

BOARD OF HEALTH AGENDA
EIPH Board Room
1250 Hollipark Drive ~ Idaho Falls, Idaho
Thursday, February 20, 2020
9:00 a.m.

1. Call Board Meeting to Order Vice Chairman Nelson
2. Public Comment..... Vice Chairman Nelson
3. Approval of Consent Agenda **(Action)** Vice Chairman Nelson

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.

 - a. Approval of November 14, 2019 Board of Health Meeting Minutes
 - b. Subgrant Review/Approval
4. Executive Council ReportBill Leake
5. Director Report.....Geri Rackow
 - a. Executive Orders
 - b. 2020 Legislative Update
 - c. 2020 Community Conversations
6. Environmental Health Programs Services & Fees **(Action)** Kellye Johnson
7. 10:00 – 11:45 am QPR Suicide Prevention Training Andra Hansen & Nancy Espeseth
8. 12:00 – 1:00 pm Waste Containing Chronic Wasting Disease at Municipal Landfills
Kellye Johnson, EIPH, and Toby Boudreau, Idaho Department of Fish and Game
9. 1:00 Update on 2019 Novel Coronavirus (COVID-19) Outbreak & Tabletop Exercise
 Regional Healthcare Coalition
10. FY20 Year-to-Date Financial Report and Budget Adjustments **(Action)** Steven Thomas
11. Opioid Asset Map..... Jodie Powell
12. Hepatitis C Treatment Services **(Action)**..... Amy Gamett

BOARD OF HEALTH MEETING MINUTES
November 14, 2019
9:00 a.m.

PRESENT:

<u>BOARD OF HEALTH MEMBERS</u>	<u>STAFF MEMBERS</u>
Bryon Reed, Commissioner, Chairman	Geri Rackow, Director
Bill Leake, Teton County, Trustee	James Corbett
Brent Mendenhall, Commissioner	Amy Gamett
Lee Miller, Commissioner	Angy Harwood
Ken Miner, Commissioner	Kellye Johnson
Barbara Nelson, MD	Cheryl O'Connell
Greg Shenton, Commissioner	Steven Thomas
Shayne Young, Commissioner	
Wayne Butts, Commissioner	

1. Call to Order

Chairman Reed called the meeting to order at 9:03 a.m.

Chairman Reed, in accordance with Idaho Code 74-204(4)(c), requested an amendment to the agenda because of an emergent issue due to a potential mistake made at the last meeting based on new information that just became available and the need for immediate clarification and resolution. Chairman Reed declared his intent to ask for a motion to rescind two actions taken at the September 19, 2019 dealing with the office closure on Christmas Eve.

MOTION: Commissioner Reed made a motion to amend the agenda to add item 3.1. – Discussion and probable motion to rescind the two motions, approved at the September 19, 2019 meeting, regarding the Christmas Eve office closure and paying employees for the time; and 3.2. – Discussion and a possible action on the upcoming Christmas Eve office closure.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

2. Public Comment

No members of the public were in attendance.

3. Approval September 19, 2019 Board of Health Meeting Minutes

Chairman Reed asked if everyone had an opportunity to review the minutes, which they did. He shared that the two agenda items that were just added will be handled separately, but stated that the minutes correctly reflect the actions taken at the September meeting.

MOTION: Commissioner Shenton made a motion to approve the November 14, 2019 meeting minutes.

SECOND: Commissioner Leake

ACTION: MOTION CARRIED UNANIMOUSLY

3.1 Discussion and Probable Motion to Rescind the Two Motions Approved at the September 19, 2019 Meeting Regarding the Christmas Eve Office Closure and Paying Employees for the Time Off

The following two motions were made at the September 19, 2019 Board meeting:

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

Since these two actions were taken at the September meeting, additional information has been found by Ms. Rackow that may not do not allow for the actions to be implemented. She shared that Idaho's Public Health Districts must comply with IDAPA 15.04.01, Rules of the Division of Human Resources & Idaho Personnel Commission, even though specific references are to state employees. She shared that Administrative Leave would need to be used to pay employees during the office closure, and that only the Director of the Idaho Division of Human Resources has the authority to grant Administrative Leave. Discussion followed.

MOTION: Commissioner Miner made a motion to rescind the two motions approved at the September 19, 2019 meeting which authorized the closure of EIPH offices at noon on Christmas Eve, paying employees for the time off, and making this an ongoing policy. (The specific motions in their entirety) are included above.)
SECOND: Commissioner Barbara Nelson
ACTION: MOTION CARRIED UNANIMOUSLY

3.2 Discussion and Possible Action on the Upcoming Christmas Eve Office Closure

MOTION: Commissioner Leake made a motion to close the EIPH offices on Christmas Eve at noon and allow employees to use accrued vacation time, comp time, or take time off without pay.
SECOND: Commissioner Mendenhall
ACTION: MOTION CARRIED UNANIMOUSLY

4. Subgrant Review/Approval

Ms. Rackow reviewed the amendments for the following subgrants:

- Adolescent Pregnancy Prevention
- Diabetes, Heart Disease, and Stroke Prevention
- Injury Prevention

MOTION: Commissioner Leake made a motion to approve the amended subgrants as presented.
SECOND: Commissioner Young
ACTION: MOTION CARRIED UNANIMOUSLY

5. FY20 Year to Date Financial Report

Mr. Thomas reviewed the Fiscal Year 2020 year-to-date financial report with the group. In addition, discussion was held regarding Environmental Health fees and how unanticipated increased volume in the septic and land development programs are generating more in fee revenue than our costs to deliver the programs. This is currently being evaluated by EIPH's administration and will be brought back to the Board for further discussion at the February 2020 meeting.

6. Proposed 2020 EIPH Board of Health Meeting Schedule

MOTION: Commissioner Miner made a motion to approve the proposed 2020 board meeting schedule with one change – moving the April meeting from the 16th to the 23rd.
SECOND: Commissioner Young
ACTION: MOTION CARRIED UNANIMOUSLY

7. Director Change in Employee Compensation

There has been no additional information or follow up about the letter sent to the Governor's office from the Health Districts' Board Chairmen regarding the authority of the Board of Health to set the health district director's salary. At this point in time, Ms. Rackow has not received a salary adjustment for Fiscal Year 2020, as the salary increase approved by the Board in April was not approved by the Governor's Office. Instruction

was given by the Governor's Office that only a 3% salary increase for health district directors would be authorized.

MOTION: Commissioner Leake made a motion to approve a 3% pay increase for Ms. Rackow.

SECOND: Barbara Nelson

ACTION: MOTION CARRIED UNANIMOUSLY

8. FY20-21 State General Fund "Reset"

Ms. Rackow provided information regarding a budget "reset" which was just implemented by the Governor resulting in a reduction in state general funds for both Fiscal Years 2020 and 2021. For the current fiscal year (FY2020), there will be a 1% budget reduction, which equates to approximately \$12,150 for us. For FY2021, there will be a 2% budget reduction, but the total amount is not known at this point in time due to the total appropriation for the health districts not yet being set or run through the distribution formula. For the current year, Ms. Rackow anticipates being able to cover the reduction with either salary savings in our current budget or from our reserve account. For FY2021, the reduction will be included in the development of the budget. The Board was supportive of this plan.

9. Update on Community Needs Assessment

Ms. Rackow provided an update on the 2020 Community Needs Assessment. Beginning in January, VOICE Advocacy will be conducting surveys and community conversations throughout our health district region. Results of the 2019 Community Conversations will be shared with the participants, then there will be further dialogue on the respective county's priorities. We will then be able to use this information for strategic planning purposes.

10. Expansion of Hepatitis C Services

Ms. Gamett shared with the Board the lack of services to treat Hepatitis C. This is an area that we could begin providing services to clients in our region. The Board was supportive of the concept.

Action: Ms. Gamett will develop a proposal for the implementation of Hepatitis C services for presentation at the next Board meeting.

Ms. Gamett also provided information about the Syringe and Needle Exchange Act adopted by the Idaho Legislature during the 2019 Legislative Session. She is learning more about Needle Exchange programs and will share more with the Board in the future.

11. Board Education: Public Health 3.0

Ms. Rackow reviewed the document, Public Health 3.0. A Call to Action to Create a 21st Century Public Health Infrastructure with the group. Brief discussion followed. Additional education about Public Health 3.0 will be provided to the Board in the future.

Board members expressed interest in receiving QPR Suicide Prevention training at the next board meeting. Ms. Rackow will arrange for the training which will also be open to county personnel to attend. Additional information will be shared as it becomes available.

ADJOURNMENT

Barbara Nelson made a motion to adjourn the business portion of the Board meeting at 11:00 a.m. The Board then reconvened for the Legislative Reception from 11:30 a.m. until 2:00 p.m.

The next meeting will be held on February 20, 2020.

Commissioner Bryon Reed, Chairman

Gerri L. Rackow, Secretary

Board Fiscal Notes

For the Seven Months ended January 31, 2020

Board Meeting February 20, 2020

General Notes

- 1 For the four Months ended January 31, 2020 the expenses were .85% under budget for the District.
- 2 For the four Months ended January 31, 2020 revenue was 13.86% 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	322,609.80	3,339,914.28	1,731,382.32	5,393,906.40	87,806.28	5,481,712.68
Dec-19	642,395.44	3,348,809.19	1,731,382.32	5,722,586.95	77,807.85	5,800,394.80
Jan-20	285,683.52	4,057,473.38	1,731,382.32	6,074,539.22	76,133.37	6,150,672.59
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			
			<u>1,731,382.32</u>			
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			
			<u>1,090,000.00</u>			
Cash Restricted by Grant or Donor.						
	Restricted for Mammograms		12,067.89			
	Regional Behavior Health Board		72,789.19			
	Citizen Review Pannel		22,257.04			
	EICAP Fit and Fall Funds		7,825.32			
	State Home Visit		96,820.57			
	Millennium Fund		72,789.56			
	Restricted for Medical Reserve Corp		3,514.10			
			<u>288,063.67</u>			

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

FY 2020

Last Updated 2/14/20 11:13 AM

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	1,213.21	618.98	-	-	-	-	-	-	10,660.72	47.59%	52.41%
EMERGENCY RESPONSE	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00		
COMMUNITY HEALTH	1,762,683	109,887.72	121,739.05	121,978.87	117,678.76	156,535.05	120,114.36	119,577.83	-	-	-	-	-	867,511.64	49.22%	50.78%
HEALTHCARE TRANSFORMATION	61,798	1,815.95	2,153.54	2,653.71	5,476.13	2,728.50	1,312.77	2,651.36	-	-	-	-	-	18,791.96	30.41%	69.59%
CLINICAL SERVICES	3,205,353	195,799.07	222,379.85	357,108.27	399,686.47	398,450.98	309,245.61	212,349.40	-	-	-	-	-	2,095,019.65	65.36%	34.64%
NUTRITION	1,218,188	99,768.48	108,130.39	93,665.96	88,126.99	114,610.39	85,796.90	82,075.44	-	-	-	-	-	672,174.55	55.18%	44.82%
ENVIRONMENTAL	1,077,633	87,022.95	93,525.23	86,524.07	80,963.57	114,550.32	78,463.90	79,030.59	-	-	-	-	-	620,080.63	57.54%	42.46%
GENERAL SUPPORT	1,126,418	75,764.47	101,966.51	71,924.19	76,809.18	88,043.75	97,469.09	71,184.89	-	-	-	-	-	583,162.08	51.77%	48.23%
SUBTOTAL	8,474,472	572,187.68	652,567.57	736,354.46	770,268.20	876,132.20	693,021.61	566,869.51	0.00	0.00	0.00	0.00	0.00	4,867,401.23	57.44%	42.56%
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	876,132.20	693,021.61	566,869.51	-	-	-	-	-	4,876,020.95	57.48%	42.52%
PERCENTAGE OF TIME ELAPSED AND TIME REMAINING															58.33%	41.67%

Operating Cash Inflow	1,356,591.19	739,241.55	601,907.40	695,588.99	750,827.18	917,197.17	1,017,097.40	-	-	-	-	-	-	6,078,450.88
Operating Cash Outflow	540,168.69	641,059.99	614,391.12	696,552.71	1,058,729.42	598,515.05	666,819.61	-	-	-	-	-	-	4,816,236.59
Cash Provided (Used) by Operations	816,422.50	98,181.56	(12,483.72)	(963.72)	(307,902.24)	318,682.12	350,277.79	-	-	-	-	-	-	1,262,214.29
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)	(307,902.24)	318,682.12	350,277.79	-	-	-	-	-	-	1,253,594.57
														1,253,594.57

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

FY 2020

Last Updated 2/11/20 4:05 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	69,925	93,385	56,353	-	-	-	-	-	381,801.14	56.89%
Nutrition Contract Total	1,199,876	106,903	121,618	126,087	71,103	108,888	143,929	104,808	-	-	-	-	-	783,337.73	65.28%
Environmental Health Contract Total	230,351	15,250	12,301	16,577	19,648	18,792	21,699	14,262	-	-	-	-	-	118,528.06	51.46%
Healthcare Transformation	69,500	23,666	4,166	4,166	4,167	4,167	4,167	10,167	-	-	-	-	-	54,666.00	78.66%
Community Health Contract Total	1,735,958	245,540	105,357	119,840	122,740	113,348	158,835	112,443	-	-	-	-	-	978,102.49	56.34%
TOTAL CONTRACTS	3,906,839	427,140	274,556	294,816	284,755	315,120	422,016	298,033	-	-	-	-	-	2,316,435.42	59.29%

FEE REVENUE															
Clinical Services Fees Total	1,264,500	125,429	126,989	165,007	227,128	259,878	168,864	68,935	-	-	-	-	-	1,142,231.51	90.33%
Community Health Fees Total	19,000	1,181	923	480	2,114	1,712	359	725	-	-	-	-	-	7,492.64	39.43%
Environmental Health Fees Total	686,550	70,950	80,500	78,047	60,285	133,244	84,993	48,445	-	-	-	-	-	556,463.33	81.05%
TOTAL FEES	1,970,050	197,560	208,412	243,534	289,528	394,834	254,215	118,105	-	-	-	-	-	1,706,187.48	86.61%
SUB-TOTAL FEES & CONTRACTS	5,876,889	624,701	482,968	538,350	574,282	709,953	676,231	416,138	-	-	-	-	-	4,022,622.90	68.45%

GENERAL RECEIPTS															
County Appropriations	1,120,703	117,876	57,763	84,390	101,944	125,684	72,694	91,689	-	-	-	-	-	652,040.07	58.18%
County Building Loan Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
INTEREST	50,000	10,045	10,562	10,518	9,899	9,677	8,804	8,664	-	-	-	-	-	68,169.44	136.34%
STATE APPROPRIATIONS	1,215,500	607,750	-	-	-	-	-	595,450	-	-	-	-	-	1,203,200.00	98.99%
SURPLUS PROPERTY	0	4,700	-	-	-	-	1,262	-	-	-	-	-	-	5,962.11	N/A
REFUNDS	0	41	86	70	56	-	-	-	-	-	-	-	-	253.03	N/A
Miscellaneous	0	16	2,015	4,105	241	1,299	5,314	63	-	-	-	-	-	13,051.38	N/A
TOTAL GENERAL REVENUE	2,386,203	740,428	70,426	99,082	112,140	136,660	88,074	695,865	-	-	-	-	-	1,942,676.03	81.41%
GRAND TOTAL	8,263,092	1,365,129	553,394	637,432	686,422	846,613	764,305	1,112,003	-	-	-	-	-	5,965,298.93	72.19%

														AMOUNT OF YEAR ELAPSED	58.33%
Total Clinical Services	1,935,654	161,211	158,104	193,153	294,225	329,803	262,249	125,289	-	-	-	-	-	1,524,032.65	78.73%
Total Nutrition Revenue	1,199,876	106,903	121,618	126,087	71,103	108,888	143,929	104,808	-	-	-	-	-	783,337.73	65.28%
Total Environmental Revenue	916,901	86,200	92,801	94,624	79,933	152,036	106,692	62,706	-	-	-	-	-	674,991.39	73.62%
Total Healthcare Transformation	69,500	23,666	4,166	4,166	4,167	4,167	4,167	10,167	-	-	-	-	-	54,666.00	78.66%
Total Community Health	1,754,958	246,721	106,279	120,320	124,854	115,059	159,194	113,168	-	-	-	-	-	985,595.13	56.16%

CASH FLOW SUMMARY															
Total Revenue and Appropriations	8,263,092	1,365,129	553,394	637,432	686,422	846,613	764,305	1,112,003	-	-	-	-	-	5,965,298.93	
Decrease (Increase) Accounts Receivable		(8,538)	185,848	(35,525)	9,167	(95,786)	152,892	(94,906)						113,151.95	
Change in Accrued Exp/Revenue		32,019	11,508	121,963	73,715	(182,597)	94,507	(99,950)						51,164.64	
Total Expenditures	8,483,092	572,188	652,568	744,974	770,268	876,132	693,022	566,870	-	-	-	-	-	4,876,020.95	
Change in Cash		816,423	98,182	(21,103)	(964)	(307,902)	318,682	350,278	-	-	-	-	-	1,253,594.57	
Cash Balance Beginning of period		4,897,078	5,713,501	5,811,682	5,790,579	5,789,615	5,481,713	5,800,395	6,150,673	6,150,673	6,150,673	6,150,673	6,150,673	4,897,078.02	
Cash Balance End of Current Period		5,713,501	5,811,682	5,790,579	5,789,615	5,481,713	5,800,395	6,150,673	6,150,673	6,150,673	6,150,673	6,150,673	6,150,673	6,150,672.59	

Cash Balance Reserved by Board for Capital Projects	1,408,904	1,408,904	1,731,382	1,731,382	1,731,382	1,731,382	1,731,382	1,731,382	-	-	-	-	-	-	
Unrestricted Cash Balance	4,304,597	4,402,778	4,059,196	4,058,233	3,750,330	4,069,012	4,419,290	6,150,673	6,150,673	6,150,673	6,150,673	6,150,673	6,150,673	6,150,672.59	

**EASTERN IDAHO PUBLIC HEALTH
SUBGRANT SUMMARY**

2/20/2020

RENEWED & AMENDED SUBGRANTS

Subgrant/Contract Title	Grantor/Contractor	R(Renew)/ A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Family Planning - Title X	IDHW	A1	5/1/2019	3/31/2020	\$268,654.00	\$16,137.00	Added funding
HIV Case Management	IDHW	A3	4/1/2019	3/31/2021	\$86,098.63	\$86,098.63	Annual Renewal
HIV/AIDS Surveillance	IDHW	A5	5/17/2018	6/30/2020	\$2,998.00	\$2,998.00	Added funding, extend 6 months
Maternal Infant Child Home Visiting (Parents as Teachers)	IDHW	R	2/2/2020	1/31/2021	\$270,655.00	\$266,500.00	Annual Renewal
National Electronic Disease Surveillance System	IDHW	A3	8/1/2017	7/31/2020		\$24,030.00	Added funding and deliverables for vaccine-preventable disease surveillance
Oral Health	IDHW	A1	7/1/2019	5/21/2020		\$0.00	revised Scope of Work
PKU	IDHW	A3	2/1/2017	1/31/2021	\$2,500.00	\$2,500.00	Annual Renewal
Public Health Emergency Preparedness	IDHW	A1	7/1/2019	6/30/2020		\$26,500.00	Added Funding
Seatbelt Survey	Idaho Transportation Department, Office of Highway Safety	R	7/1/2020	9/30/2020	Cost Reimbursement	Cost Reimbursement	Annual Renewal
STD/HIV Prevention	IDHW	R	1/1/2020	12/31/2020	\$84,555.00	\$94,863.00	Annual Renewal
TB Control	IDHW	R	1/1/2020	12/31/2020	\$7,032.00	\$7,803.00	Annual Renewal
WIC & Peer Counseling	IDHW	A3	10/1/2018	9/30/2020	N/A	\$3,068.86	Added funding for Peer Counseling