



To prevent and treat disease and disability; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.

Board of Health Minutes
Central District Health Department
Friday, October 16, 2009

Board Members:

Steven F. Scanlin, JD, Chair
Betty Ann Nettleton, RN, V-Chair/Trustee
Commissioner Terry Day (Absent)
Dr. Jane Young, DNP
Commissioner Connie Cruser
Dr. Ted Epperly, MD (Absent)
Commissioner Frank Eld

Guest:

Commissioner Sharon Ullman
Chris Culig
Ryan Coates

Staff:

Russell A. Duke, Director/Board Secretary
Nikki Sakata
Cindy Trail
Scott Cantor
Meghan Muguira
Melissa Kish-Stoner
Rob Howarth

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Call Board Meeting to Order – Steven Scanlin
Chairman Steven Scanlin called the Board of Health meeting to order at 8:35 a.m.

Action on Minutes for August 21, 2009 – Steven Scanlin

Motion: Commissioner Frank Eld moved to approve the August 21, 2009, Board of Health minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

Financial Report: FY 2009 – July through September Budget to Actual – Meghan Muguira

The "Budget to Actual" report for July through September was reviewed. For Revenue, fees are currently at 21%, contracts are at 28%, and other revenue is at 46%. For Expenditures, personnel costs are overspent by 0.5% (\$36,183). Overall our Expenditures are at 24% at the end of September. We are on target for the FY 10 budget.

Carryover Status Report – Meghan Muguira/Russell Duke

After further review of the Environment Health proposals for inspectors using laptops in the field, the overall cost for the project has been reduced by \$24,500. This savings was moved to the reserve contingency for budget stabilization. This project will be implemented in phases, allowing staff who are more advanced in technology to start the program.

Holdback Status Report – Meghan Muguira/Russell Duke

For the current fiscal year, our state general fund appropriation will be cut by 6% (\$130,000) with additional cuts possible. The state contribution makes up approximately 20% of our overall budget. The program cuts made last year have positioned us so that we can absorb this initial holdback.

Serving Valley, Elmore, Boise, and Ada Counties

Ada / Boise County Office
707 N. Armstrong Pl.
Boise, ID 83704
Enviro. Health: 327-7499
Family Planning: 327-7400
Immunizations: 327-7450
Senior Nutrition: 327-7460
WIC: 327-7488
FAX: 327-8500

Elmore County Office
520 E. 8th St. North
Mountain Home, ID 83647
Enviro. Health: 587-9225
Family Health: 587-4407
WIC: 587-4409
FAX: 587-3521

Valley County Office
703 N. 1st St.
P.O. Box 1448
McCall, ID 83638
Ph. 634-7194
FAX: 634-2174

**Information Technology Audit Report by Chris Culig and Ryan Coates from Right! Systems Inc. - Russell Duke**  
Ryan Coates from Right! Systems, Inc. presented a high level audit report that reflected the strengths and weaknesses of the current network and server infrastructure at Central District Health Department (CDHD) along with recommendations for future needs. At our next Board meeting, Margaret Ross will report back on how we will move forward addressing both short and long term recommendations.

**H1N1 Flu Update - Nikki Sakata/Rob Howarth**

Nikki Sakata, Public Health Preparedness and Communicable Disease Control Manager, and Rob Howarth, Environmental Health Manager, provided an update on H1N1 in our district and provided us a copy of our vaccine distribution plan that has been initiated. CDHD has its infrastructure in place. We have over 300 MRC volunteers registered to assist along with staff to execute the plan. Dave Fotsch, PIO, is working on keeping the public informed on current events and correct information through different mediums including our call center that is being inundated. Our first public clinic will be October 24 here in Boise. Vaccine was sent to both Boise and Valley Counties on October 15. We will hold public clinics weekly and strike teams will be administering vaccines in schools throughout the district.

**Break – Steven Scanlin**

**Breach of Privacy Policy – Meghan Muguira**

The Health Information Technology for Economic and Clinical Health Act passed in February 2009 strengthens and expands HIPAA, requiring additional notification for breach of privacy and provides increased fines and penalties for violations. Meghan presented the Privacy Breach Notification Policy for CDHD based on the Medical Association template.

**Motion:** Commissioner Frank Eld made a motion to adopt the Privacy Breach Notification Policy; Commissioner Connie Crusier seconded; no further discussion; all in favor; motion carried unanimously.

**Red Flag Policy – Meghan Muguira**

The Identify Theft/Misidentification (“Red Flag”) Policy was developed in response to Federal Trade Commission Regulations, requiring that we develop and implement an identity theft prevention and detection program. Meghan presented the Identify Theft/Misidentification (“Red Flag”) Policy for CDHD based on the Medical Association template. It is designed to detect, prevent, and mitigate identity theft in connection with those extended credit accounts.

**Motion:** Commissioner Frank Eld made a motion to adopt the Identify Theft/Misidentification (“Red Flag”) Policy; Dr. Jane Young seconded; further discussion; all in favor; motion carried unanimously.

**Further Discussion:** Attachment B needs to be labeled within the policy.

**Pharmacy Resolution – Russell Duke**

The Pharmacy Resolution submitted by our Board and approved at Idaho Association of Local Boards of Health (IAB) on May 29, 2009, needs to be updated. Specifically, all districts agree that we need to include licensed practical nurses to be able to perform these services. The revision would include authority to prescribe prenatal vitamins, contraceptives, antiviral medications for STIs and TB medications. It is anticipated that this change in the law would potentially save the districts \$65,000 - \$100,000 annually.

**Motion:** Betty Ann Nettleton made a motion adopt the amended Pharmacy Resolution as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried unanimously.

**Hiring Policy Regarding Tobacco Use – Russell Duke**

We submitted a resolution to the 2009 Annual IAB meeting regarding a stated preference to hire non-smokers for equally qualified candidates, which was not approved by the full body. Russell Duke asked the Board for approval to implement this type of policy for CDHD. If approved, we will post on our website and all position announcements that are specific to us that we give preference to non-tobacco users for equally qualified job applicants. A motion was made followed by further discussion.

**Motion:** Dr. Jane Young made a motion to amend the resolution state that we give preference to applicant with serologic negative nicotine lab result; Betty Ann Nettleton seconded; further discussion; motion failed.

**Further Discussion:** After further discussion, the Board agreed they need a clear definition of tobacco use including smoke-less tobacco and serologic negative nicotine lab result prior to hiring.

**Director's Report – Russell Duke**

CDHD Shirts: We will be purchasing one shirt per staff member this year.

NALBOH Update: Steve Scanlin was elected to the NALBOH Board of Directors for a three year appointment.

**Director's Performance Review – Steven Scanlin**

Russell Duke's performance review will be discussed under Executive Session.

**Executive Session**

**Motion:** Commissioner Frank Eld made a motion to go into Executive Session under Idaho Code 67-2345 (b) and Dr. Jane Young seconded. The motion was carried unanimously by roll call vote individually - Betty Ann Nettleton, Connie Cruser, Frank Eld, Jane Young, and Steve Scanlin

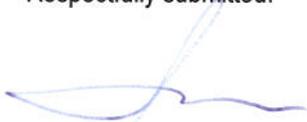
**Motion:** Commissioner Connie Cruser made a motion to come out of Executive Session and Betty Ann Nettleton seconded. The motion was carried unanimously by roll call vote individually - Betty Ann Nettleton, Connie Cruser, Frank Eld, Jane Young, and Steve Scanlin.

**Adjournment – Steven Scanlin**

**Motion:** There being no further business, Betty Ann Nettleton moved to adjourn the meeting; Commissioner Connie Cruser seconded; no further discussion; all in favor; motion carried.

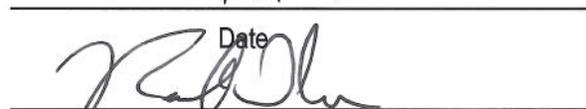
Meeting adjourned at 12:35 p.m.

Respectfully submitted:



Steven F. Scanlin, Chairman

12/13/09



Russell A. Duke, Secretary