

**BOARD OF HEALTH AGENDA**  
**Thursday, April 23, 2020**  
**9:00 p.m.**

**Virtual Meeting Only due to Idaho’s Stay Home Order**

**Join Zoom Meeting**  
<https://zoom.us/j/172496282>  
 (301) 715-8592  
**Meeting ID: 172 496 282**

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.*

  - a. Approval of April 16, 2020 Board of Health Meeting Minutes
  - b. Subgrant Review/Approval
4. Changes to Idaho Association of Local Boards of Health Conference..... Geri Rackow
5. Review/Approval of FY2021 Compensation Plan (**Action**)..... Geri Rackow
6. Presentation of FY2021 Proposed Budget (**Action**)..... Geri Rackow
7. COVID-19 Update & Response (**Action**)..... Geri Rackow

**SPECIAL MEETING**  
**BOARD OF HEALTH MEETING MINUTES**  
April 16, 2020  
7:00 p.m.  
Virtual Meeting Hosted by Zoom

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

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

**STAFF MEMBERS**

Geri Rackow  
James Corbett  
Amy Gamett  
Angy Harwood  
Kellye Johnson  
Steve Thomas

**GUEST**

Commissioner Riegel, Teton County

**Call Board Meeting to Order**

Chairman Reed call the meeting order at 7:05 p.m.

**1. Approval of April 9, 2020 Meeting Minutes**

**MOTION:** Commissioner Mendenhall made a motion to approve the April 9, 2020 BOH Meeting minutes.

**SECOND:** Dr. Nelson

**ACTION:** MOTION CARRIED UNANIMOUSLY

**2. COVID-19 Update and Response**

Ms. Rackow provided an update to the Board on COVID-19 and the health district's response efforts.

The Governor's Stay-at-Home Order has been extended through April 30, 2020. Changes to the order included a 14-day self-quarantine period for nonresidents traveling to the State of Idaho. The order also allows non-essential businesses who could provide services curb side or delivery to operate. For the next two weeks, all other non-essential businesses (with the exception of indoor gyms, recreational facilities, dine-in restaurants, bars/nightclubs, gyms/indoor recreational facilities, nail/hair salons) should begin working on an operations plan to safely implement the social distancing and sanitizing in order to anticipate reopening for business May 1. Enforcement of the order is up to local law enforcement. Commissioner Riegel feels strongly that businesses that are opening are going to want guidance from EIPH and the Board of Health should help develop clear guidance for business who are getting ready to reopen. EIPH will continue to provide information, education, and resources to local businesses, but EIPH is not an enforcement agency.

Ms. Rackow reported that President Trump released his plan, Opening Up America Again, this afternoon. The plan addresses the need for the following to be in place to consider re-opening businesses: a robust testing program, downward trajectory of influenza-like illness in the last 14 days, downward trajectory of COVID-like illness in the last 14 days, and the decline in documented cases of COVID in the past 14 days. A similar plan is being developed for the State of Idaho which should be released in the near future.

Ms. Rackow reported that the State Board of Education met today and adopted the re-entry criteria for school districts for returning to school. Some school districts within EIPH's region have been in communication with our staff to discuss possible plan for re-opening in early May. EIPH will continue to help answer their questions and provide input.

EIPH held a webinar today for businesses to provide information about the guidelines for the Operating Plans the Governor referred to in his press conference for the extended Stay Home Order. Unfortunately, the guidelines have not yet been release, but EIPH staff answered questions of the businesses as they were able. Additional informational webinars will be provided. The Board of Health discussed concerns regarding enforcement of the Operating Plan and reopening of businesses. EIPH will continue to share guidance from CDC and other sources (such as the Governor's office) and education businesses as much as possible.

The board members discussed the role of the local Public Health Districts going forward. Needs of the counties are very different across the state. EIPH staff continue to work with its local elected officials to provide guidance.

There were comments and questions from public participants that were addressed.

**3. Adjournment**

The meeting was adjourned at 8:05 p.m.

The next meeting will be held on April 23, 2020 at 9:00 a.m. via Zoom.

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Commissioner Bryon Reed, Chairman

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Gerl L. Rackow, Secretary

DRAFT

# Eastern Idaho Public Health Employee Compensation Plan

Fiscal Year 2021

Draft: 4/23/20

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 FY2021, 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.
- 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 April 23, 2020.

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Bryon Reed, Board of Health Chairman

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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**  
**FY2021 Change in Employee Compensation (CEC) Distribution Matrix**  
**Eastern Idaho Public Health**

For FY2021, the Idaho Legislature recommended a 2% salary increase for State of Idaho employees. While EIPH is not a State agency, we do take the Legislature's recommendation into consideration when determining salary increase for EIPH employees. However, due to the uncertainty of Idaho's economy resulting from the COVID-19 pandemic, EIPH is delaying its decision to implement salary increases for its employees at this time. We will closely monitor our FY2021 budget to ensure revenue is meeting expectations. At such time that EIPH's Administration and Board of Health feel that the economy is stable and our budget will support the increased cost of salary increases, we will plan to implement raises for all EIPH employees. At that time, a CEC Distribution Matrix will be developed.

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Board Fiscal Notes

For the Nine Months ended March 31, 2020

Board Meeting April 23, 2020

General Notes

- 1 For the nine Months ended March 31, 2020 the expenses were 6.67% under budget for the District.
  
- 2 For the nine Months ended March 31, 2020 revenue was 11.95% 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	364,602.18	3,866,740.28	1,731,382.32	5,962,724.78	72,423.65	6,035,148.43
Mar-20	585,607.28	3,874,912.92	1,731,382.32	6,191,902.52	63,137.77	6,255,040.29
Apr-20				-		-
May-20				-		-
Jun-20			-	-	-	-
<b>Capital Reserve Detail</b>						
	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			
			<b>1,731,382.32</b>			
<b>Designated and Authorized out of Operating Reserve</b>						
	Future Vehicle Purchases		240,000.00			
	Public Health Emergency		500,000.00			
	Building Maintenance		250,000.00			
	Legal Defense		100,000.00			
			<b>1,090,000.00</b>			
<b>Cash Restricted by Grant or Donor.</b>						
	Restricted for Mammograms		<b>11,275.34</b>			
	Regional Behavior Health Board		<b>73,083.93</b>			
	Citizen Review Pannel		<b>19,446.17</b>			
	EICAP Fit and Fall Funds		<b>4,297.07</b>			
	State Home Visit		<b>72,214.52</b>			
	Millennium Fund		<b>59,117.15</b>			
	Restricted for Medical Reserve Corp		<b>3,151.21</b>			
			<b>242,585.39</b>			

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

FY 2020

Last Updated 4/23/20 7:51 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	-	811.17	2,452.19	-	-	-	13,924.08	62.16%	37.84%
EMERGENCY RESPONSE	-	-	-	-	-	-	-	-	3,278.46	14,981.79	-	-	-	18,260.25		
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	108,285.09	132,009.21	-	-	-	1,107,805.94	62.85%	37.15%
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	6,811.24	2,512.31	-	-	-	28,115.51	45.50%	54.50%
CLINICAL SERVICES	3,505,353	195,799.07	222,379.85	357,108.27	399,686.47	398,450.98	309,245.61	212,349.40	189,577.02	213,522.76	-	-	-	2,498,119.43	71.27%	28.73%
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	77,988.34	75,956.08	-	-	-	826,118.97	67.82%	32.18%
ENVIRONMENTAL	1,106,633	87,022.95	93,525.23	86,524.07	80,963.57	114,550.32	78,463.90	79,030.59	80,154.63	82,743.00	-	-	-	782,978.26	70.75%	29.25%
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	104,786.43	67,856.78	-	-	-	755,805.29	67.10%	32.90%
<b>SUBTOTAL</b>	<b>8,803,472</b>	<b>572,187.68</b>	<b>652,567.57</b>	<b>736,354.46</b>	<b>770,268.20</b>	<b>876,132.20</b>	<b>693,021.61</b>	<b>566,869.51</b>	<b>571,692.38</b>	<b>592,034.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,031,127.73</b>	<b>68.51%</b>	<b>31.49%</b>
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!
<b>CAPITAL OUTLAY TOTAL</b>	<b>8,620</b>	<b>-</b>	<b>-</b>	<b>8,619.72</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,619.72</b>	<b>100.00%</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>8,812,092</b>	<b>572,187.68</b>	<b>652,567.57</b>	<b>744,974.18</b>	<b>770,268.20</b>	<b>876,132.20</b>	<b>693,021.61</b>	<b>566,869.51</b>	<b>571,692.38</b>	<b>592,034.12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,039,747.45</b>	<b>68.54%</b>	<b>31.46%</b>

**PERCENTAGE OF TIME ELAPSED AND TIME REMAINING** 75.00% 25.00%

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	479,933.34	805,889.28	-	-	-	-	7,364,273.50
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	595,457.50	585,997.42	-	-	-	-	5,997,691.51
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	(115,524.16)	219,891.86	-	-	-	-	1,366,581.99
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	(115,524.16)	219,891.86	-	-	-	-	1,357,962.27
														1,357,962.27

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

**FY 2020**

Last Updated 4/9/20 6:24 PM

<b>CONTRACT REVENUE</b>	<b>BUDGET</b>	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>YTD</b>	<b>Percent of Budget</b>
<b>Clinical Services Contract Total</b>	668,154	35,782	31,114	28,146	67,096	69,925	93,385	56,353	79,336	72,434	-	-	-	533,570.92	79.86%
<b>Nutrition Contract Total</b>	1,199,876	106,903	121,618	126,087	71,103	108,888	143,929	104,808	101,059	96,912	-	-	-	981,309.02	81.78%
<b>Environmental Health Contract Total</b>	230,351	15,250	12,301	16,577	19,648	18,792	21,699	14,262	16,060	15,138	-	-	-	149,726.50	65.00%
<b>Healthcare Transformation</b>	69,500	23,666	4,166	4,166	4,167	4,167	4,167	10,167	4,167	4,167	-	-	-	63,000.00	90.65%
<b>Community Health Contract Total</b>	1,735,958	245,540	105,357	119,840	122,740	113,348	158,835	112,443	131,061	109,027	-	-	-	1,218,190.42	70.17%
<b>TOTAL CONTRACTS</b>	<b>3,903,839</b>	<b>427,140</b>	<b>274,556</b>	<b>294,816</b>	<b>284,755</b>	<b>315,120</b>	<b>422,016</b>	<b>298,033</b>	<b>331,683</b>	<b>297,678</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,945,796.86</b>	<b>75.46%</b>

<b>FEE REVENUE</b>															
<b>Clinical Services Fees Total</b>	1,264,500	125,429	126,989	165,007	227,128	259,878	168,864	68,935	137,751	143,727	-	-	-	1,423,709.62	112.59%
<b>Community Health Fees Total</b>	19,000	1,181	923	480	2,114	1,712	359	725	916	2,062	-	-	-	10,469.92	55.10%
<b>Environmental Health Fees Total</b>	686,550	70,950	80,500	78,047	60,285	133,244	84,993	48,445	44,352	48,375	-	-	-	649,190.33	94.56%
<b>TOTAL FEES</b>	<b>1,970,050</b>	<b>197,560</b>	<b>208,412</b>	<b>243,534</b>	<b>289,528</b>	<b>394,834</b>	<b>254,215</b>	<b>118,105</b>	<b>183,019</b>	<b>194,163</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,083,369.87</b>	<b>105.75%</b>
<b>SUB-TOTAL FEES &amp; CONTRACTS</b>	<b>5,873,889</b>	<b>624,701</b>	<b>482,968</b>	<b>538,350</b>	<b>574,282</b>	<b>709,953</b>	<b>676,231</b>	<b>416,138</b>	<b>514,702</b>	<b>491,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,029,166.73</b>	<b>85.62%</b>

<b>GENERAL RECEIPTS</b>															
County Appropriations	1,120,703	117,876	57,763	84,390	101,944	125,684	72,694	91,689	65,384	123,104	-	-	-	840,527.23	75.00%
County Building Loan Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
INTEREST	50,000	10,045	10,562	10,518	9,899	9,677	8,804	8,664	9,267	8,173	-	-	-	85,608.98	171.22%
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	69	4,602	-	-	-	17,721.95	N/A
<b>TOTAL GENERAL REVENUE</b>	<b>2,386,203</b>	<b>740,428</b>	<b>70,426</b>	<b>99,082</b>	<b>112,140</b>	<b>136,660</b>	<b>88,074</b>	<b>695,865</b>	<b>74,719</b>	<b>135,878</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,153,273.30</b>	<b>90.24%</b>
<b>GRAND TOTAL</b>	<b>8,260,092</b>	<b>1,365,129</b>	<b>553,394</b>	<b>637,432</b>	<b>686,422</b>	<b>846,613</b>	<b>764,305</b>	<b>1,112,003</b>	<b>589,421</b>	<b>627,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,182,440.03</b>	<b>86.954%</b>

														<b>AMOUNT OF YEAR ELAPSED</b>	<b>75.00%</b>
Total Clinical Services	1,932,654	161,211	158,104	193,153	294,225	329,803	262,249	125,289	217,087	216,161	-	-	-	1,957,280.54	101.27%
Total Nutrition Revenue	1,199,876	106,903	121,618	126,087	71,103	108,888	143,929	104,808	101,059	96,912	-	-	-	981,309.02	81.78%
Total Environmental Revenue	916,901	86,200	92,801	94,624	79,933	152,036	106,692	62,706	60,412	63,513	-	-	-	798,916.83	87.13%
Total Healthcare Transformation	69,500	23,666	4,166	4,166	4,167	4,167	4,167	10,167	4,167	4,167	-	-	-	63,000.00	90.65%
Total Community Health	1,754,958	246,721	106,279	120,320	124,854	115,059	159,194	113,168	131,977	111,088	-	-	-	1,228,660.34	70.01%

<b>CASH FLOW SUMMARY</b>															
Total Revenue and Appropriations	8,260,092	1,365,129	553,394	637,432	686,422	846,613	764,305	1,112,003	589,421	627,720	-	-	-	7,182,440.03	
Decrease (Increase) Accounts Receivable		(8,538)	185,848	(35,525)	9,167	(95,786)	152,892	(94,906)	(109,488)	178,170				181,833.47	
Change in Accrued Exp/Revenue		32,019	11,508	121,963	73,715	(182,597)	94,507	(99,950)	(23,765)	6,037				33,436.22	
Total Expenditures	8,812,092	572,188	652,568	744,974	770,268	876,132	693,022	566,870	571,692	592,034	-	-	-	6,039,747.45	
Change in Cash		816,423	98,182	(21,103)	(964)	(307,902)	318,682	350,278	(115,524)	219,892	-	-	-	1,357,962.27	
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	6,035,148	6,255,040	6,255,040	6,255,040	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	6,035,148	6,255,040	6,255,040	6,255,040	6,255,040	6,255,040.29	

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	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	4,303,766	4,523,658	6,255,040	6,255,040	6,255,040	6,255,040	6,255,040.29	

**EASTERN IDAHO PUBLIC HEALTH  
SUBGRANT SUMMARY**

4/23/2020

**NEW, RENEWED, & AMENDED SUBGRANTS**

Subgrant/Contract Title	Grantor/Contractor	N (New) R(Renew) A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Family Planning - Title X	IDHW	R	4/20/2020	3/31/2021	\$284,791.00	\$297,403.00	Annual Renewal
Suicide Prevention	IDHW	N	4/15/2020	6/30/2020		\$23,000.00	New Subgrant
Tobacco Education	IDHW	A2	3/29/2019	6/28/2020		\$6,000.00	Added Funding
WIC & Peer Counseling	IDHW	A4	10/1/2018	9/30/2020	N/A	\$164,775.00	Additional Funding

**PENDING SUBGRANTS**

Subgrant/Contract Title	Grantor/Contractor	N (New) R(Renew) A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Public Health Emergency Preparedness	IDHW		3/16/2020	3/15/2021		\$360,753.00	COVID-19 Crisis Response