conducted pursuant to federal law or regulation.

MOTION: Commissioner Miner made a motion to implement the additional food fees outlined in HB 151, Idaho Code 39-1607(4) with the exception of item b (late fee).

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

10. FY2020 Compensation Plan

Ms. Rackow reviewed EIPH's proposed FY20 Compensation Plan and raise distribution Matrix with the Board. She reported that we are required by Idaho's Division of Human Resources (DHR) and Division of Financial Management (DFM) to include the compa ratio and a market component in the matrix this year. If the plan is approved by the Board, Ms. Rackow will submit it to DHR & DFM for approval. The requested increase in employee compensation will help bring our district a little more in line with pay levels at the other Public Health Districts in Idaho. Employee raises would go into effect on June 16, 2019 (the first pay period of FY2020). Ms. Rackow also reported that the FY20 state pay schedule will be adjusted upward by 3% effective June 16, 2018. Along with the merit component this year the Legislature directed state agencies to increase the ongoing annual salaries of their permanent state employees by no less than \$550.00.

MOTION: Commissioner Miller made a motion to approve the proposed FY20 Compensation Plan for Eastern Idaho Public Health.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Young made a motion to allow Ms. Rackow the authority to resubmit the Compensation Plan using the state's instruction for the \$550.00 ongoing increase if the initial plan is not approved by DHR and DFM.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

Commissioner Mendenhall asked that if the initial Compensation Plan is denied the Board requests a written reason why as EIPH is an individual governmental agency and not a state agency.

11. FY2020 Budget Presentation

Ms. Rackow and Mr. Thomas reviewed EIPH's FY2020 Budget Proposal and answered questions from the board members.

MOTION: Commissioner Shenton made a motion to approve the FY2020 County Appropriations of \$1,120,703 as outlined.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Miner made a motion to approve the FY2020 Operating Budget and Capitol Reserve accounts as presented.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Butts made a motion to approve the FY2020 Budget as presented and spending authority of \$8,353,092.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

12. Public Health Preparedness Overview and April 24 Full Scale Exercise Plans

Troy Nelson provided information on a statewide full scale exercise to be held on Wednesday, April 24, 2019. The exercise will be held at BYU-Idaho. A General Staff meeting will be held prior to the exercise. All board members are invited to participate.

13. Partnership for Success Grant Update

James Corbett provided an update on the Partnership for Success (PFS) grant.

14. Child Abuse Prevention Month – Adverse Childhood Experiences Presentation

Holly Whitworth presented information on Child Abuse Prevention Month along with a presentation on Adverse Childhood Experiences (ACEs). Ms. Whitworth also provided an update on the home visitation expansion which allows services to be provided in all eight of the district's counties.

15. Immunization Education

Amy Gamett provided Immunization information and education.

16. Environmental Health Update

- Kellye Eager provided the board with an update on an ongoing septic system complaint issue in Custer County. DEQ is involved in the matter, working with the complainant and EIPH.
- She also informed the board about a septic permit denial in Fremont County. The home owner has filed an administrative appeal and will meet with her on Monday, April 22, 2019.

17. Driggs Local Improvement District

Steve Thomas updated the board on the Driggs Local Improvement District (LID). Currently the LID is responsible for maintaining the road in front of our Driggs office, which is currently in disrepair. Improvements are being planned by the LID and EIPH's portion of the improvement costs is approximately \$13,000. The City has agreed to take ownership of the road when asphalt and curbing have been brought to standard.

18. Announcements

- Ms. Rackow provided an update on the Community Needs Assessment and Community Conversations done in conjunction with United Way and ECAP. The last one is scheduled in Challis on Monday, April 22, 2019. The report from the United Way is due to us in June.
- EIPH will be moving to a new electronic medical system and are looking at options.

19. Executive Session

MOTION: Commissioner Miner made a motion to go into Executive Session at 2:40 p.m. to discuss a personnel matter pursuant to Idaho Code 74-206 (b)

SECOND: Commissioner Shenton

ACTION: Commissioner Mendenhall – yes, Commissioner Miner - yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton - yes, Chairman Young – yes, Bill Leake – yes.

The Executive Session concluded at 2:55 p.m.

MOTION: Commissioner Miner made a motion to approve a 4% salary increase for EIPH Director, Geri Rackow, and a one-time \$2,000 bonus.

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 3:00 p.m. EIPH's Budget Hearing will be held on June 20, 2019.

Commissioner Bryon Reed, Chairman

Geri L. Rackow, Secretary

Eastern Idaho Public Health Employee Compensation Plan

Fiscal Year 2020

Revised 6/17/19

It is the intent of Eastern Idaho Public Health (EIPH) to provide a competitive employee compensation and benefit package that will attract qualified applicants; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for outstanding performance. The long-term success of this system is contingent on a strategy of reasonable and appropriate funding to compensate employees based on their performance relative to specific measurements and standards.

This compensation plan is an update of previous Compensation Plans developed and implemented by EIPH. Several factors have influenced the development of this revised plan. These factors include:

- For FY2020, a 3% payline adjustment will be made to the State of Idaho's Compensation Schedule. Effectively, this increases the minimum, policy, and maximum pay for each pay grade (with one exception) by 3%. The result is that with no other changes in compensation, employees' current compa-ratios will decline.
- Based on the new pay schedule for FY2020, as of 4/18/19, 87% of EIPH's permanent employees are below policy for their pay grade
 - 13% are over 100% of policy
 - 15% are between 90-99% of policy
 - 39% are between 80-89% of policy
 - 34% are between 70-79% of policy
- For many positions, EIPH personnel are paid less (in some cases significantly) than their peers in other Idaho Public Health Districts. In FY2019, EIPH had the lowest compa-ratio among all seven public health district at 88%. The other health districts have compa-ratios ranging from 89- 92%
- Several health districts have adopted policies of starting salaries at either 75% or 80% of policy. EIPH's policy is to start employees at the minimum pay rate (currently 70% of policy).
- It is EIPH's practice to critically analyze all positions that become vacated due to retirement or resignation, etc. At times, positions may not be refilled and critical tasks reassigned to other staff members. While we have managed this way for many years, with increased workload in some programs, our staff are stretched very thin, especially when covering for staff who call in sick or are on vacation.

AGENCY POLICY

It is the intent of this policy to ensure a consistent and fair approach to EIPH's hiring process and to provide specific parameters which determines salary rates for newly hired and permanent employees. EIPH adopts of the Rules of Division of Human Resources and Personnel Commission, IDAPA 15.04.01 as required and incorporates into its Compensation Plan those items in Idaho Code 67-5309B. In addition to these rules and statutes, EIPH has adopted additional guidelines which are outlined in this plan.

SECTION 1: STARTING SALARY DECISIONS

EIPH hires all employees, permanent and temporary, at a rate that reflects the quantity and quality of candidates' experience and education levels. Starting salaries are based on the worth of that particular job to our agency, and not altered to meet a job applicant's personal, non-job related situation or expenses. Advanced salary placement may be at the appointing authority's discretion considering available budget, market, applicant's work experience and qualifications, and relationship to existing staff salaries within the pay grade assigned to the employee's classification. EIPH adheres to all state and federal wage laws.

When filling a vacant position, candidates may be hired at one of three levels. The levels are:

- LEVEL 1:** Generally, individuals should be hired at 70% of the job classification's pay scale. Possible exceptions may include hard-to-fill positions or those in difficult geographical areas, which would fall under Level 2.
- LEVEL 2:** Individuals that bring a level of experience to the position or those being recruited for hard-to-fill positions may be hired up to 85% of policy, depending on work experience and education. (See Appendix A.) Division Directors have authority to determine Level 2 pay in accordance with the District's "Hiring Salary Criteria for Level II Employees" found in Appendix A, without further approval from District Director. Any variation from the criteria must be approved by the District Director.
- LEVEL 3:** Individuals that have extensive experience and/or relevant education, or are being considered for hard-to-fill positions, may be hired at or above Policy (comparable to market rates). The starting salary for anyone hired at Level 3 must be approved by the District Director.

Appointed Positions

When an individual is appointed by the agency's Board of Health to a permanent position, his/her salary will be at the discretion of the District Board of Health.

SECTION 2: EXISTING EMPLOYEES

Acting Appointments

An employee serving in an elevated classification in an acting capacity will be paid in the new pay grade as though he or she had actually been promoted. At the expiration of the acting appointment, the employee will be returned to the class, pay grade, and pay rate held immediately preceding the acting appointment.

Compensatory Time

All employees, except executives, shall earn compensatory (comp) time when overtime is worked. Division Directors should monitor the accrual of comp time by their employees and discuss employees' comp time balances in excess of forty (40) hours with the District Director to determine the need for continued overtime. No employee may be authorized to earn comp time when his/her balance exceeds 40 hours without written authorization from the Director.

Demotions

If a continuous status employee is demoted for disciplinary reasons, the employee's salary shall be adjusted within the lower pay range with approval from the Division Director and Director.

Holiday Pay

Employees do not typically work on holidays; however, there are occasions when this is necessary. If such time is needed, employees must obtain written authorization from his/her Division Director, with a copy being provided to Human Resources. When possible, employees should adjust their time during the holiday week so that no more than 40 hours of time is coded.

Internal Salary Equity and Concerns

All employees are encouraged to discuss salary-related concerns with their supervisor to reach mutually satisfactory resolution at the lowest level possible. If an employee believes there is a problem with his/her compensation due to inequities within EIPH, he/she is strongly encouraged to bring this issue to the forefront. No retaliation will occur for expressing such concerns or using the problem solving process. All requests for salary increases must be approved by the Division Director and then by the Director.

Geographic Pay Differential

In alignment with the District's mission, the Director may designate non-performance related premium pay for work locations where recruitment and retention is difficult due to economic conditions and cost of living. EIPH will determine the amount of geographic pay for these locations using survey data from the Idaho Division of Human Resources and economic indicators to determine eligible areas. For district specific classifications, the Director may designate a geographic differential for classifications with high turnover rates and extended vacancy rates. All employees in the same classification and same work location shall be provided an equitable geographic pay differential.

Geographic pay premiums are calculated on a percentage of base salary. Such percentage is translated to a cash amount per pay period and added to base pay.

Geographic pay is tied to work location. The geographic pay differential is discontinued when an employee takes an assignment at a work location not deemed eligible for a geographic differential. A geographic pay differential must begin and end at the start of the pay period and may not be divided by hourly or daily increments.

New Hire Salary Inequity

There may be occasion when a new person is hired into a job class at a higher pay rate than existing employees doing the same job. The District Director may approve an increase in pay for the existing staff to address the issue of internal salary equity.

On-call Time

On-call time will be granted to employees who are designated by their supervisor or the District Director to be on-call according to specific criteria for full or partial on-call shifts. The rate at which time off with pay will accumulate is one hour of On Call Time Earned (OCE) will be earned for each weekday during which an individual is required to be on-call; for each weekend day, two hours OCE will be earned, up to a total of no more than 9 hours per week. Any time actually worked while in on-call status will be coded on their time sheet as Actual time worked.

Overtime Pay

EIPH will rarely, and only when the District Directors determines it as a mission-critical necessity, provide cash compensation for overtime work. All employees will be informed of their status in relationship to overtime expectations as part of new employee orientation or pre-employment discussions. Unless cash payment is specifically authorized by the Director or designee, all overtime will result in compensatory time.

Performance Evaluations

In conducting the required annual evaluation or probation evaluation, EIPH will comply with the State's various performance standards levels. EIPH's philosophy is that frequent and on-going feedback is needed between an employee and his/her supervisor in order for the employee to be successful on the job. All new employees, permanent and temporary, will have formal performance evaluations at three and six months from their hire date, and prior to completion of their entrance probation. Thereafter, annual performance evaluations will be conducted.

Promotions

Upon promotion or in cases where a position class has been upgraded, the employee's salary will be increased, at a minimum, to the beginning of the new pay range. However additional salary increase may be considered based on a case-by-case scenario by the District Director and Division Director with consideration of the promoted employee's current salary compared to other employees in like positions with similar education, experience, qualifications, market considerations, and budgetary constraints.

Reclassifications

When a position is reclassified to a class in a higher pay range, the employee's salary will be increased, if necessary, to the beginning of the new pay range. Any additional increase will be considered on a case-by-case basis and must be approved in advance by the Division Director and District Director.

If an employee's position is reclassified downward, the employee's salary will remain the same unless it is above the new pay range. In these instances, the employee's salary will be adjusted to the maximum hourly rate of the lower pay range.

Reinstatement

Per Idaho Division of Human Resources Rule 072.04, an employee reinstating from layoff shall be paid at the same rate the employee was receiving at the time of the layoff. All other reinstatements will be treated in the same manner as starting salaries.

Shift Differential

EIPH does not have a need for shift differential pay. Overtime work is minimal, but it is compensated for in accordance with Fair Labor Standards Act (FLSA) and state law requirements.

Transfers

Transfers will be addressed in the same manner as starting salaries. A lower or higher rate may be approved by the District Director, depending on the circumstances under which the transfer was made.

SECTION 3: SALARY INCREASES

Maintaining a competitive compensation system is based on the following philosophy as outlined in Idaho Code 67-5309A:

1. Advancement in pay shall be based on job performance and market changes.
2. Pay for performance shall provide faster salary advancement for higher performers based on a merit increase matrix. (Appendix B)
3. Employees below the state's midpoint market average (policy) in a salary range who are meeting expectations in the performance of their jobs shall move through the pay range toward the midpoint market average. (Appendix B)

EIPH agrees with the state philosophy (IC 67-5309A) that it is vital to fund necessary compensation adjustments each year to maintain market competitiveness in the compensation. In order to provide this funding commitment in difficult fiscal conditions, it may be necessary to increase revenues, or to prioritize and eliminate certain functions, programs or reduce the overall number of employees in a given year, or any combination of such methods. However, final implementation of such decisions is contingent upon approval by EIPH's Board of Health.

No employee shall advance in pay without a performance evaluation on file certifying that the employee meets the performance criteria of the assigned position. For merit pay purposes, when funding is available, EIPH considers employees who have successfully completed their entrance probation period with an "Achieves Performance Standards" evaluation rating or better. Employees on entry or promotional probation and those on a formal "Performance Improvement Plan" due to a "Does Not Achieve Performance" rating are not eligible for merit pay increases until such time their performance improves and is evaluated at "Achieves Performance Standards" or better rating. To qualify for any salary increase, the employee must have a current (completed within the last 12 months) performance evaluation on file.

Salary increases will be based on performance/merit and the district's Salary Distribution Matrix (Appendix B). The Salary Distribution Matrix may also include a component for market/policy.

Cost Savings Bonuses

Cost Savings Bonuses may be considered on a case-by-case basis. Before the option is used, the cost savings must be quantified, verified by the District's Fiscal Officer, and carefully considered by the District Director before making any cash award. It is the intent of EIPH to

award such a bonus in incremental payments as actual cost savings are realized. Cost saving bonuses will not exceed \$2,000 for any one suggestion.

Performance Bonuses

A performance bonus is a one-time lump sum payment to an employee to recognize exemplary service. EIPH may use performance bonuses throughout the year to recognize and reward an employee's performance. Amounts will vary and will relate to the base salary and the individual's performance on a project or overall basis. All performance bonuses will be based on the availability of funds. Performance bonuses up to a total of two thousand dollars (\$2,000) may be awarded to individuals each fiscal year (IC 67-5309D). A memo documenting such performance will be provided to the employee and placed in his/her personnel file.

Retention Pay

EIPH will determine the need for retention pay on a case-by-case basis. These awards are typically lump sum. If an employee indicates another competitive job offer or if the Agency deems market conditions exist, the District Director and Division Director will consider a retention award based on the market for the particular job and the salaries of all other employees in the same classification. If such retention awards are deemed appropriate in order to keep existing staff, the award may be considered for all employees in the same classification. Retention pay may be granted when an employee has completed at least six months of work that achieves performance standards.

Salary Increases-Conditional

Temporary increases may also be awarded in recognition of additional assignments or acting appointments.

SECTION 4: ANNUAL REVIEW OF POLICY

Members of District's Administrative Team will review this policy on a periodic basis and make recommendations to the Board for adjustments as appropriate.

Approvals: Approved by EIPH Board of Health on June 17, 2019.

Bryon Reed, Board of Health Chairman

Geri L. Rackow, Director

APPENDIX A Hiring Salary Criteria for Level II Employees

NOTE: Increased percentage points may be granted by a Division Director for Level II employees if the employee has additional experience, education, skill, or licenses that would be of benefit to the agency and that are **NOT** a requirement of the job description.

<u>Education</u>	<u>% Allowed</u>
For each degree above the job's minimum requirement:	
Technical Degree or Associate Degree	2
BS/BA	2
Masters Degree	2
Doctorate	2
	Maximum of 8%
Example: The job requires high school diploma and the individual has BS degree would equal 4% increase over job class' minimum wage.	

<u>Experience</u>	<u>% Allowed</u>
Each year of related experience	2
	Maximum of 5 years or 10%
Example: If the employee worked for another health district doing a similar job they could receive a 2 percentage point increase for each year worked up to maximum of 10% increase over job class position minimum wage.	

<u>Bilingual</u>	<u>% Allowed</u>
Fluent in Spanish (verbal and written)	Maximum of 2%
Example: If the individual had bilingual skills that would be of benefit to the agency, the employee would receive 2% increase over job class position minimum wage.	

<u>Certificate or Professional License</u>	<u>% Allowed</u>
Related Professional License or Related Certification Only	2 Maximum of 2%

MAXIMUM CRITERIA PERCENTAGE ALLOWED OVER A JOB CLASS' MINIMUM WAGE IS 15%

APPENDIX B
FY2020 Change in Employee Compensation (CEC) Distribution Matrix
Eastern Idaho Public Health

Revised 6/17/20

EIPH will award merit-based changes in compensation in accordance with the following matrix:

		PERFORMANCE			
		Does not Achieve	Achieves	Solid	Exemplary
COMPA-RATIO DISTRIBUTION	100%+	0%	4.25%	4.75%	5.25%
	90-99%	0%	4.50%	5.00%	5.50%
	70-89%	0%	4.75%	5.25%	5.75%

APPENDIX B, continued

1. All EIPH employees hired on or before June 16, 2019, will be eligible for the FY2020 CEC.
2. The CEC will be effective at the beginning of FY2020 (implemented June 16, 2019; pay day July 12 2019).
3. The CEC will apply to permanent, temporary, group, and non-classified employees.
4. For employees in a **probationary period**:
 - a. Full Time employees' CEC will be implemented at the successful completion of their probationary period and a performance evaluation with a rating of "Achieves" or higher.
 - b. Part time (less than 30 hours per week) employees' CEC will be implemented at the completion of six months of employment and with a performance evaluation with a rating of "Achieves" or higher.

Board Fiscal Notes

For the Eleven months Ended May 31, 2019

Board Meeting June 17, 2019

Fiscal Year 2019 board summary report

General Notes

- 1 For the eleven months ended May 31, 2019, EIPH's total expenditures for the year were 5.4% below the approved budget.
- 2 For the eleven months ended May 31, 2019, EIPH's total revenues were 10.3% above original budget.

Month	Operating Account Balance	Operating Reserve Account Balance	Capital Reserve Account Balance	Total General Fund Cash Available	Millennium Fund Balance	Total Cash Available
Jul-18	481,826.49	3,631,809.03	720,195.93	4,833,831.45	99,120.47	4,932,951.92
Aug-18	556,387.69	3,639,173.99	720,195.93	4,915,757.61	93,896.77	5,009,654.38
Sep-18	268,441.78	3,747,210.64	720,195.93	4,735,848.35	90,116.06	4,825,964.41
Oct-18	480,631.94	2,891,577.47	1,408,904.00	4,781,113.41	82,927.84	4,864,041.25
Nov-18	348,926.44	2,900,264.14	1,408,904.00	4,658,094.58	73,573.08	4,731,667.66
Dec-18	232,724.03	3,408,456.06	1,408,904.00	5,050,084.09	64,621.02	5,114,705.11
Jan-19	378,452.52	3,917,213.25	1,408,904.00	5,704,569.77	61,778.94	5,766,348.71
Feb-19	366,773.69	3,928,068.58	1,408,904.00	5,703,746.27	58,706.55	5,762,452.82
Mar-19	203,609.27	3,938,417.03	1,408,904.00	5,550,930.30	48,673.17	5,599,603.47
Apr-19	591,031.41	3,599,973.75	1,408,904.00	5,599,909.16	43,686.76	5,643,595.92
May-19	271,251.97	3,610,867.60	1,408,904.00	5,291,023.57	15,505.24	5,306,528.81
Jun-19			-	-	-	-
Capital Reserve Detail						
	Restricted for Future Building Needs		787,022.93			
	Future Personnel Costs		107,173.00			
	Future 27th Payperiod		240,000.00			
	Future Operating Stabilization		274,708.07			
			1,408,904.00			
Designated and Authorized out of Operating Reserve						
	Future Vehicle Purchases		132,412.74			
	Public Health Emergency		500,000.00			
	Building Maintenance		250,000.00			
	Legal Defense		40,000.00			
			922,412.74			
Cash Restricted by Grant or Donor.						
	Restricted for Mammograms		8,057.00			
	Regional Behavior Health Board		59,925.59			
	EICAP Fit and Fall Funds		7,850.03			
	State Home Visit		220,487.79			
	Citizen Review Panel		485.76			
	Millennium Fund		12,387.38			
	Restricted for Medical Reserve Corp		3,514.10			
			312,707.65			

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

FY 2019

Last Updated 6/13/19 3:47 PM

DIVISION	Budget	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent used	remaining
BOARD OF HEALTH	16,688	625.25	484.04	1,997.01	1,353.67	-	1,686.19	600.98	958.69	991.67	958.16	709.60	-	10,365.26	62.11%	37.89%
EMERGENCY RESPONSE	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00		
COMMUNITY HEALTH	995,678	71,616.80	64,453.27	60,572.84	64,814.17	82,306.08	54,810.36	66,978.47	112,962.39	125,495.94	142,562.01	192,624.90	-	1,039,197.23	104.37%	-4.37%
HEALTHCARE TRANSFORMATION	242,656	23,886.39	21,732.14	23,001.87	25,703.31	30,828.29	19,617.20	26,009.44	12,972.33	7,412.49	2,190.10	2,401.53	-	195,755.09	80.67%	19.33%
CLINICAL SERVICES	3,551,128	298,322.91	270,652.65	254,815.73	296,485.59	312,401.44	187,114.76	236,464.37	185,581.34	254,137.35	330,755.34	308,780.68	-	2,935,512.16	82.66%	17.34%
NUTRITION	1,097,538	106,801.40	116,448.07	93,966.98	90,198.98	96,434.88	66,043.89	82,766.58	84,458.59	90,374.49	91,554.59	117,262.11	-	1,036,310.56	94.42%	5.58%
ENVIRONMENTAL	1,068,138	92,373.47	76,940.92	87,322.97	84,143.19	92,456.64	63,421.63	77,545.22	81,719.32	78,555.39	77,898.26	107,836.53	-	920,213.54	86.15%	13.85%
GENERAL SUPPORT	1,175,050	69,139.98	74,981.34	67,726.47	77,920.60	83,910.19	83,177.87	69,871.15	74,627.28	86,211.80	96,684.68	91,058.51	-	875,309.87	74.49%	25.51%
SUBTOTAL	8,146,876	662,766.20	625,692.43	589,403.87	640,619.51	698,337.52	475,871.90	560,236.21	553,279.94	643,179.13	742,603.14	820,673.86	0.00	7,012,663.71	86.08%	13.92%
BUILDING PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A	N/A
COMMUNICATIONS EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
COMPUTERS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
VEHICLES	107,587	-	-	-	-	-	-	-	-	-	107,587.26	-	-	107,587.26	100.00%	0.00%
EQUIPMENT	8,620	-	-	-	-	-	-	-	-	-	-	8,619.72	-	8,619.72	100.00%	N/A
LOAN PAYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
CAPITAL OUTLAY TOTAL	116,207	-	-	-	-	-	-	-	-	-	107,587.26	8,619.72	-	116,206.98	100.00%	0.00%
TOTAL	8,263,083	662,766.20	625,692.43	589,403.87	640,619.51	698,337.52	475,871.90	560,236.21	553,279.94	643,179.13	850,190.40	829,293.58	-	7,128,870.69	86.27%	13.73%

PERCENTAGE OF TIME ELAPSED AND TIME REMAINING 91.67% 8.33%

Operating Cash Inflow	1,402,470.14	684,577.32	428,944.24	669,478.89	577,139.41	852,600.33	1,211,567.39	543,255.49	477,064.63	878,353.01	437,993.75	-	-	8,163,444.60
Operating Cash Outflow	647,678.43	607,874.86	612,634.21	631,402.04	709,512.99	469,562.90	559,923.79	547,151.38	639,913.98	726,773.30	766,441.14	-	-	6,918,869.02
Cash Provided (Used) by Operations	754,791.71	76,702.46	(183,689.97)	38,076.85	(132,373.58)	383,037.43	651,643.60	(3,895.89)	(162,849.35)	151,579.71	(328,447.39)	-	-	1,244,575.58
Cash used for Capital Expenditures	-	-	-	-	-	-	-	-	-	107,587.26	8,619.72	-	-	116,206.98
Cash to (from) Reserve	754,791.71	76,702.46	(183,689.97)	38,076.85	(132,373.58)	383,037.43	651,643.60	(3,895.89)	(162,849.35)	43,992.45	(337,067.11)	-	-	1,128,368.60
														1,128,368.60

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

FY 2019

Last Updated 6/13/19 11:12 AM

CONTRACT REVENUE	BUDGET	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent of Budget
Clinical Services Fees	1,113,757	76,116	105,486	78,494	60,710	102,402	128,092	107,556	92,222	71,032	50,638	45,378	-	918,124.86	82.43%
Nutrition Contract Total	1,189,220	143,176	121,926	131,445	9,866	105,690	119,333	81,059	96,645	99,062	105,717	106,954	-	1,120,873.00	94.25%
Environmental Health Contract Total	216,872	22,002	15,574	17,940	17,039	21,640	15,257	10,929	13,443	14,694	16,697	12,042	-	177,256.62	81.73%
Healthcare Transformation	270,644	41,018	30,758	25,733	26,790	26,754	31,610	22,693	35,692	4,166	4,166	4,166	-	253,544.36	93.68%
Community Health	1,049,050	182,531	70,481	58,940	61,530	59,821	77,998	52,227	102,867	110,986	272,801	117,799	-	1,167,980.53	111.34%
TOTAL CONTRACTS	3,839,543	464,843	344,225	312,550	175,935	316,308	372,290	274,464	340,868	299,939	450,019	286,339	-	3,637,779.37	94.75%

FEE REVENUE															
Clinical Services Fees	1,187,000	105,186	107,234	123,566	173,726	251,245	252,381	132,930	87,148	80,491	119,162	88,982	-	1,522,051.01	128.23%
Community Health	15,000	828	941	794	5,214	201	576	1,611	1,413	160	2,417	755	-	14,911.45	99.41%
Environmental Health Fees Total	600,950	57,616	62,233	57,515	52,580	107,397	71,100	35,907	32,747	52,665	71,665	107,875	-	709,299.75	118.03%
TOTAL FEES	1,802,950	163,631	170,408	181,875	231,519	358,843	324,057	170,448	121,308	133,315	193,244	197,612	-	2,246,262.21	124.59%
SUB-TOTAL FEES & CONTRACTS	5,642,493	628,474	514,634	494,425	407,454	675,151	696,347	444,912	462,177	433,254	643,263	483,951	-	5,884,041.58	104.28%

GENERAL RECEIPTS															
County Appropriations	1,120,703	144,250	85,422	61,635	138,023	61,541	72,784	124,664	65,591	76,562	120,519	11,244	-	962,234.16	85.86%
County Building Loan Interest	0	-	-	-	-	-	-	0	-	-	-	-	-	-	N/A
INTEREST	35,000	6,447	7,365	8,037	8,075	8,687	8,192	8,757	10,855	10,348	11,557	10,894	-	99,213.89	283.47%
STATE APPROPRIATIONS	1,203,500	601,750	-	-	-	-	-	601,750	-	-	-	-	-	1,203,500.00	100.00%
SURPLUS PROPERTY	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
REFUNDS	0	18	-	-	245	-	-	-	-	-	42	-	-	305.17	N/A
Miscellaneous	0	-	21	2,584	18	100	4,460	404	851	623	200	2,324	-	11,585.48	N/A
TOTAL GENERAL REVENUE	2,359,203	752,466	92,808	72,256	146,362	70,327	85,436	735,576	77,297	87,533	132,318	24,461	-	2,276,838.70	96.51%
GRAND TOTAL	8,001,696	1,380,939	607,442	566,681	553,816	745,478	781,783	1,180,487	539,473	520,787	775,581	508,412	-	8,160,880.28	101.989%

		AMOUNT OF YEAR ELAPSED											91.67%		
Total Clinical Services Revenue	2,300,757	181,302	212,720	202,059	234,436	353,647	380,473	240,485	179,370	151,522	169,801	134,360	-	2,440,175.87	106.06%
Total Nutrition Revenue	1,189,220	143,176	121,926	131,445	9,866	105,690	119,333	81,059	96,645	99,062	105,717	106,954	-	1,120,873.00	94.25%
Total Environmental Revenue	817,822	79,618	77,807	75,455	69,619	129,037	86,357	46,836	46,190	67,359	88,362	119,917	-	886,556.37	108.40%
Total Healthcare Transformation	270,644	41,018	30,758	25,733	26,790	26,754	31,610	22,693	35,692	4,166	4,166	4,166	-	253,544.36	93.68%
Total Community Health	1,064,050	183,360	71,423	59,734	66,744	60,023	78,574	53,838	104,280	111,146	275,218	118,554	-	1,182,891.98	111.17%

CASH FLOW SUMMARY															
Total Revenue and Appropriations	8,001,696	1,380,939	607,442	566,681	553,816	745,478	781,783	1,180,487	539,473	520,787	775,581	508,412	-	8,160,880.28	
Decrease (Increase) Accounts Receivable		21,531	77,135	(137,737)	115,663	(168,338)	70,818	31,080	3,782	(43,723)	102,772	(70,418)	-	2,564.32	
Change in Accrued Exp/Revenue		15,088	17,818	(23,230)	9,217	(11,175)	6,309	312	6,129	3,265	15,830	54,233	-	93,794.69	
Total Expenditures	8,263,083	662,766	625,692	589,404	640,620	698,338	475,872	560,236	553,280	643,179	850,190	829,294	-	7,128,870.69	
Change in Cash		754,792	76,702	(183,690)	38,077	(132,374)	383,037	651,644	(3,896)	(162,849)	43,992	(337,067)	-	1,128,368.60	
Cash Balance Beginning of period		4,178,160	4,932,952	5,009,654	4,825,964	4,864,041	4,731,668	5,114,705	5,766,349	5,762,453	5,599,603	5,643,596	5,306,529	4,178,160.21	
Cash Balance End of Current Period		4,932,952	5,009,654	4,825,964	4,864,041	4,731,668	5,114,705	5,766,349	5,762,453	5,599,603	5,643,596	5,306,529	5,306,529	5,306,528.81	

Cash Balance Reserved by Board for Capital Projects		720,196	720,196	720,196	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	-	-	
Unrestricted Cash Balance		4,212,756	4,289,458	4,105,768	3,455,137	3,322,764	3,705,801	4,357,445	4,353,549	4,190,699	4,234,692	3,897,625	5,306,529	5,306,528.81	

**EASTERN IDAHO PUBLIC HEALTH
SUBGRANT SUMMARY**

6/17/19

RENEWED OR AMENDED SUBGRANTS

Subgrant/Contract Title	Grantor/Contract or	R(Renew)/A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Adolescent Pregnancy Prevention	IDHW	R	7/1/2019	6/30/2019	\$55,984.00	\$44,286.00	Annual Renewal
Comprehensive Cancer Control	IDHW	R	6/30/2019	6/29/2020	\$34,180.00	\$34,328.00	Annual Renewal
HIV/AIDS Surveillance	IDHW	A4	5/18/2019	12/31/2019	\$1,494.00	\$2,988.00	Added funding; extended 6 months
HIV Care (Ryan White Part B)	IDHW	A1	4/1/2019	3/31/2020		\$1,000.00	Added funding/supplies
Idaho Physical Activity & Nutrition	IDHW	R	7/1/2019	6/30/2020	\$20,000.00	\$30,000.00	Annual Renewal
Injury Prevention/Fit & Fall Proof	IDHW	R	7/1/2019	6/30/2020	\$49,030.00	\$55,750.00	Annual Renewal
Oral Health	IDHW	A2	10/1/2018	6/30/2019		(\$5,500.00)	Reduced Funding
Perinatal Hepatitis B	IDHW	A2	1/1/2017	6/30/1930	\$4,100.00	\$4,100.00	Annual Renewal

**EASTERN IDAHO PUBLIC HEALTH
BOARD POLICY**

ENVIRONMENTAL HEALTH APPEALS AND REQUEST FOR HEARING

Chapter 4, Title 39 Idaho Code establishes that judicial review of a final determination of the District Board of Health may be secured by any person adversely affected by filing a petition for review as prescribed by [Chapter 52, Title 67 Idaho Code](#). [IDAPA 04.11.01.101](#) encourages the use of informal proceedings to settle or determine contested cases.

This policy establishes the informal proceedings to be utilized to hear contested environmental health cases/decisions governed by the State of Idaho's Individual/Subsurface Sewage Disposal Rules ([IDAPA 58.01.03](#)).

A. APPEAL OF EASTERN IDAHO PUBLIC HEALTH STAFF MEMBER DECISION

1. Citizen Appeal: Any citizen aggrieved by a decision made by a staff member of Eastern Idaho Public Health may submit an administrative appeal to Eastern Idaho Public Health's Environmental Health Director for review.
2. Limitation of Time Periods: The individual program rules for time limitations within which certain actions must be taken or documents filed shall be followed. In the event there is no provision in the Idaho Code or other specific rule, a party shall have thirty (30) calendar days from the receipt of an adverse order or notice of decision to file an appeal of any adverse order or notice of decision.
3. Format for Appeal: All administrative appeals shall be made in writing, and shall contain the following information:
 - a. The nature of the decision upon which the appeal is brought, including the code, ordinance, rule, or policy cited by the Staff Member to support the decision.
 - b. The ruling or decision desired by the appellant.
 - c. A statement identifying the code, ordinance, rule, or policy which supports the citizen's position.
 - d. The reason(s) why the citizen believes the code, ordinance, rule or policy has been misapplied.
4. Basis/Criteria for Appeal: for each appeal request, EIPH's Environmental Health Director shall determine whether the issue raised is tied to application of a statute, policy, or rule administered by the public health district, or whether the issue involves the substance of any statute, policy or rule. An appeal is appropriate only in the instance of alleged misapplication of a state or health district statute, rule or policy.
5. Hearing Schedule: Within five (5) business days (not including holidays) of receipt of an administrative appeal, the Environmental Health Director shall assist the citizen to schedule a hearing before him/her as soon as the appeal can be accommodated. No fee shall be charged to any appeal applicant whose case shall be brought before the Environmental Health Director.

6. Staff Member Representation: The staff member whose decision has been challenged shall be present at the hearing.
7. Length of Presentations: Presentations at the hearing shall be limited to ten (10) minutes for each citizen and ten (10) minutes for the staff member, unless extraordinary circumstances require otherwise as determined by the Environmental Health Division Director.
8. Reports: The staff member or citizen may submit a written explanation for the Environmental Health Division Director's consideration prior to the start of the hearing. A copy of any staff member explanation shall be provided to the citizen at the time it is prepared for presentation to the Environmental Health Division Director.
9. Record of Hearing: EIPH's Environmental Health Director will arrange for a record to be made of the contested case hearing. The record must be a verbatim record and it shall be recorded electronically. The record shall be transcribed at the expense of the party requesting a transcription and prepayment or guarantee of payment may be required. Once a transcription is requested, any party may obtain a copy at the party's own expense. The recorded proceedings will be included into the record of the contested case. Eastern Idaho Public Health shall maintain an official record of each contested case for a period of not less than six (6) months after the expiration of the last date for judicial review, unless otherwise provided by law. The record shall include all notices of proceedings, pleadings, motions, briefs, petitions and intermediate rulings, evidence received or considered, any oral or written statements allowed by the hearing officer, statement of matters officially noticed, offers of proof and objections and rulings thereon, the recording of the proceedings or any transcript of all or part of the proceedings, staff memoranda or data submitted to the hearing authority in connection with the proceedings, and any recommended order, preliminary order, final order or order on reconsideration.
10. Decision: Within five (5) business days (not including holidays) after hearing the request of a citizen, the Environmental Health Division Director shall affirm the staff member's decision, reverse the decision, or affirm the decision conditionally. The decision in any such appeal shall be made in writing and shall set forth the reasons thereof.

B. APPEAL OF EASTERN IDAHO PUBLIC HEALTH'S ENVIRONMENTAL HEALTH DIRECTOR DECISION

1. Citizen Appeal: Within ten (10) business days (not including holidays) of the Environmental Health Director's decision, an appeal of said decision may be taken to the District Director of Eastern Idaho Public Health (District Director), solely upon the record compiled in accordance with this procedure. Said appeal may be accompanied by a written explanation of the basis for appeal, not exceeding two (2) typewritten pages. The District Director may request more information or may schedule oral presentations, if desired.
2. Decision: Within five (5) business days (not including holidays) after reviewing the request of a citizen, the District Director shall affirm the Environmental Health Division Director's decision, reverse the decision, or affirm the decision conditionally. The District Director's decision in any such appeal shall be made in writing and shall set forth the reasons thereof.

C. APPEAL OF EASTERN IDAHO PUBLIC HEALTH DIRECTOR'S DECISION

1. Citizen Appeal: Within ten (10) business days (not including holidays) of the District Director's decision, an appeal of said decision may be taken to the Board of Health of Eastern Idaho Public Health, solely upon the record compiled in accordance with this procedure.
2. Format: Said appeal may be accompanied by a written explanation of the basis for appeal, not exceeding two (2) typewritten pages. The Board may request more information or may schedule oral presentations, if desired.
3. Review by the Board of Health: After reviewing the request of a citizen at the next scheduled board meeting after the request is received, within five (5) business days (not including holidays), the Board of Health shall affirm the District Director's decision, reverse the decision, or affirm the decision conditionally.
4. Board of Health Decision: The Board of Health decision in any such appeal shall be made in writing and shall set forth the reasons thereof. The Board of Health's decision shall be final in matters subject to this appeal policy and procedure outline herein. However, the written decision of the Board of Health shall include a statement regarding the appealing party's right to appeal the Board's decision in accordance with Idaho Code 39-418 and the statutes referenced therein.

Date Approved: _____

Bryon Reed, Chairman

BOARD OF HEALTH MEETING MINUTES
April 18, 2019
9:00 a.m. – 3:00 p.m..

PRESENT:	<u>BOARD OF HEALTH MEMBERS</u> Wayne Butts, Commissioner (via phone) Bill Leake, Teton County, Trustee (via phone) Brent Mendenhall, Commissioner Lee Miller, Commissioner Ken Miner, Commissioner Bryon Reed, Commissioner, Chairman Greg Shenton, Commissioner Shayne Young, Commissioner	<u>STAFF MEMBERS</u> Geri Rackow James Corbett Kellye Eager Amy Gamett Angy Harwood Cheryl O’Connell
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1. Call to Order

Chairman Bryon Reed called the meeting to order at 9:00 a.m. Barbara Nelson is excused from today’s meeting. Bill Leake and Commissioner Butts are in attendance via conference call.

2. Public Comment

Landon Johnson, Public Health Administration student at Boise State University is observing the meeting but has no comment.

3. Approval of Consent Agenda

- Approval of February 21, 2019 Board of Health Meeting Minutes
- FY19 Year-to-Date Budget Report
- Subgrant Review/Approvals

MOTION: Commissioner Shenton made a motion to approve the April 18, 2019 Consent Agenda.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

4. Ratification of Board of Health Member Appointment – Commissioner Shayne Young

Chairman Reed reported that Commissioner Young’s appointment to the Board of Health has been ratified by all county commissioners within the district with the exception of one who did not respond.

5. Review/Update of EIPH Board of Health Bylaws

The last review of the EIPH Board Health Bylaws was February of 2014. Ms. Rackow reviewed housekeeping and rule changes and asked the Board members to review the current Bylaws and changes for discussion at the next Board of Health meeting.

6. Idaho Association of District Boards of Health (IADBH) Annual Conference

The IADBH will be held June 19-20, 2019 in Lewiston, ID. Board members will travel on Tuesday and return on Friday. Please complete the registration and make necessary spouse payments by the first week in May.

The Board members reviewed the following resolutions:

- Tobacco 21
- Health Impacts of Marijuana Use
- Home Visitation
- Senior Cognitive Health
- Electronic Nicotine Delivery Systems
- Awareness, Education & Prevention of Suicide

MOTION: Commissioner Miner made a motion to support the resolutions that will be brought forth in the IADBH Annual Conference June 19-20, 2019
SECOND: Commissioner Mendenhall
ACTION: MOTION CARRIED UNANIMOUSLY

7. Plans for June 20 Public Budget Hearing

The Public Budget Hearing is scheduled on June 20, 2019 at 4:30 MT. A conference bridge will be made available for those attending the Boards of Health conference in Lewiston that day.

8. National Association of Local Boards of Health Conference

The conference will be held on August 14-16, 2019, in Denver, CO. Ms. Rackow has distributed the agenda with the breakout sessions. Board members were asked to her know if they plan to attend by early June.

9. 2019 Legislative Reception Recap

- Ms. Rackow provided an update on the Sex Education Bill.
- Ms. Rackow and Ms. Eager provided information on HB151 Relating to Food Establishments. The bill changed licensing fees and also allows for certain other fees to be charged beginning July 1 including a plan review and preoperational inspection fee; a late fee, a license reinstatement fee; a request for variance fee; a compliance conference fee; enforcement and legal fees; and fees covering operational costs for inspections conducted pursuant to federal law or regulation.

MOTION: Commissioner Miner made a motion to implement the additional food fees outlined in HB 151, Idaho Code 39-1607(4) with the exception of item b (late fee).

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

10. FY2020 Compensation Plan

Ms. Rackow reviewed EIPH's proposed FY20 Compensation Plan and raise distribution Matrix with the Board. She reported that we are required by Idaho's Division of Human Resources (DHR) and Division of Financial Management (DFM) to include the compa ratio and a market component in the matrix this year. If the plan is approved by the Board, Ms. Rackow will submit it to DHR & DFM for approval. The requested increase in employee compensation will help bring our district a little more in line with pay levels at the other Public Health Districts in Idaho. Employee raises would go into effect on June 16, 2019 (the first pay period of FY2020). Ms. Rackow also reported that the FY20 state pay schedule will be adjusted upward by 3% effective June 16, 2018. Along with the merit component this year the Legislature directed state agencies to increase the ongoing annual salaries of their permanent state employees by no less than \$550.00.

MOTION: Commissioner Miller made a motion to approve the proposed FY20 Compensation Plan for Eastern Idaho Public Health.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Young made a motion to allow Ms. Rackow the authority to resubmit the Compensation Plan using the state's instruction for the \$550.00 ongoing increase if the initial plan is not approved by DHR and DFM.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

Commissioner Mendenhall asked that if the initial Compensation Plan is denied the Board requests a written reason why as EIPH is an individual governmental agency and not a state agency.

11. FY2020 Budget Presentation

Ms. Rackow and Mr. Thomas reviewed EIPH's FY2020 Budget Proposal and answered questions from the board members.

MOTION: Commissioner Shenton made a motion to approve the FY2020 County Appropriations of \$1,120,703 as outlined.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Miner made a motion to approve the FY2020 Operating Budget and Capitol Reserve accounts as presented.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Butts made a motion to approve the FY2020 Budget as presented and spending authority of \$8,353,092.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

12. Public Health Preparedness Overview and April 24 Full Scale Exercise Plans

Troy Nelson provided information on a statewide full scale exercise to be held on Wednesday, April 24, 2019. The exercise will be held at BYU-Idaho. A General Staff meeting will be held prior to the exercise. All board members are invited to participate.

13. Partnership for Success Grant Update

James Corbett provided an update on the Partnership for Success (PFS) grant.

14. Child Abuse Prevention Month – Adverse Childhood Experiences Presentation

Holly Whitworth presented information on Child Abuse Prevention Month along with a presentation on Adverse Childhood Experiences (ACEs). Ms. Whitworth also provided an update on the home visitation expansion which allows services to be provided in all eight of the district's counties.

15. Immunization Education

Amy Gamett provided Immunization information and education.

16. Environmental Health Update

- Kellye Eager provided the board with an update on an ongoing septic system complaint issue in Custer County. DEQ is involved in the matter, working with the complainant and EIPH.
- She also informed the board about a septic permit denial in Fremont County. The home owner has filed an administrative appeal and will meet with her on Monday, April 22, 2019.

17. Driggs Local Improvement District

Steve Thomas updated the board on the Driggs Local Improvement District (LID). Currently the LID is responsible for maintaining the road in front of our Driggs office, which is currently in disrepair. Improvements are being planned by the LID and EIPH's portion of the improvement costs is approximately \$13,000. The City has agreed to take ownership of the road when asphalt and curbing have been brought to standard.

18. Announcements

- Ms. Rackow provided an update on the Community Needs Assessment and Community Conversations done in conjunction with United Way and ECAP. The last one is scheduled in Challis on Monday, April 22, 2019. The report from the United Way is due to us in June.
- EIPH will be moving to a new electronic medical system and are looking at options.

19. Executive Session

MOTION: Commissioner Miner made a motion to go into Executive Session at 2:40 p.m. to discuss a personnel matter pursuant to Idaho Code 74-206 (b)

SECOND: Commissioner Shenton

ACTION: Commissioner Mendenhall – yes, Commissioner Miner - yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton - yes, Chairman Young – yes, Bill Leake – yes.

The Executive Session concluded at 2:55 p.m.

MOTION: Commissioner Miner made a motion to approve a 4% salary increase for EIPH Director, Geri Rackow, and a one-time \$2,000 bonus.

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting was adjourned at 3:00 p.m. EIPH's Budget Hearing will be held on June 20, 2019.

Commissioner Bryon Reed, Chairman

Geri L. Rackow, Secretary

Eastern Idaho Public Health Employee Compensation Plan

Fiscal Year 2020

Revised 6/17/19

It is the intent of Eastern Idaho Public Health (EIPH) to provide a competitive employee compensation and benefit package that will attract qualified applicants; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for outstanding performance. The long-term success of this system is contingent on a strategy of reasonable and appropriate funding to compensate employees based on their performance relative to specific measurements and standards.

This compensation plan is an update of previous Compensation Plans developed and implemented by EIPH. Several factors have influenced the development of this revised plan. These factors include:

- For FY2020, a 3% payline adjustment will be made to the State of Idaho's Compensation Schedule. Effectively, this increases the minimum, policy, and maximum pay for each pay grade (with one exception) by 3%. The result is that with no other changes in compensation, employees' current compa-ratios will decline.
- Based on the new pay schedule for FY2020, as of 4/18/19, 87% of EIPH's permanent employees are below policy for their pay grade
 - 13% are over 100% of policy
 - 15% are between 90-99% of policy
 - 39% are between 80-89% of policy
 - 34% are between 70-79% of policy
- For many positions, EIPH personnel are paid less (in some cases significantly) than their peers in other Idaho Public Health Districts. In FY2019, EIPH had the lowest compa-ratio among all seven public health district at 88%. The other health districts have compa-ratios ranging from 89- 92%
- Several health districts have adopted policies of starting salaries at either 75% or 80% of policy. EIPH's policy is to start employees at the minimum pay rate (currently 70% of policy).
- It is EIPH's practice to critically analyze all positions that become vacated due to retirement or resignation, etc. At times, positions may not be refilled and critical tasks reassigned to other staff members. While we have managed this way for many years, with increased workload in some programs, our staff are stretched very thin, especially when covering for staff who call in sick or are on vacation.

AGENCY POLICY

It is the intent of this policy to ensure a consistent and fair approach to EIPH's hiring process and to provide specific parameters which determines salary rates for newly hired and permanent employees. EIPH adopts of the Rules of Division of Human Resources and Personnel Commission, IDAPA 15.04.01 as required and incorporates into its Compensation Plan those items in Idaho Code 67-5309B. In addition to these rules and statutes, EIPH has adopted additional guidelines which are outlined in this plan.

SECTION 1: STARTING SALARY DECISIONS

EIPH hires all employees, permanent and temporary, at a rate that reflects the quantity and quality of candidates' experience and education levels. Starting salaries are based on the worth of that particular job to our agency, and not altered to meet a job applicant's personal, non-job related situation or expenses. Advanced salary placement may be at the appointing authority's discretion considering available budget, market, applicant's work experience and qualifications, and relationship to existing staff salaries within the pay grade assigned to the employee's classification. EIPH adheres to all state and federal wage laws.

When filling a vacant position, candidates may be hired at one of three levels. The levels are:

- LEVEL 1:** Generally, individuals should be hired at 70% of the job classification's pay scale. Possible exceptions may include hard-to-fill positions or those in difficult geographical areas, which would fall under Level 2.
- LEVEL 2:** Individuals that bring a level of experience to the position or those being recruited for hard-to-fill positions may be hired up to 85% of policy, depending on work experience and education. (See Appendix A.) Division Directors have authority to determine Level 2 pay in accordance with the District's "Hiring Salary Criteria for Level II Employees" found in Appendix A, without further approval from District Director. Any variation from the criteria must be approved by the District Director.
- LEVEL 3:** Individuals that have extensive experience and/or relevant education, or are being considered for hard-to-fill positions, may be hired at or above Policy (comparable to market rates). The starting salary for anyone hired at Level 3 must be approved by the District Director.

Appointed Positions

When an individual is appointed by the agency's Board of Health to a permanent position, his/her salary will be at the discretion of the District Board of Health.

SECTION 2: EXISTING EMPLOYEES

Acting Appointments

An employee serving in an elevated classification in an acting capacity will be paid in the new pay grade as though he or she had actually been promoted. At the expiration of the acting appointment, the employee will be returned to the class, pay grade, and pay rate held immediately preceding the acting appointment.

Compensatory Time

All employees, except executives, shall earn compensatory (comp) time when overtime is worked. Division Directors should monitor the accrual of comp time by their employees and discuss employees' comp time balances in excess of forty (40) hours with the District Director to determine the need for continued overtime. No employee may be authorized to earn comp time when his/her balance exceeds 40 hours without written authorization from the Director.

Demotions

If a continuous status employee is demoted for disciplinary reasons, the employee's salary shall be adjusted within the lower pay range with approval from the Division Director and Director.

Holiday Pay

Employees do not typically work on holidays; however, there are occasions when this is necessary. If such time is needed, employees must obtain written authorization from his/her Division Director, with a copy being provided to Human Resources. When possible, employees should adjust their time during the holiday week so that no more than 40 hours of time is coded.

Internal Salary Equity and Concerns

All employees are encouraged to discuss salary-related concerns with their supervisor to reach mutually satisfactory resolution at the lowest level possible. If an employee believes there is a problem with his/her compensation due to inequities within EIPH, he/she is strongly encouraged to bring this issue to the forefront. No retaliation will occur for expressing such concerns or using the problem solving process. All requests for salary increases must be approved by the Division Director and then by the Director.

Geographic Pay Differential

In alignment with the District's mission, the Director may designate non-performance related premium pay for work locations where recruitment and retention is difficult due to economic conditions and cost of living. EIPH will determine the amount of geographic pay for these locations using survey data from the Idaho Division of Human Resources and economic indicators to determine eligible areas. For district specific classifications, the Director may designate a geographic differential for classifications with high turnover rates and extended vacancy rates. All employees in the same classification and same work location shall be provided an equitable geographic pay differential.

Geographic pay premiums are calculated on a percentage of base salary. Such percentage is translated to a cash amount per pay period and added to base pay.

Geographic pay is tied to work location. The geographic pay differential is discontinued when an employee takes an assignment at a work location not deemed eligible for a geographic differential. A geographic pay differential must begin and end at the start of the pay period and may not be divided by hourly or daily increments.

New Hire Salary Inequity

There may be occasion when a new person is hired into a job class at a higher pay rate than existing employees doing the same job. The District Director may approve an increase in pay for the existing staff to address the issue of internal salary equity.

On-call Time

On-call time will be granted to employees who are designated by their supervisor or the District Director to be on-call according to specific criteria for full or partial on-call shifts. The rate at which time off with pay will accumulate is one hour of On Call Time Earned (OCE) will be earned for each weekday during which an individual is required to be on-call; for each weekend day, two hours OCE will be earned, up to a total of no more than 9 hours per week. Any time actually worked while in on-call status will be coded on their time sheet as Actual time worked.

Overtime Pay

EIPH will rarely, and only when the District Directors determines it as a mission-critical necessity, provide cash compensation for overtime work. All employees will be informed of their status in relationship to overtime expectations as part of new employee orientation or pre-employment discussions. Unless cash payment is specifically authorized by the Director or designee, all overtime will result in compensatory time.

Performance Evaluations

In conducting the required annual evaluation or probation evaluation, EIPH will comply with the State's various performance standards levels. EIPH's philosophy is that frequent and on-going feedback is needed between an employee and his/her supervisor in order for the employee to be successful on the job. All new employees, permanent and temporary, will have formal performance evaluations at three and six months from their hire date, and prior to completion of their entrance probation. Thereafter, annual performance evaluations will be conducted.

Promotions

Upon promotion or in cases where a position class has been upgraded, the employee's salary will be increased, at a minimum, to the beginning of the new pay range. However additional salary increase may be considered based on a case-by-case scenario by the District Director and Division Director with consideration of the promoted employee's current salary compared to other employees in like positions with similar education, experience, qualifications, market considerations, and budgetary constraints.

Reclassifications

When a position is reclassified to a class in a higher pay range, the employee's salary will be increased, if necessary, to the beginning of the new pay range. Any additional increase will be considered on a case-by-case basis and must be approved in advance by the Division Director and District Director.

If an employee's position is reclassified downward, the employee's salary will remain the same unless it is above the new pay range. In these instances, the employee's salary will be adjusted to the maximum hourly rate of the lower pay range.

Reinstatement

Per Idaho Division of Human Resources Rule 072.04, an employee reinstating from layoff shall be paid at the same rate the employee was receiving at the time of the layoff. All other reinstatements will be treated in the same manner as starting salaries.

Shift Differential

EIPH does not have a need for shift differential pay. Overtime work is minimal, but it is compensated for in accordance with Fair Labor Standards Act (FLSA) and state law requirements.

Transfers

Transfers will be addressed in the same manner as starting salaries. A lower or higher rate may be approved by the District Director, depending on the circumstances under which the transfer was made.

SECTION 3: SALARY INCREASES

Maintaining a competitive compensation system is based on the following philosophy as outlined in Idaho Code 67-5309A:

1. Advancement in pay shall be based on job performance and market changes.
2. Pay for performance shall provide faster salary advancement for higher performers based on a merit increase matrix. (Appendix B)
3. Employees below the state's midpoint market average (policy) in a salary range who are meeting expectations in the performance of their jobs shall move through the pay range toward the midpoint market average. (Appendix B)

EIPH agrees with the state philosophy (IC 67-5309A) that it is vital to fund necessary compensation adjustments each year to maintain market competitiveness in the compensation. In order to provide this funding commitment in difficult fiscal conditions, it may be necessary to increase revenues, or to prioritize and eliminate certain functions, programs or reduce the overall number of employees in a given year, or any combination of such methods. However, final implementation of such decisions is contingent upon approval by EIPH's Board of Health.

No employee shall advance in pay without a performance evaluation on file certifying that the employee meets the performance criteria of the assigned position. For merit pay purposes, when funding is available, EIPH considers employees who have successfully completed their entrance probation period with an "Achieves Performance Standards" evaluation rating or better. Employees on entry or promotional probation and those on a formal "Performance Improvement Plan" due to a "Does Not Achieve Performance" rating are not eligible for merit pay increases until such time their performance improves and is evaluated at "Achieves Performance Standards" or better rating. To qualify for any salary increase, the employee must have a current (completed within the last 12 months) performance evaluation on file.

Salary increases will be based on performance/merit and the district's Salary Distribution Matrix (Appendix B). The Salary Distribution Matrix may also include a component for market/policy.

Cost Savings Bonuses

Cost Savings Bonuses may be considered on a case-by-case basis. Before the option is used, the cost savings must be quantified, verified by the District's Fiscal Officer, and carefully considered by the District Director before making any cash award. It is the intent of EIPH to

award such a bonus in incremental payments as actual cost savings are realized. Cost saving bonuses will not exceed \$2,000 for any one suggestion.

Performance Bonuses

A performance bonus is a one-time lump sum payment to an employee to recognize exemplary service. EIPH may use performance bonuses throughout the year to recognize and reward an employee's performance. Amounts will vary and will relate to the base salary and the individual's performance on a project or overall basis. All performance bonuses will be based on the availability of funds. Performance bonuses up to a total of two thousand dollars (\$2,000) may be awarded to individuals each fiscal year (IC 67-5309D). A memo documenting such performance will be provided to the employee and placed in his/her personnel file.

Retention Pay

EIPH will determine the need for retention pay on a case-by-case basis. These awards are typically lump sum. If an employee indicates another competitive job offer or if the Agency deems market conditions exist, the District Director and Division Director will consider a retention award based on the market for the particular job and the salaries of all other employees in the same classification. If such retention awards are deemed appropriate in order to keep existing staff, the award may be considered for all employees in the same classification. Retention pay may be granted when an employee has completed at least six months of work that achieves performance standards.

Salary Increases-Conditional

Temporary increases may also be awarded in recognition of additional assignments or acting appointments.

SECTION 4: ANNUAL REVIEW OF POLICY

Members of District's Administrative Team will review this policy on a periodic basis and make recommendations to the Board for adjustments as appropriate.

Approvals: Approved by EIPH Board of Health on June 17, 2019.

Bryon Reed, Board of Health Chairman

Geri L. Rackow, Director

APPENDIX A Hiring Salary Criteria for Level II Employees

NOTE: Increased percentage points may be granted by a Division Director for Level II employees if the employee has additional experience, education, skill, or licenses that would be of benefit to the agency and that are **NOT** a requirement of the job description.

<u>Education</u>	<u>% Allowed</u>
For each degree above the job's minimum requirement:	
Technical Degree or Associate Degree	2
BS/BA	2
Masters Degree	2
Doctorate	2
	Maximum of 8%
Example: The job requires high school diploma and the individual has BS degree would equal 4% increase over job class' minimum wage.	

<u>Experience</u>	<u>% Allowed</u>
Each year of related experience	2
	Maximum of 5 years or 10%
Example: If the employee worked for another health district doing a similar job they could receive a 2 percentage point increase for each year worked up to maximum of 10% increase over job class position minimum wage.	

<u>Bilingual</u>	<u>% Allowed</u>
Fluent in Spanish (verbal and written)	Maximum of 2%
Example: If the individual had bilingual skills that would be of benefit to the agency, the employee would receive 2% increase over job class position minimum wage.	

<u>Certificate or Professional License</u>	<u>% Allowed</u>
Related Professional License or Related Certification Only	2 Maximum of 2%

MAXIMUM CRITERIA PERCENTAGE ALLOWED OVER A JOB CLASS' MINIMUM WAGE IS 15%

APPENDIX B
FY2020 Change in Employee Compensation (CEC) Distribution Matrix
Eastern Idaho Public Health

Revised 6/17/20

EIPH will award merit-based changes in compensation in accordance with the following matrix:

		PERFORMANCE			
		Does not Achieve	Achieves	Solid	Exemplary
COMPA-RATIO DISTRIBUTION	100%+	0%	4.25%	4.75%	5.25%
	90-99%	0%	4.50%	5.00%	5.50%
	70-89%	0%	4.75%	5.25%	5.75%

APPENDIX B, continued

1. All EIPH employees hired on or before June 16, 2019, will be eligible for the FY2020 CEC.
2. The CEC will be effective at the beginning of FY2020 (implemented June 16, 2019; pay day July 12 2019).
3. The CEC will apply to permanent, temporary, group, and non-classified employees.
4. For employees in a **probationary period**:
 - a. Full Time employees' CEC will be implemented at the successful completion of their probationary period and a performance evaluation with a rating of "Achieves" or higher.
 - b. Part time (less than 30 hours per week) employees' CEC will be implemented at the completion of six months of employment and with a performance evaluation with a rating of "Achieves" or higher.

Board Fiscal Notes

For the Eleven months Ended May 31, 2019

Board Meeting June 17, 2019

Fiscal Year 2019 board summary report

General Notes

- 1 For the eleven months ended May 31, 2019, EIPH's total expenditures for the year were 5.4% below the approved budget.
- 2 For the eleven months ended May 31, 2019, EIPH's total revenues were 10.3% above original budget.

Month	Operating Account Balance	Operating Reserve Account Balance	Capital Reserve Account Balance	Total General Fund Cash Available	Millennium Fund Balance	Total Cash Available
Jul-18	481,826.49	3,631,809.03	720,195.93	4,833,831.45	99,120.47	4,932,951.92
Aug-18	556,387.69	3,639,173.99	720,195.93	4,915,757.61	93,896.77	5,009,654.38
Sep-18	268,441.78	3,747,210.64	720,195.93	4,735,848.35	90,116.06	4,825,964.41
Oct-18	480,631.94	2,891,577.47	1,408,904.00	4,781,113.41	82,927.84	4,864,041.25
Nov-18	348,926.44	2,900,264.14	1,408,904.00	4,658,094.58	73,573.08	4,731,667.66
Dec-18	232,724.03	3,408,456.06	1,408,904.00	5,050,084.09	64,621.02	5,114,705.11
Jan-19	378,452.52	3,917,213.25	1,408,904.00	5,704,569.77	61,778.94	5,766,348.71
Feb-19	366,773.69	3,928,068.58	1,408,904.00	5,703,746.27	58,706.55	5,762,452.82
Mar-19	203,609.27	3,938,417.03	1,408,904.00	5,550,930.30	48,673.17	5,599,603.47
Apr-19	591,031.41	3,599,973.75	1,408,904.00	5,599,909.16	43,686.76	5,643,595.92
May-19	271,251.97	3,610,867.60	1,408,904.00	5,291,023.57	15,505.24	5,306,528.81
Jun-19			-	-	-	-
Capital Reserve Detail						
	Restricted for Future Building Needs		787,022.93			
	Future Personnel Costs		107,173.00			
	Future 27th Payperiod		240,000.00			
	Future Operating Stabilization		274,708.07			
			1,408,904.00			
Designated and Authorized out of Operating Reserve						
	Future Vehicle Purchases		132,412.74			
	Public Health Emergency		500,000.00			
	Building Maintenance		250,000.00			
	Legal Defense		40,000.00			
			922,412.74			
Cash Restricted by Grant or Donor.						
	Restricted for Mammograms		8,057.00			
	Regional Behavior Health Board		59,925.59			
	EICAP Fit and Fall Funds		7,850.03			
	State Home Visit		220,487.79			
	Citizen Review Panel		485.76			
	Millennium Fund		12,387.38			
	Restricted for Medical Reserve Corp		3,514.10			
			312,707.65			

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

FY 2019

Last Updated 6/13/19 3:47 PM

DIVISION	Budget	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent used	remaining
BOARD OF HEALTH	16,688	625.25	484.04	1,997.01	1,353.67	-	1,686.19	600.98	958.69	991.67	958.16	709.60	-	10,365.26	62.11%	37.89%
EMERGENCY RESPONSE	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00		
COMMUNITY HEALTH	995,678	71,616.80	64,453.27	60,572.84	64,814.17	82,306.08	54,810.36	66,978.47	112,962.39	125,495.94	142,562.01	192,624.90	-	1,039,197.23	104.37%	-4.37%
HEALTHCARE TRANSFORMATION	242,656	23,886.39	21,732.14	23,001.87	25,703.31	30,828.29	19,617.20	26,009.44	12,972.33	7,412.49	2,190.10	2,401.53	-	195,755.09	80.67%	19.33%
CLINICAL SERVICES	3,551,128	298,322.91	270,652.65	254,815.73	296,485.59	312,401.44	187,114.76	236,464.37	185,581.34	254,137.35	330,755.34	308,780.68	-	2,935,512.16	82.66%	17.34%
NUTRITION	1,097,538	106,801.40	116,448.07	93,966.98	90,198.98	96,434.88	66,043.89	82,766.58	84,458.59	90,374.49	91,554.59	117,262.11	-	1,036,310.56	94.42%	5.58%
ENVIRONMENTAL	1,068,138	92,373.47	76,940.92	87,322.97	84,143.19	92,456.64	63,421.63	77,545.22	81,719.32	78,555.39	77,898.26	107,836.53	-	920,213.54	86.15%	13.85%
GENERAL SUPPORT	1,175,050	69,139.98	74,981.34	67,726.47	77,920.60	83,910.19	83,177.87	69,871.15	74,627.28	86,211.80	96,684.68	91,058.51	-	875,309.87	74.49%	25.51%
SUBTOTAL	8,146,876	662,766.20	625,692.43	589,403.87	640,619.51	698,337.52	475,871.90	560,236.21	553,279.94	643,179.13	742,603.14	820,673.86	0.00	7,012,663.71	86.08%	13.92%
BUILDING PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A	N/A
COMMUNICATIONS EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
COMPUTERS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
VEHICLES	107,587	-	-	-	-	-	-	-	-	-	107,587.26	-	-	107,587.26	100.00%	0.00%
EQUIPMENT	8,620	-	-	-	-	-	-	-	-	-	-	8,619.72	-	8,619.72	100.00%	N/A
LOAN PAYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
CAPITAL OUTLAY TOTAL	116,207	-	-	-	-	-	-	-	-	-	107,587.26	8,619.72	-	116,206.98	100.00%	0.00%
TOTAL	8,263,083	662,766.20	625,692.43	589,403.87	640,619.51	698,337.52	475,871.90	560,236.21	553,279.94	643,179.13	850,190.40	829,293.58	-	7,128,870.69	86.27%	13.73%

PERCENTAGE OF TIME ELAPSED AND TIME REMAINING 91.67% 8.33%

Operating Cash Inflow	1,402,470.14	684,577.32	428,944.24	669,478.89	577,139.41	852,600.33	1,211,567.39	543,255.49	477,064.63	878,353.01	437,993.75	-	-	8,163,444.60
Operating Cash Outflow	647,678.43	607,874.86	612,634.21	631,402.04	709,512.99	469,562.90	559,923.79	547,151.38	639,913.98	726,773.30	766,441.14	-	-	6,918,869.02
Cash Provided (Used) by Operations	754,791.71	76,702.46	(183,689.97)	38,076.85	(132,373.58)	383,037.43	651,643.60	(3,895.89)	(162,849.35)	151,579.71	(328,447.39)	-	-	1,244,575.58
Cash used for Capital Expenditures	-	-	-	-	-	-	-	-	-	107,587.26	8,619.72	-	-	116,206.98
Cash to (from) Reserve	754,791.71	76,702.46	(183,689.97)	38,076.85	(132,373.58)	383,037.43	651,643.60	(3,895.89)	(162,849.35)	43,992.45	(337,067.11)	-	-	1,128,368.60
														1,128,368.60

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

FY 2019

Last Updated 6/13/19 11:12 AM

CONTRACT REVENUE	BUDGET	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent of Budget
Clinical Services Fees	1,113,757	76,116	105,486	78,494	60,710	102,402	128,092	107,556	92,222	71,032	50,638	45,378	-	918,124.86	82.43%
Nutrition Contract Total	1,189,220	143,176	121,926	131,445	9,866	105,690	119,333	81,059	96,645	99,062	105,717	106,954	-	1,120,873.00	94.25%
Environmental Health Contract Total	216,872	22,002	15,574	17,940	17,039	21,640	15,257	10,929	13,443	14,694	16,697	12,042	-	177,256.62	81.73%
Healthcare Transformation	270,644	41,018	30,758	25,733	26,790	26,754	31,610	22,693	35,692	4,166	4,166	4,166	-	253,544.36	93.68%
Community Health	1,049,050	182,531	70,481	58,940	61,530	59,821	77,998	52,227	102,867	110,986	272,801	117,799	-	1,167,980.53	111.34%
TOTAL CONTRACTS	3,839,543	464,843	344,225	312,550	175,935	316,308	372,290	274,464	340,868	299,939	450,019	286,339	-	3,637,779.37	94.75%

FEE REVENUE		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent of Budget
Clinical Services Fees	1,187,000	105,186	107,234	123,566	173,726	251,245	252,381	132,930	87,148	80,491	119,162	88,982	-	1,522,051.01	128.23%
Community Health	15,000	828	941	794	5,214	201	576	1,611	1,413	160	2,417	755	-	14,911.45	99.41%
Environmental Health Fees Total	600,950	57,616	62,233	57,515	52,580	107,397	71,100	35,907	32,747	52,665	71,665	107,875	-	709,299.75	118.03%
TOTAL FEES	1,802,950	163,631	170,408	181,875	231,519	358,843	324,057	170,448	121,308	133,315	193,244	197,612	-	2,246,262.21	124.59%
SUB-TOTAL FEES & CONTRACTS	5,642,493	628,474	514,634	494,425	407,454	675,151	696,347	444,912	462,177	433,254	643,263	483,951	-	5,884,041.58	104.28%

GENERAL RECEIPTS		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD	Percent of Budget
County Appropriations	1,120,703	144,250	85,422	61,635	138,023	61,541	72,784	124,664	65,591	76,562	120,519	11,244	-	962,234.16	85.86%
County Building Loan Interest	0	-	-	-	-	-	-	0	-	-	-	-	-	-	N/A
INTEREST	35,000	6,447	7,365	8,037	8,075	8,687	8,192	8,757	10,855	10,348	11,557	10,894	-	99,213.89	283.47%
STATE APPROPRIATIONS	1,203,500	601,750	-	-	-	-	-	601,750	-	-	-	-	-	1,203,500.00	100.00%
SURPLUS PROPERTY	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
REFUNDS	0	18	-	-	245	-	-	-	-	-	42	-	-	305.17	N/A
Miscellaneous	0	-	21	2,584	18	100	4,460	404	851	623	200	2,324	-	11,585.48	N/A
TOTAL GENERAL REVENUE	2,359,203	752,466	92,808	72,256	146,362	70,327	85,436	735,576	77,297	87,533	132,318	24,461	-	2,276,838.70	96.51%
GRAND TOTAL	8,001,696	1,380,939	607,442	566,681	553,816	745,478	781,783	1,180,487	539,473	520,787	775,581	508,412	-	8,160,880.28	101.989%

		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	AMOUNT OF YEAR ELAPSED	91.67%
Total Clinical Services Revenue	2,300,757	181,302	212,720	202,059	234,436	353,647	380,473	240,485	179,370	151,522	169,801	134,360	-	2,440,175.87	106.06%
Total Nutrition Revenue	1,189,220	143,176	121,926	131,445	9,866	105,690	119,333	81,059	96,645	99,062	105,717	106,954	-	1,120,873.00	94.25%
Total Environmental Revenue	817,822	79,618	77,807	75,455	69,619	129,037	86,357	46,836	46,190	67,359	88,362	119,917	-	886,556.37	108.40%
Total Healthcare Transformation	270,644	41,018	30,758	25,733	26,790	26,754	31,610	22,693	35,692	4,166	4,166	4,166	-	253,544.36	93.68%
Total Community Health	1,064,050	183,360	71,423	59,734	66,744	60,023	78,574	53,838	104,280	111,146	275,218	118,554	-	1,182,891.98	111.17%

CASH FLOW SUMMARY		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD
Total Revenue and Appropriations	8,001,696	1,380,939	607,442	566,681	553,816	745,478	781,783	1,180,487	539,473	520,787	775,581	508,412	-	8,160,880.28
Decrease (Increase) Accounts Receivable		21,531	77,135	(137,737)	115,663	(168,338)	70,818	31,080	3,782	(43,723)	102,772	(70,418)	-	2,564.32
Change in Accrued Exp/Revenue		15,088	17,818	(23,230)	9,217	(11,175)	6,309	312	6,129	3,265	15,830	54,233	-	93,794.69
Total Expenditures	8,263,083	662,766	625,692	589,404	640,620	698,338	475,872	560,236	553,280	643,179	850,190	829,294	-	7,128,870.69
Change in Cash		754,792	76,702	(183,690)	38,077	(132,374)	383,037	651,644	(3,896)	(162,849)	43,992	(337,067)	-	1,128,368.60
Cash Balance Beginning of period		4,178,160	4,932,952	5,009,654	4,825,964	4,864,041	4,731,668	5,114,705	5,766,349	5,762,453	5,599,603	5,643,596	5,306,529	4,178,160.21
Cash Balance End of Current Period		4,932,952	5,009,654	4,825,964	4,864,041	4,731,668	5,114,705	5,766,349	5,762,453	5,599,603	5,643,596	5,306,529	5,306,529	5,306,528.81

Cash Balance Reserved by Board for Capital Projects		720,196	720,196	720,196	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	1,408,904	-	-
Unrestricted Cash Balance		4,212,756	4,289,458	4,105,768	3,455,137	3,322,764	3,705,801	4,357,445	4,353,549	4,190,699	4,234,692	3,897,625	5,306,529	5,306,528.81

**EASTERN IDAHO PUBLIC HEALTH
SUBGRANT SUMMARY**

6/17/19

RENEWED OR AMENDED SUBGRANTS

Subgrant/Contract Title	Grantor/Contract or	R(Renew)/A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Adolescent Pregnancy Prevention	IDHW	R	7/1/2019	6/30/2019	\$55,984.00	\$44,286.00	Annual Renewal
Comprehensive Cancer Control	IDHW	R	6/30/2019	6/29/2020	\$34,180.00	\$34,328.00	Annual Renewal
HIV/AIDS Surveillance	IDHW	A4	5/18/2019	12/31/2019	\$1,494.00	\$2,988.00	Added funding; extended 6 months
HIV Care (Ryan White Part B)	IDHW	A1	4/1/2019	3/31/2020		\$1,000.00	Added funding/supplies
Idaho Physical Activity & Nutrition	IDHW	R	7/1/2019	6/30/2020	\$20,000.00	\$30,000.00	Annual Renewal
Injury Prevention/Fit & Fall Proof	IDHW	R	7/1/2019	6/30/2020	\$49,030.00	\$55,750.00	Annual Renewal
Oral Health	IDHW	A2	10/1/2018	6/30/2019		(\$5,500.00)	Reduced Funding
Perinatal Hepatitis B	IDHW	A2	1/1/2017	6/30/1930	\$4,100.00	\$4,100.00	Annual Renewal