



BOARD OF HEALTH MEETING MINUTES
Tuesday, January 25, 2022

BOARD MEMBERS:

Georgia Hanigan, Commissioner, Payette County – present via Zoom
Lyndon Haines, Commissioner, Washington County – present
Keri Smith, Commissioner, Canyon County – present via Zoom
Kelly Aberasturi, Commissioner, Owyhee County – present via Zoom
Viki Purdy, Commissioner, Adams County – present
Sam Summers, MD, Physician Representative – present
Bryan Elliott, Commissioner, Gem County – present

STAFF MEMBERS:

In person: Nikki Zogg, Katrina Williams, Josh Campbell, Colt Dickman, Sarah Price, Charlene Cariou, Mitch Kiester

Via Zoom: Troy Cunningham, Ashley Anderson, Doug Doney, Chuck Washington, Ricky Bowman, Robin Doney

GUESTS: Tricia Hebdon, Idaho Department of Fish and Game, and members of the public attended the meeting.

CALL THE MEETING TO ORDER

Chairman Bryan Elliott called the meeting to order at 10:02 a.m.

PLEDGE OF ALLEGIANCE

Meeting attendees participated in the pledge of allegiance.

ROLL CALL

Commissioner Aberasturi – present via Zoom; Dr. Summers – present; Chairman Elliott – present; Commissioner Hanigan – present via Zoom; Commissioner Purdy – present; Commissioner Haines – present; Commissioner Smith – present via Zoom.

REQUEST FOR ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA

Nikki asked to remove the Clinic Services Update agenda item due to Josh Campbell's availability. This topic will be carried over to the February agenda.

MOTION: Commissioner Haines made a motion to accept the agenda with the requested change. Dr. Summers seconded the motion. All in favor; motion carries.

APPROVAL OF MINUTES – NOVEMBER 16, 2021

MOTION: Commissioner Haines made a motion to approve the December 14, 2021 Board of Health meeting minutes as presented. Commissioner Smith seconded the motion. All in favor; motion passes.

IN-PERSON PUBLIC COMMENT

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Members of the public attended the meeting and provided in-person public comment. Topics included vaccine safety and Reducing the Risk (RTR) curriculum. Concerns about permission slips for the curriculum being presented in classrooms were discussed.

Board members asked whether an opt-in system for students to receive the RTR curriculum can be implemented. Nikki will add this topic to the February meeting agenda. Commissioner Purdy asked if it is possible to request a copy of the Reduce the Risk curriculum. Nikki will provide that the curriculum to Board members in advance.

OPEN DISCUSSION

Board members participated in open discussion. Commissioner Purdy asked for the names of the legislative review panel for the Citizen Review Panel. Nikki responded that there is a legislative oversight committee for the Citizen Review Panel and will provide the names to Commissioner Purdy.

INTRODUCTION OF NEW EMPLOYEES

Division administrators introduced new staff and Nikki introduced Colt Dickman, Environmental and Community Health Services Division Administrator.

DECEMBER 2021 EXPENDITURE AND REVENUE REPORT

Troy Cunningham, SWDH Financial Manager, presented the December 2021 Expenditure and Revenue Report. Troy explained that the agency is about halfway through the fiscal year and the agency is on target. Revenues are on target; personnel expenditures and operating expenditures are down slightly.

FISCAL YEAR 2022 BUDGET REVISION REQUEST

Troy Cunningham presented a Fiscal Year 2022 Budget Revision Request. Troy explained that during development of the fiscal year budget, program managers and division administrators use historical information to make projections. Revisiting budget status part-way through the fiscal year allows projections to rely on the data from the first part of the fiscal year.

Halfway through Fiscal Year 2022, Troy explained that SWDH revenues have increased slightly due to some new grants as well as receipt of Coronavirus Financial Advisory Committee (CFAC) funds. The CFAC funds are reimbursement for costs incurred in Fiscal Year 2021. Expenditures decreased slightly primarily due to decreased personnel expenditures attributed primarily to high vacancies particularly in the clinic services division.

The overall budget shift is \$283,648. Troy explained that in his work with state agencies and other agencies the budget revision is intended to help staff dealing with budget processes to develop more focused projections.

Commissioner Aberasturi asked whether SWDH will continue to follow the state budget process or move to align more with county timeline and processes. Troy explained that the current SWDH budgeting process will remain the same and will remain on the state cycle. There has been no conversation to move to the county fiscal year.

MOTION: Commissioner Smith made a motion to approve the Fiscal Year 2022 Budget Revision Request as presented. Commissioner Haines seconded the motion. All in favor; motion passes.

BOARD COMMITTED FUNDS

Troy Cunningham explained that reimbursement funds from the CFAC (Coronavirus Financial Advisory Committee) have been received. These dollars were initially expended as district dollars for COVID response expenses in Fiscal Year 2021 in the amount of \$488,314 and then reimbursed following the completion of a very lengthy reimbursement process for the CFAC. The reimbursement funds were received in Fiscal Year 2022 rather than Fiscal Year 2021. Troy sought input from divisions regarding proposed expenditures of funds. Using that input, Troy proposed the Board commit the funds as follows: facility improvements of \$138,000; 27th pay period funds of \$129,314; county collaboration projects of \$70,000, mobile clinic/events unit of \$130,000; employee development and engagement of \$20,000; and an EKG machine of \$1,000.

Commissioner Aberasturi asked for clarification of facility improvements as the state is strict about taxpayer dollars sitting unused. Nikki explained that the facility improvement fund represents dollars set aside to fund needed building improvements such as roofing. The district does not have access to the state's building fund and cannot levy taxes; therefore, the district needs to save for larger building improvement or replacement projects.

MOTION: Commissioner Smith made a motion to approve the designation of Board committed funds as presented. Commissioner Purdy seconded the motion. All in favor; motion passes.

EMPLOYEE RETENTION UPDATE

Sarah Price presented an update on employee retention and explained our agency's efforts to recruit and retain. Last time Sarah spoke, there was a 33% employee turnover rate. Since that time, the turnover rate has dropped to 14% between August 2021 – December 2021 largely aligning with the 5% merit-based increase. Sarah highlighted some increased costs of living including increased housing and fuel. Sarah evaluated the 12 separations that have been processed and surveyed them to see their reasons for leaving. Of those, 1 retirement, 1 returned to education, and 10 left for better paying jobs.

In addition to the 5% merit-based increase provided, SWDH is working to better communicate benefits of the jobs to help increase recruitment and retention, has developed and pushed out a pulse survey assessing and addressing burnout, and has implemented flexible hybrid remote/onsite schedules.

CHRONIC WASTING DISEASE (CWD) UPDATE

Tricia Hebdon, Idaho Department of Fish and Game Wildlife Health Program Coordinator, provided information to Board members regarding chronic wasting disease (CWD). Chronic wasting disease is an infectious disease caused by a prion that affects deer and elk and was first identified in Idaho in 2021. This topic is relevant to public health because the disease is deadly to deer and elk herds, which are a food source for people. There is also concern that CWD has the potential to jump species and impact humans as has been seen with other prion diseases. The disease can infect animals for several years and is highly contagious through direct nose to nose contact and is also shed in urine and feces. The prion can also exist in the environment and be picked up by susceptible animals; therefore, it is vitally important that carcasses be disposed of in a place that reduces the risk of the disease spreading. Idaho Fish and Game is working to identify landfills across the state to be carcass disposal sites. Pickles Butte and Clay Peak are two landfills within SWDH's boundaries that are potential disposal sites for infected carcasses. She provided information about how to better design landfills to receive these materials and explained that areas with clay-based, non-porous soils are the best places to dispose of affected carcasses.

SEWAGE PROGRAM FEES

Mitch Kiester, SWDH Program Manager, presented a request for a sub-surface sewage fee. He provided background information and explained that when a subsurface sewing application is submitted, the applicant has one year from the time of application is initiated to convert it to a permit. The permit is them good for a one-year period and the the individual has one year to have the system installed and finalized by one of the SWDH inspectors. If either of these deadlines pass without a request for a renewal, the customer is required by Idaho rule to reapply for the application or permit. This information is very clearly conveyed, in writing, during the application process. Sometimes there are extenuating circumstances that delay the process, and the customer can pay \$100 to renew the application or permit for an additional year if less than a year has passed since the date of issue.

Mitch proposed allowing SWDH to implement a new fee called a no test hole/no site evaluation and if an individual has an application or permit that has expired the existing data in most instances can be used to reissue a permit at half the original cost to rewrite the permit, conduct trench investigations, site evaluations if needed, and finalize the application.

This new fee would allow the customer to pay 50% of the original fee. Currently, a customer is expected to pay the full cost if the application or permit have expired. Board members discussed how to accommodate customers who are conducting groundwater monitoring that takes longer than a year. Mitch clarified that a permit is not issued until the groundwater monitoring is complete.

Commissioner Purdy has some questions about why we need to ask for another partial fee. Mitch clarified the process of test hole fee, permit fee, and the one-year limit for that permit fee. He explained that the IDAPA (Idaho Administrative Procedures Act) is being followed with these permit expiration dates. Commissioner Purdy discussed Adams County's short building window.

MOTION: Commissioner Haines made a motion to approve the requested no test hole/no site evaluation permit.

The motion was not seconded.

Commissioner Hanigan asked if there is an opportunity to set up a liability account for those permits that have not been set up yet? Troy explained that there is a potential to allow pursuing a liability account. Troy can reach out to his peer at other health districts to see if they use this ability.

Commissioner Purdy voiced non-support of the no test hole permit fee of \$425 and suggested paperwork could be completed for less than \$425. Nikki asked if Commissioner Purdy would like to propose a different fee.

Commissioner Haines supports allowing a fee to save the customer money. If a customer has the knowledge to complete the process within a year, there is some responsibility on the customer's part to initiate the renewal if the application or permit are at risk of expiring. He stated that an explanation of the costs involved would be helpful.

Commissioner Aberasturi is hesitant to go forward with any fee approval without going through legal first if the IDAPA fee process is not followed. He stated that by law the health district cannot make money off of a fee and can only cover costs.

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MOTION: Commissioner Purdy made a Motion to make it a \$100 fee to renew an expired permit for an additional one-year period.

The motion was not seconded.

Dr. Summers asked if this matter needs to be discussed with legal counsel first. Commissioner Hanigan concurs that a more in-depth look and review to analyze what can and cannot be done in fee setting is appropriate. Commissioner Haines asked for a more detailed breakdown of what goes into the \$450 fee renewal and for an answer to whether we can legally add a new fee.

MOTION: Commissioner Haines made a motion to request a more detailed breakdown of where the \$450 comes from and to ask legal counsel if we can add a new fee. Dr. Summers seconded the motion. All in favor; motion passes.

Nikki asked for clarification on what to seek from legal counsel. Board members asked Nikki to clarify that the one-year period is fixed and is in the Idaho Administrative Procedure Act (IDAPA) rules and that our fee calculations ensure we are not making money on that fee. Nikki noted there is precedence for this in at least one other health district.

YOUTH BEHAVIORAL HEALTH

Nikki Zogg, District Director, provided an update on efforts to address gaps and needs surrounding youth behavioral health. Nikki explained some of the funding options and asked for feedback. Nikki has visited with District 4 and they may be interested in participating. The next steps would be to formalize the support services and develop a roadmap to move from planning to implementation. She explained the goal is not to run a youth crisis center but recognize the need for youth behavioral health services in our community and work with community partners to leverage the resources necessary to fill the gaps and address the needs. Nikki asked for guidance from board members on how to best proceed.

Board members discussed existing resources including the Behavioral Health Board (BHB). There are several folks serving on the BHB who are attending the youth crisis services community meetings.

CLINIC SERVICES UPDATE

This presentation will be postponed to a future Board of Health meeting date.

DIRECTOR'S REPORT

Department of Health and Welfare Memorandum of Understanding (MOU)

Nikki Zogg presented a draft intended to replace language on delegation of authorities between the departments and the districts. The agreement specifically addresses the communicable disease control, food protection, and public pool inspection programs. The health districts and the districts' legal counsel have been involved in these conversations and with the negotiations of these agreements.

State Controller's Office Memorandum of Understanding

The directors and legal counsel have been involved in the development of this MOU as well to be consistent with the agreements currently in place. The agreements with the State Controller's Office (SCO) are for them to provide payroll, accounting, and billing services. The biggest change is the SCO is moving to a new electronic system called Luma. Nikki explained the changes to sick leave and vacation.

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Legislative Update

There has not been a lot of legislative activity so far in the session. The Governor's budget recommendation regarding Millenium fund appropriation for public health districts is that the allocation of funding be cut completely out of health district budgets. The potential financial impact of this recommendation is over \$700,000 statewide, and approximately \$130,000 to SWDH.

Strategic Plan Update

Nikki asked commissioners to provide input on the services they would like to see as SWDH works to update its strategic plan. She has sent a survey link out and asked Board members to respond.

Letter to Governor/COVID Response

Several months ago, Nikki sent a letter on behalf of the board to Governor Little requesting a different statewide approach to the pandemic response. Following the initial letter to the Governor, there was both written and verbal conversations between Nikki and the Department of Health and Welfare and Idaho Office of Emergency Management. However, there was no resolution or closure on the matter. Nikki asked if the board would like any further follow-up and the board provided guidance that it was not necessary.

Commissioner Purdy asked about the tobacco program and whether SWDH is doing anything to curb the vaping among youth. She noted that Governor Little took a big campaign donation from Juul and asked whether the tobacco cessation program will be eliminated. Nikki is unsure of how the tobacco cessation program funding will be impacted if the millennium fund appropriation is removed. One additional resource for funding might be a telecommunications fee for the 9-8-8 resource.

There being no further business the meeting adjourned at 1:44 p.m.

Respectfully submitted:



Nikole Zogg
Secretary to the Board

Approved as written:



Bryan Elliott
Chairman

Dated: February 24, 2022