



# Public Health

## Idaho North Central District



### Nez Perce County

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### Latah County

333 E Palouse River Drive  
Moscow, ID 83843  
(208) 882-7506  
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### Clearwater County

105 115<sup>th</sup> Street  
Orofino, ID 83544  
(208) 476-7850  
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### Idaho County

903 West Main  
Grangeville, ID 83530  
(208) 983-2842  
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### Lewis County

132 N Hill Street  
P O Box 277  
Kamiah, ID 83536  
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## MINUTES BOARD OF HEALTH MEETING August 23, 2018 Nez Perce County Office

### Board Members Present:

Dave McGraw, Chair  
Greg Johnson  
Dr. Jefferson  
Rick Winkel  
Doug Zenner

### Staff Present:

Carol Moehrle  
Mike Larson  
Rachael JeanBlanc  
Tara Macke  
Perri Larson  
Ed Marugg

### Excused:

Mark Frei  
Connie Osborn

The August 23, 2018 Board of Health meeting was called to order at 1:30 p.m. by Chairman Dave McGraw. Chairman McGraw asked for approval of the May 17, 2018 Budget Hearing Minutes and May Board of Health Meeting minutes as mailed.

**MOTION:** Doug Zenner moved and Rick Winkel seconded the motion to approve the May Budget Hearing minutes and May Board of Health Meeting minutes as mailed. Carried unanimously.

No additional agenda items and no public comment.

### FINANCIAL REPORT

#### May FY 2018 Financial Report

Ms. JeanBlanc presented the May financial reports:

As of the May report, we are 88.46% of the way through this fiscal year. May revenue totaled \$541,726 with Year to Date revenue at \$4,280,616. This is 99.03% Actual incoming revenue of the budget for the FY. May Personnel expenses totaled \$260,428, with Year to Date Personnel at \$3,090,302 this is 81.33% of the budgeted amount for the FY. Operating Expenses for May are at \$61,245 with Year to Date at \$757,015 this is 86.89% of the budgeted amount.

**MOTION:** Greg Johnson moved and Rick Winkel seconded the motion to approve the May Financials as presented. Carried unanimously.

#### Write-Off Report

Ms. JeanBlanc presented the May write-off report of \$178. Discussion held.

**MOTION:** Dr. Jefferson moved and Doug Zenner seconded the motion to approve the May write-off report as presented. Carried unanimously.

#### June FY 2018 Financial Report

Ms. JeanBlanc presented the June financial reports:

As of the June report, we are 100% of the way through this fiscal year. June revenue totaled \$231,298 with Year to Date revenue at \$4,511,915. This is 104.38% Actual incoming revenue of the budget for the FY. June

Personnel expenses totaled \$360,864, with Year to Date Personnel at \$3,451,165 this is 90.83% of the budgeted amount for the FY. Operating Expenses for June are at \$67,607 with Year to Date at \$824,622 this is 94.65% of the budgeted amount.

**MOTION:** Doug Zenner moved and Greg Johnson seconded the motion to approve the June Financials as presented. Carried unanimously.

#### Write-Off Report

Ms. JeanBlanc presented the June write-off report of \$20. Discussion held.

**MOTION:** Dr. Jefferson moved and Rick Winkel seconded the motion to approve the June write-off report as presented. Carried unanimously.

#### July FY 2019 Financial Report

Ms. JeanBlanc presented the July financial reports:

As of the July report, we are 7.69% of the way through this fiscal year. July revenue totaled \$867,418 with Year to Date revenue at \$867,418. This is 17.5% Actual incoming revenue of the budget for the FY. July Personnel expenses totaled \$266,616, with Year to Date Personnel at \$266,616 this is 7.32% of the budgeted amount for the FY. Operating Expenses for July are at \$59,550 with Year to Date at \$59,550 this is 5.99% of the budgeted amount.

**MOTION:** Doug Zenner moved and Rick Winkel seconded the motion to approve the July Financials as presented. Carried unanimously.

#### Write-Off Report

Ms. JeanBlanc presented the June write-off report of \$144. Discussion held.

**MOTION:** Rick Winkel moved and Greg Johnson seconded the motion to approve the July write-off report as presented. Carried unanimously.

#### Building Remodel Financial Update

Ms. Moehrle reported that construction costs are coming in under the initial bid by approximately \$5000. Discussion held.

### **BOARD UPDATES**

#### Board & Administrator Article Review

Mr. Zenner reviewed the articles addressing continuing education being key to board engagement, the value of the Boards Strategic Planning and the Boards evaluation of the Administrator. Mr. Zenner also facilitated review of the Board Self Evaluation documents and results of the input. Overall, the Board of Health is a highly functional, dedicated board with strengths and commitment to Public Health. Discussion held.

#### Trustee Updates

Mr. Zenner reported on IAB which was held June 13<sup>th</sup> and 14<sup>th</sup> in Caldwell. Doug Zenner, Dave McGraw and Rick Winkel attended. Mr. Zenner reported on Food Program Cost discussions asking Mr. Marugg to provide an update from the Environmental Health Director's Work Group Issue Paper addressing Food Program Costs. The issue paper recommends Idaho Statute 39-1607 be either amended to set a new fee schedule, or establish that fee schedule in rule, with the adoption of an annual incremental increase (to be indexed with a system using the US Bureau of Labor Statistics Consumer Price Index or a similar method acceptable to the Legislature). The fee schedule depicts the proposed fees which will then be increased annually based on the agreed indexing method. Discussion held. Per Board decision, District 2 will not be pursuing an increase in Food Fees at this time.

### Board Member Updates

Commissioner Johnson reported that he attended a YWCA Suicide Prevention community meeting in Kamiah. Information shared on Clearwater Valley Hospital and Clinics coalition working on suicide prevention efforts. Public Health has attended the first of the new coalition meetings. Discussion held on regional suicide data. Commissioner Zenner reported on work being done with the prosecutor's office, LPD and the sheriff's office on Critical Intervention Training for staff.

Commissioner Rick Winkel reported the Clearwater County Ambulance Director resigned. Regarding RSWAC, the August 30, 2018 DEQ meeting has been moved to October 11, 2018. County Commissioners will continue to work with Idaho Solid Waste Association for solutions. Discussion held.

### Election of Officers

Commissioner Johnson moved that we retain the Board of Health officers in their current positions. This would include our Trustee also serving on the IAB Executive Counsel as the D2 representative.

**MOTION: Greg Johnson moved and Doug Zenner seconded the motion to retain the Board of Health officers in their current positions. Carried unanimously.**

### Director's Report

#### Building Projects Updates

Ms. Moehle reported that Kenaston is on track for a September 1<sup>st</sup> completion date. Kenaston's cleaning crews are currently on site. Public Health staff will then do a thorough cleaning of old and newly remodeled spaces while awaiting an occupancy permit.

#### Rural Crisis Response Update

Ms. Moehle reported that we are still in contract negotiations with Idaho Department of Health & Welfare. Discussion held.

#### Citizen Review Panel Update

Ms. Moehle provided an update on the progress of selecting and training the review panel. Public Health has advertised and has 8 applicants. The training has not yet been developed.

#### New Emergent Issues

Ms. Moehle provided and reviewed a Lease Agreement for Snake River Community Clinic. Per #16. PH-INCD Board of Health may vote to waive all rental payments for the period of this lease agreement. Discussion held.

**MOTION: Doug Zenner moved and Rick Winkel seconded the motion to accept the Lease Agreement exercising #16 waiving all rental payments for the period of the lease agreement. Carried unanimously.**

### Division Updates

#### Environmental Health Update

Mr. Marugg reported on a Full Scale Exercise to take place in April of 2019; staff are busy planning and training. Discussion held. Mr. Marugg reported 11 animal bite investigations by the Environmental Health Department.

#### Family and Community Health Update

Mr. Larson reported that Public Health will be forming an Ethics Committee; a policy and plan will be brought to the Board for review and approval.

#### Office Services

Ms. Larson business as usual.

HR/PIO

The Board agreed to schedule 2019 IAB for June 12<sup>th</sup>-13<sup>th</sup> at our Lewiston Office. Ms. Macke will continue to research meeting details.

**Executive Session per IC 74-206 (i)**

**MOTION:** At 3:35 p.m., Doug Zenner moved and Greg Johnson seconded the motion to enter Executive Session per IC 74-206 (i). Roll call Doug Zenner, Dave McGraw, Rick Winkel, Dr. Jefferson, and Greg Johnson. Carried unanimously.

Executive Session adjourned at 3:44 p.m.

**NEXT MEETING:** Thursday, September 20, 2018 the Board meeting will begin at 1:30 pm at the Public Health office in Nez Perce County.

**MEETING ADJOURNED:** 3:45 p.m.



Dave McGraw  
Board Chairman

Attest: 

Carol Moehrle, Director  
Secretary to the Board

Board Minutes approved on September 20, 2018