



# Public Health

## Idaho North Central District

<b>Nez Perce County</b> 215 10 <sup>th</sup> Street Lewiston, ID 83501 (208) 799-3100 Fax (208) 799-0349	<b>Latah County</b> 333 E Palouse River Drive Moscow, ID 83843 (208) 882-7506 Fax (208) 882-3494	<b>Clearwater County</b> 105 115 <sup>th</sup> Street Orofino, ID 83544 (208) 476-7850 76-7494	<b>Idaho County</b> 903 West Main Grangeville, ID 83530 (208) 983-2842 Fax (208) 983-2845	<b>Lewis County</b> 132 N Hill Street P O Box 277 Kamiah, ID 83536 (208) 935-2124 Fax (208) 935-0223
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**MINUTES**  
**BOARD OF HEALTH MEETING**  
**May 2, 2014**  
**Nez Perce County Office**

**Board Members Present:**

Don Davis, Chair  
Doug Zenner  
Rose Gehring  
John Allen  
Shirley Greene  
Dr. Glenn Jefferson

**Staff Present:**

Carol Moehrle  
Perri Larson  
Mike Larson  
Adam Dawson  
Tara Biesecker  
Ed Marugg

**Excused:**

Dave McGraw

**Guests:**

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The May 2, 2014 Board of Health meeting was called to order by Chairman Don Davis at 12:20 p.m.

Chairman Davis asked for approval of the March 20, 2014 Board of Health meeting minutes as mailed.

**MOTION: John Allen moved and Dr. Jefferson seconded the motion to approve the March 20, 2014 Board of Health minutes as presented. Carried unanimously.**

**FINANCIAL REPORT**

March FY 2014 Financial Report

Mr. Dawson presented the March financial reports:

As of the March report, we are 76.92% of the way through this fiscal year. March revenue totaled \$186, 681 with Year to Date revenue at \$3,451,323. This is 82.72% of the budget amount for the FY. March Personnel expenses totaled \$240,127, with Year to Date Personnel at \$2,312,715 this is 74.28% of the budgeted amount for the FY. Operating Expenses for March are at \$50,702 with Year to Date at \$507,270 this is 58% of the budgeted amount.

Statement of Accounts was reviewed with no further questions.

**MOTION: Shirley Greene moved and Rose Gehring seconded the motion to approve the March Finance report. Carried unanimously.**

### Write-Off Report

Ms. Moehrle presented the March write off report of \$1,186. Discussion held.

**MOTION: Rose Gehring moved and Shirley Greene seconded the motion to approve the March write off report. Carried unanimously.**

### **BOARD UPDATES**

#### Board and Administrator

Ms. Greene inquired about the complaint process for clients. Ms. Moehrle explained that she values the input she receives from the public via phone or email and uses such information to revise processes and procedures in order to better serve the public. Discussion held.

Mr. Zenner requested that a Board of Health Finance Sub-Committee composed of two people be developed. Discussion held.

**MOTION: Doug Zenner moved and Shirley Greene seconded the motion to approve the development of a Finance Sub-Committee. Carried unanimously.**

Mr. Zenner and Ms. Greene volunteered to be the Finance Sub-Committee during FY15.

#### Trustee Updates

Ms. Greene reminded the Board of the 2014 IAB meeting to be held in Sun Valley, May 27<sup>th</sup> - 30<sup>th</sup>. Ms. Biesecker will be forwarding room reservations as well as the link for further updates.

### **Director's Report**

#### Governor Mandates

Ms. Moehrle shared correspondence from the Governor's office and DFM/DHR regarding salary changes for FY2014 and FY2015. The governor is mandating a 1% salary increase for all employees beginning in July 2014. This increase will help employees offset the increase they will see in their insurance coverage. Discussion held.

#### DRAFT 2015 Budget Proposal

Mr. Dawson provided an FY15 Draft Budget Proposal showing 3% increase to county contribution. Ms. Moehrle walked the Board through the packet reviewing contract revenue, fees, donations, non-contract revenue and expenditures. The Board approved the budget proposal to be taken to each county commission for presentation. The Budget Hearing will be held May 22, 2014 prior to the Board of Health meeting. Discussion held.

#### Policy Review

The board reviewed 4 policies at this meeting:

Sexual Harassment

Communication

Confidentiality

Conflict of Interest/Employee Conduct

After review and discussion, the Communication, Confidentiality and Conflict of Interest/Employee Conduct Policies will remain unchanged. Verbiage to address false accusations may be added to the Sexual Harassment Policy. This policy will be brought back to the board for further review.

**MOTION: Shirley Greene moved, and Doug Zenner seconded the motion to approve all 3 policies; Communication, Confidentiality and Conflict of Interest/Employee Conduct Policies. Carried unanimously.**

### **Division Updates**

#### Family and Community Health Update

Mr. Larson reported full implementation of Electronic Health Records; staff have been excellent. May 8<sup>th</sup> Public Health is hosting an Idaho Immunization Coalition meeting to benefit childcare providers. Epi staff are busy with illnesses localize in "Long Term Care Centers" that appear to be Noro virus related.

Ms. Merica, RN, PH-INCD Health Education Specialist presented on Worksite Wellness. Ms. Moehrle and the Board thanked Ms. Merica for her passion and dedication to Public Health and its programs.

#### Office Services Update

Ms. Larson reported business as usual.

#### Environmental Health Update

Mr. Marugg provided details about Public Health's role regarding Solid Waste. Mr. Marugg also provided a brief update on the new composting facility just outside of Lewiston. Clearwater Compost will be replacing EKO as the major composter of yard waste and bio-solids from the LC Valley area.

#### HR/PIO

Ms. Biesecker reported that the Strategic Plan has been completed and she is now working on the Community Health Improvement Plan.

**NEXT MEETING:** Thursday, May 22, 2014 at 12:00 pm in the Nez Perce County Office.

**MEETING ADJOURNED:** 4:00 p.m.



Don Davis  
Board Chairman

Attest:   
Carol Moehrle, Director  
Secretary to the Board

Board Minutes approved on May 22, 2014.