

BOARD OF HEALTH AGENDA
EIPH Board Room
1250 Hollipark Drive ~ Idaho Falls, Idaho
Thursday, November 14, 2019
9:00 a.m.

AMENDED – 11/14/19

1. Call Board Meeting to Order Chairman Reed
2. Public Comment..... Chairman Reed
3. Approval of September 19, 2019 Board of Health Meeting Minutes (Action)..... Chairman Reed
- 3.1. Discussion and Probable Motion to Rescind Two Motions Approved at the
 September 19, 2019 Meeting Regarding Paying Employees for the
 Christmas Eve Office Closure (Action) Chairman Reed
- 3.2. Discussion and Possible Action on the Upcoming Christmas Eve Office Closure (Action) .. Chairman Reed
4. Subgrant Review/Approval (Action).....Geri Rackow
5. FY20 Year-to-Date Financial Report Steven Thomas
6. Proposed 2020 Board of Health Meeting Schedule (Action).....Geri Rackow
7. Director Change in Employee Compensation (Action) Chairman Reed
8. FY20-21 State General Fund “Reset”(Action) Geri Rackow/Steven Thomas
9. Update on Community Needs Assessment.....Geri Rackow
10. Expansion of Hepatitis C Services..... Amy Gamett
11. Board Education: Public Health 3.0Geri Rackow

11:30 – 2:00 Legislative Reception

2:00 p.m. Donation Presentation by Bank of Commerce

BOARD OF HEALTH 2020 Meeting Schedule

Date	MEETING AGENDA
January	NO MEETING
February 20	General Board Meeting
March	NO MEETING
April 16	General Board Meeting & Budget Presentation
May	NO MEETING
<i>June 10 - 11</i>	<i>Idaho Association of District Boards of Health Annual Conference – Pocatello, Idaho</i>
June 18	Public Budget Hearing
July	NO MEETING
August	NO MEETING
September 17	General Board Meeting
October	NO MEETING
November 19	General Board Meeting
December	NO MEETING

All meetings held from 9:00 a.m. – 3:00 p.m. in Idaho Falls unless otherwise noted.

BOARD OF HEALTH MEETING MINUTES

September 19, 2019

9:00 a.m.

PRESENT:

BOARD OF HEALTH MEMBERS

Bill Leake, Teton County, Trustee
Brent Mendenhall, Commissioner
Lee Miller, Commissioner
Ken Miner, Commissioner
Barbara Nelson, MD
Bryon Reed, Commissioner, Chairman
Greg Shenton, Commissioner
Shayne Young, Commissioner

STAFF MEMBERS

Geri Rackow
Kellye Johnson
Amy Gamett
Angy Harwood
Steve Thomas
Cheryl O'Connell
James Corbett

1. Call to Order

Chairman Reed called the meeting to order at 9:00 a.m. Commissioner Butts is absent from today's meeting.

2. Public Comment

No members of the public are in attendance.

3. Approval of Consent Agenda

- Approval of July 23, 2019 Board of Health Meeting Minutes
- FY20 Year-to-Date Financial Report
- Subgrant Review/Approvals

MOTION: Barbara Nelson made a motion to approve the September 19, 2019 Consent Agenda.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

4. 2020 Idaho Association of District Boards of Health Conference Dates

Next year's annual Boards of Health conference will be held in District 6, likely the week of June 8 in or near Pocatello. Idaho Association of Counties' Commissioners and Clerks meeting will be on June 2-4, 2020 in Twin Falls.

5. September 25, 2019 Executive Council Meeting Report

- Update on Director Change in Employee Compensation: Bill Leake provided an update on the letter sent to Mr. Zach Hauge, Governor Little's Chief of Staff, by the chairmen of all seven District Boards of Health regarding Change in Employee Compensation for the Directors. The letter was sent out at the end of August and as of today there has been no response. Mr. Hauge has been invited to attend the Executive Council Meeting next week.
- Mr. Leake provided information regarding the upcoming Executive Council Meeting. He has asked that the Funding Formula be added to the agenda. He wants to discuss the County contribution portion of the formula.

6. National Association of Local Boards of Health (NALBOH) Report

Ms. Rackow, Dr. Nelson, Commissioner Young, and Bill Leake provided information regarding the NALBOH meeting. Dr. Nelson also reported on issues discussed at the State Association of Local Boards of Health (SALBOH) meeting. Ms. Rackow provided brief training on the following:

- a. Rules for Small board outlined in Robert's Rules of Order Newly Revised
- b. Ideas for Board Committees; after discussion, the Board felt that the way in which it is currently organized is adequate and functions well.
- c. Policy on Board Recordings: Ms. Rackow presented a draft policy regarding the procedures for handling recordings of public meetings held or facilitated by Eastern Idaho Public Health. This policy would formalize the district's current practice.

MOTION: Commissioner Minor made a motion to approve the proposed policy on Recordings of Public Meetings as presented.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

7. Christmas Eve Office Closure

Ms. Rackow requested permission from the Board to close all EIPH offices at noon on December 24, 2019.

MOTION: Bill Leake made a motion to approve the request to close all EIPH offices at noon on December 24, 2019, and to pay the employees without requiring them to use vacation or take time off without pay.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

MOTION: Commissioner Mendenhall made a motion to make the first motion a policy going forward. EIPH will close at noon every year and employees will be paid.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

8. EIPH Fees

Ms. Johnson and Ms. Gamett provided information on fee changes in the Immunization and Food programs.

MOTION: Commissioner Shenton made a motion to approve the fee changes as presented and to add the following statement to the fee schedule – Environmental Health fees are subject to change based on Idaho Code.

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

9. Environmental Health Update

- a. Appeal & Lawsuit Updates: Ms. Johnson provided an update on the Butler appeal and the Roundy lawsuit. Mr. Butler has applied for his septic system permit. Mr. Roundy has paid, in full, legal fees owed to EIPH. Ms. Johnson is working with EIPH's legal counsel to finalize the Roundy case. If she receives any additional information on this matter, she will update the Board.
- b. Idaho SepticSmart Week Proclamation: Governor Little declared September 16-20, 2019 as Idaho SepticSmart Week. He encourages all Idahoans and visitors to learn about septic system operation and maintenance in an effort to help protect public health and the environment. EIPH will be providing education on Facebook and public announcements on the Spanish radio station.
- c. Negotiated Rule Making – IDAPA 58.01.03: Ms. Johnson provided information on Idaho Department of Environmental Quality's (IDEQ) Negotiated Rule Making related to changes to its rules on Individual/Subsurface Sewage Disposal. She indicated that the Environmental Health Directors of all the health districts were able to provide input on the rule changes to IDEQ.

10. EIPH FY2019 Annual Report

Ms. Rackow and Division Administrators, Mr. Corbett, Ms. Harwood, Ms. Eager, and Ms. Gamett, presented the FY2019 Annual Report to the Board. Meetings are currently being scheduled to visit each of the County Commissions to present the Annual Report.

11. Board Education: Social Determinants of Health

Ms. Rackow presented information on Social Determinants of Health and Public Health 3.0. She asked the Board to review the Public Health 3.0 document. The discussion will be continued at the next Board meeting in November.

12. Community Needs Assessment Report

Ms. Rackow reviewed the results of the Community Needs Assessment done earlier this year by EIPH, the United Way of Greater Idaho Falls, Eastern Idaho Community Action Partnership, and VOICE Advocacy. Every county in our district participated in community conversations. Ms. Rackow plans to use this assessment and other data available to identify priorities that EIPH could potential address as strategic initiatives. After this information is evaluated by EIPH's leadership and recommendations are developed, it will be brought back to the Board for further discussion.

13. FY19 Year-End Budget Report & Carryover Designation

Ms. Rackow and Mr. Thomas presented the FY19 year-end budget report and plans for carryover dollars.

FY19 Carryover:

Future Vehicle Purchases	\$136,727.02	Designated and authorized expenditure
Legal Defense	60,000.00	Designated and authorized expenditure
New Electronic Medical Record system	130,000.00	Designated, previously authorized
IT & Cybersecurity Needs	150,000.00	Designated and authorized expenditure
Community Needs	172,478.32	

MOTION: Bill Leake made a motion to approve carryover plan as presented including the designation and authorization for expenditure.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

14. November 14, 2019 Board of Health Meeting & Legislative Reception

Ms. Rackow proposed holding a Legislation Reception on November 14, 2019, following our scheduled Board of Health meeting. She shared some of the topics she would like to include on the agenda and asked for feedback from the Board.

ADJOURNMENT

Commissioner Miner made a motion to adjourn the meeting 12:30 p.m. The next meeting will be held on November 14, 2019.

Commissioner Bryon Reed, Chairman

Gerri L. Rackow, Secretary

Board Fiscal Notes

For the Four Months ended October 31, 2019

Board Meeting November 14, 2019

General Notes

- 1 For the four Months ended October 31, 2019 the expenses were 1.03% under budget for the District.

- 2 For the four Months ended October 31, 2019 revenue was 5.91% over budget for the District.

Month	Operating Account Balance	Operating Reserve Account Balance	Capital Reserve Account Balance	Total General Fund Cash Available	Millennium Fund Balance	Total Cash Available
Jul-19	380,262.25	3,821,736.07	1,408,904.00	5,610,902.32	102,598.20	5,713,500.52
Aug-19	470,953.56	3,832,298.20	1,408,904.00	5,712,155.76	99,526.32	5,811,682.08
Sep-19	442,727.39	3,520,337.86	1,731,382.32	5,694,447.57	96,131.07	5,790,578.64
Oct-19	437,067.21	3,530,236.83	1,731,382.32	5,698,686.36	90,928.56	5,789,614.92
Nov-19				-		-
Dec-19				-		-
Jan-20				-		-
Feb-20				-		-
Mar-20				-		-
Apr-20				-		-
May-20				-		-
Jun-20			-	-	-	-
Capital Reserve Detail						
	Restricted for Future Building Needs		787,022.93			
	Future Personnel Costs		107,173.00			
	IT enhancements		150,000.00			
	Community Needs		172,478.32			
	Future 27th Payperiod		240,000.00			
	Future Operating Stabilization		274,708.07			
			1,731,382.32			
Designated and Authorized out of Operating Reserve						
	Future Vehicle Purchases		240,000.00			
	Public Health Emergency		500,000.00			
	Building Maintenance		250,000.00			
	Legal Defense		100,000.00			
			1,090,000.00			
Cash Restricted by Grant or Donor.						
	Restricted for Mammograms		10,608.44			
	Regional Behavior Health Board		66,728.52			
	Citizen Review Pannel		18,230.64			
	EICAP Fit and Fall Funds		7,850.03			
	State Home Visit		155,889.15			
	Millennium Fund		89,030.77			
	Restricted for Medical Reserve Corp		3,514.10			
			351,851.65			

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

FY 2020

Last Updated 11/12/19 4:04 PM

DIVISION	Budget	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YTD	Percent used	remaining
BOARD OF HEALTH	22,399	2,129.04	2,673.00	2,499.39	1,527.10	-	-	-	-	-	-	-	-	8,828.53	39.41%	60.59%
EMERGENCY RESPONSE	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00		
COMMUNITY HEALTH	1,762,683	109,887.72	121,739.05	121,978.87	117,678.76	-	-	-	-	-	-	-	-	471,284.40	26.74%	73.26%
HEALTHCARE TRANSFORMATION	61,798	1,815.95	2,153.54	2,653.71	5,476.13	-	-	-	-	-	-	-	-	12,099.33	19.58%	80.42%
CLINICAL SERVICES	3,205,353	195,799.07	222,379.85	357,108.27	399,686.47	-	-	-	-	-	-	-	-	1,174,973.66	36.66%	63.34%
NUTRITION	1,218,188	99,768.48	108,130.39	93,665.96	88,126.99	-	-	-	-	-	-	-	-	389,691.82	31.99%	68.01%
ENVIRONMENTAL	1,077,633	87,022.95	93,525.23	86,524.07	80,963.57	-	-	-	-	-	-	-	-	348,035.82	32.30%	67.70%
GENERAL SUPPORT	1,126,418	75,764.47	101,966.51	71,924.19	76,809.18	-	-	-	-	-	-	-	-	326,464.35	28.98%	71.02%
SUBTOTAL	8,474,472	572,187.68	652,567.57	736,354.46	770,268.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,731,377.91	32.23%	67.77%
BUILDING PROJECT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A	N/A
COMMUNICATIONS EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
COMPUTERS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
VEHICLES	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
EQUIPMENT	8,620	-	-	8,619.72	-	-	-	-	-	-	-	-	-	8,619.72	100.00%	N/A
LOAN PAYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
CAPITAL OUTLAY TOTAL	8,620	-	-	8,619.72	-	-	-	-	-	-	-	-	-	8,619.72	100.00%	0.00%
TOTAL	8,483,092	572,187.68	652,567.57	744,974.18	770,268.20	-	-	-	-	-	-	-	-	2,739,997.63	32.30%	67.70%
PERCENTAGE OF TIME ELAPSED AND TIME REMAINING															33.33%	66.67%

Operating Cash Inflow	1,356,591.19	739,241.55	601,907.40	695,588.99	-	-	-	-	-	-	-	-	-	3,393,329.13
Operating Cash Outflow	540,168.69	641,059.99	614,391.12	696,552.71	-	-	-	-	-	-	-	-	-	2,492,172.51
Cash Provided (Used) by Operations	816,422.50	98,181.56	(12,483.72)	(963.72)	-	-	-	-	-	-	-	-	-	901,156.62
Cash used for Capital Expenditures	-	-	8,619.72	-	-	-	-	-	-	-	-	-	-	8,619.72
Cash to (from) Reserve	816,422.50	98,181.56	(21,103.44)	(963.72)	-	-	-	-	-	-	-	-	-	892,536.90
														892,536.90

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

FY 2020

Last Updated 11/6/19 3:40 PM

CONTRACT REVENUE	BUDGET	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YTD	Percent of Budget
Clinical Services Contract Total	671,154	35,782	31,114	28,146	67,096	-	-	-	-	-	-	-	-	162,137.81	24.16%
Nutrition Contract Total	1,199,876	106,903	121,618	126,087	71,103	-	-	-	-	-	-	-	-	425,712.25	35.48%
Environmental Health Contract Total	230,351	15,250	12,301	16,577	19,648	-	-	-	-	-	-	-	-	63,775.48	27.69%
Healthcare Transformation	69,500	23,666	4,166	4,166	4,167	-	-	-	-	-	-	-	-	36,165.00	52.04%
Community Health Contract Total	1,735,958	245,540	105,357	119,840	122,740	-	-	-	-	-	-	-	-	593,476.40	34.19%
TOTAL CONTRACTS	3,906,839	427,140	274,556	294,816	284,755	-	-	-	-	-	-	-	-	1,281,266.94	32.80%

FEE REVENUE															
Clinical Services Fees Total	1,264,500	125,429	126,989	165,007	227,128	-	-	-	-	-	-	-	-	644,554.34	50.97%
Community Health Fees Total	19,000	1,181	923	480	2,114	-	-	-	-	-	-	-	-	4,697.77	24.73%
Environmental Health Fees Total	686,550	70,950	80,500	78,047	60,285	-	-	-	-	-	-	-	-	289,781.78	42.21%
TOTAL FEES	1,970,050	197,560	208,412	243,534	289,528	-	-	-	-	-	-	-	-	939,033.89	47.67%
SUB-TOTAL FEES & CONTRACTS	5,876,889	624,701	482,968	538,350	574,282	-	-	-	-	-	-	-	-	2,220,300.83	37.78%

GENERAL RECEIPTS															
County Appropriations	1,120,703	117,876	57,763	84,390	101,944	-	-	-	-	-	-	-	-	361,973.08	32.30%
County Building Loan Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
INTEREST	50,000	10,045	10,562	10,518	9,899	-	-	-	-	-	-	-	-	41,024.01	82.05%
STATE APPROPRIATIONS	1,215,500	607,750	-	-	-	-	-	-	-	-	-	-	-	607,750.00	50.00%
SURPLUS PROPERTY	0	4,700	-	-	-	-	-	-	-	-	-	-	-	4,700.00	N/A
REFUNDS	0	41	86	70	56	-	-	-	-	-	-	-	-	253.03	N/A
Miscellaneous	0	16	2,015	4,105	241	-	-	-	-	-	-	-	-	6,376.12	N/A
TOTAL GENERAL REVENUE	2,386,203	740,428	70,426	99,082	112,140	-	-	-	-	-	-	-	-	1,022,076.24	42.83%
GRAND TOTAL	8,263,092	1,365,129	553,394	637,432	686,422	-	-	-	-	-	-	-	-	3,242,377.07	39.239%

														AMOUNT OF YEAR ELAPSED	33.33%
Total Clinical Services	1,935,654	161,211	158,104	193,153	294,225	-	-	-	-	-	-	-	-	806,692.15	41.68%
Total Nutrition Revenue	1,199,876	106,903	121,618	126,087	71,103	-	-	-	-	-	-	-	-	425,712.25	35.48%
Total Environmental Revenue	916,901	86,200	92,801	94,624	79,933	-	-	-	-	-	-	-	-	353,557.26	38.56%
Total Healthcare Transformation	69,500	23,666	4,166	4,166	4,167	-	-	-	-	-	-	-	-	36,165.00	52.04%
Total Community Health	1,754,958	246,721	106,279	120,320	124,854	-	-	-	-	-	-	-	-	598,174.17	34.08%

CASH FLOW SUMMARY															
Total Revenue and Appropriations	8,263,092	1,365,129	553,394	637,432	686,422	-	-	-	-	-	-	-	-	3,242,377.07	
Decrease (Increase) Accounts Receivable		(8,538)	185,848	(35,525)	9,167									150,952.06	
Change in Accrued Exp/Revenue		32,019	11,508	121,963	73,715									239,205.40	
Total Expenditures	8,483,092	572,188	652,568	744,974	770,268	-	-	-	-	-	-	-	-	2,739,997.63	
Change in Cash		816,423	98,182	(21,103)	(964)	-	-	-	-	-	-	-	-	892,536.90	
Cash Balance Beginning of period		4,897,078	5,713,501	5,811,682	5,790,579	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	4,897,078.02	
Cash Balance End of Current Period		5,713,501	5,811,682	5,790,579	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,614.92	

Cash Balance Reserved by Board for Capital Projects	1,408,904	1,408,904	1,731,382	1,731,382	-	-	-	-	-	-	-	-	-	-	
Unrestricted Cash Balance	4,304,597	4,402,778	4,059,196	4,058,233	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,615	5,789,614.92	

**EASTERN IDAHO PUBLIC HEALTH
SUBGRANT SUMMARY**

11/14/19

AMENDED SUBGRANTS

Subgrant/Contract Title	Grantor/Contractor	R(Renew)/ A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Adolescent Pregnancy Prevention	IDHW	A1	7/1/2019	6/30/2020	\$44,286.00	\$16,615.00	Added funding for additional schools
Diabetes, Heart Disease, & Stroke Prevention	IDHW	A1	6/30/2019	6/29/2020		\$800.00	Added funding, clarified Scope of Work
Injury Prevention	IDHW	A1	7/1/2019	6/30/2020	N/A	N/A	Revised language in Scope of Work