



BOARD OF HEALTH MEETING MINUTES
Tuesday, April 26, 2022

BOARD MEMBERS:

Georgia Hanigan, Commissioner, Payette County – present (via Zoom)
Lyndon Haines, Commissioner, Washington County – present
Keri Smith, Commissioner, Canyon County – present
Kelly Aberasturi, Commissioner, Owyhee County – present
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, Robert Griffard, Sam Kenney

Via Zoom: Troy Cunningham, Ashley Anderson, Doug Doney,

GUESTS: No members of the public attended the meeting.

CALL THE MEETING TO ORDER

Chairman Bryan Elliott called the meeting to order at 9:04 a.m.

PLEDGE OF ALLEGIANCE

Meeting attendees participated in the pledge of allegiance.

ROLL CALL

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

REQUEST FOR ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA

Commissioner Elliott asked that the action items for Fiscal Year 2023 County Contributions and Fiscal Year 2023 Budget Proposal be combined into one agenda item.

MOTION: Commissioner Purdy made a motion to combine the two agenda items as requested. Commissioner Haines seconded the motion. All in favor; motion carries.

Commissioner Elliott asked that the agenda as amended be approved.

MOTION: Commissioner Haines made a motion to approve the agenda. Dr. Summers seconded the motion. All in favor; motion carries.

APPROVAL OF MINUTES – MARCH 15, 2022

MOTION: Commissioner Smith made a motion to approve the March 15, 2022 Board of Health meeting minutes as presented. Commissioner Haines seconded the motion. All in favor; motion passes.

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IN-PERSON PUBLIC COMMENT

No members of the public attended the meeting to provide in-person public comment.

OPEN DISCUSSION

Commissioner Purdy presented a screen shot of a portion of a federal law stating that no student shall be required to complete a survey with parental consent. Commissioner Smith suggested that the key to this is that while SWDH does perform surveys, the surveys are not required. Students may complete it on a voluntary basis and this ensures compliance with the law. Chairman Elliott suggested providing the Board members with the complete law rather than a screenshot of a portion to ensure that the whole law, statute or code is being reviewed.

Commissioner Smith discussed an inquiry she received from a constituent regarding nitrate priority areas and water testing. The homeowner has interest in having the nitrate priority area designation removed from their property. Colt explained that private companies offer testing services; however, the most cost-effective method is for the constituent to bring a water sample into SWDH and for minimal processing and courier fees staff will ship it to the lab for testing. Department of Environmental Quality (DEQ) will then determine if those thresholds are at an acceptable level. Colt also discussed methods for collecting water samples and explained that when collecting the water sample for well water testing there are some suggestions for how long the tap runs.

INTRODUCTION OF NEW EMPLOYEES

No new employees were introduced.

MARCH 2022 EXPENDITURE AND REVENUE REPORT

Troy Cunningham, SWDH Financial Manager, presented the March 2022 Expenditure and Revenue Report. The target for this point in the fiscal year is approximately 75%. Troy explained that both revenues and expenditures are on target. Operating and capital outlay balances are still impacted by some project delays. Troy also presented graphs showing revenue and expenditure trends.

Restricted and committed fund status remain the same as last month.

Following Board member questions regarding the Behavioral Health Board committed funds and how long it will take to transition fiduciary oversight of the Behavioral Health Board (BHB) to Division of Behavioral Health (DBH), Nikki responded that the contract does terminate the end of April. Division of Behavioral Health staff are working to provide administrative support in the short-term. The only work we may need to continue past the contract date is the website maintenance to post meeting minutes and agendas as SWDH has agreed to do and some of the carryover funding may help to support that.

Commissioner Purdy asked if a list of COVID incentive grants and their amounts can be provided. Troy explained that there is one main grant specific to the COVID funds. The grant was included in the quarterly report that was recently provided to Board members. This specific funding is intended for anyone who provided COVID vaccinations. These funds have been moved into restricted funds and will be expended in a manner the grant would allow. Troy explained the reason we monitor these incentive funds is to ensure any unspent funds are returned.

WIDCCC QUARTERLY UPDATE

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Sam Kenney, SWDH Project Manager, presented information on the Western Idaho Community Crisis Center (WIDCCC) which is nearing the end of the fourth quarter of its third year of operation. Sam highlighted admissions. Overall, the admissions over the last three years increased. The unduplicated admissions remained fairly consistent between 2020 and 2021 seeing an average of 53 unduplicated admissions per month, meaning those are brand new visitors to the crisis center. During 2021 and 2022 a decline in regular admissions correlated to the re-opening and then closing of the men's shelter.

The crisis center served individuals from 16 different counties. 83% of those served are from Canyon County. The transportation grant WIDCCC received allowed several Adams County residents to utilize the crisis center. Sam explained that of the 5 daily average admissions, the acuity rate is higher and those individuals require more in-depth assessment and treatment.

Sam also provided information on the 9-8-8 number that will be implemented July 1, 2022 for behavioral health crisis calls.

ENVIRONMENTAL HEALTH FEES

Colt Dickman, Environmental and Community Health Services Division Administrator, presented information regarding Environmental Health fees for solid waste. Colt explained that the current solid waste fee structure was based on an assigned risk factor. The new proposed fee structure covers the cost required for the inspections such as travel, review time, and operating plan review. The proposed fee does not cover any nuisances or other solid waste-related topics.

Colt's team will be working to more accurately define nuisances so that the cost information can be brought back to Board members. Is it a septic nuisance? Is it a solid waste nuisance? Colt explained that as it pertains to solid waste, an example of a nuisance would be a pile of trash on the side of the road, or a neighbor with a personal junkyard in his backyard.

Chairman Elliott and other board members expressed appreciation for the new fee schedule. Colt clarified that the fees do not cover any other solid waste actions.

Colt provided some considerations for additional costs for actions like chronic wasting disease that may not be equitable based on which county is paying.

MOTION: Commissioner Purdy made a motion to accept the solid waste fees as presented. Commissioner Smith seconded the motion. All in favor; motion passes.

Colt also presented information on a proposed Environmental Health Consultation Fee. There are times where staff are completing work with no ability to account it and no fee structure to cover the work being done. Colt proposed a fee of \$72/hour consultation fee for labor cost in situations when a customer requests actions that SWDH staff can perform but do not have a specific fee to utilize. In one recent example, SWDH was asked by a Everlast Concrete to inspect retention tanks. Southwest District Health staff have the expertise to perform this work, but there is no specific fee to recover the cost.

The consultation fee will only be allowed after a written quote is provided to the customer and the Division Administrator has approved.

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MOTION: Commissioner Smith made a motion to accept the hourly consulting fee of \$72/hour as presented. Commissioner Aberasturi seconded the motion. All in favor; motion passes.

In conclusion, Colt provided follow up information on Commissioner Smith's previous nitrate priority area and water testing question. Southwest District Health can test private water systems for \$100. Department of Environmental Quality (DEQ) makes periodic adjustments to nitrate areas and in the past revisions were made in 2007, 2008, 2014, 2018 and 2020. Colt will find out if a homeowner can ask for a revision in their area.

Colt also clarified that it is the homeowners' responsibility to monitor their private water system.

EMPLOYEE RETENTION AND SALARY ASSESSMENT

Sarah Price, Human Resources Manager, provided information on employee retention and the rates of inflation. She also presented information on increases implemented by the counties SWDH serves and some of Idaho's other health districts' employee compensation plans. Sarah explained that of the nine SWDH staff separations in the past fiscal year, seven left for a higher paying job and two left for a job within the State of Idaho job system.

In an effort to retain employees, Sarah explained that Human Resources contracted with Human Resources Pro to conduct a regional salary assessment. Sarah introduced Robert Griffard to provide information on the data and techniques used during that assessment. Robert provided information on the data used and explained that the company reviewed duties, responsibilities, and qualifications to develop a match for a job and compared the salaries for each position.

Commissioner Smith asked if there is a specific recommendation, will it be included in the budget? Commissioner Elliott requested a concise analysis, not so much how we got there but a summary of what it all means. Nikki explained that as a result of this analysis, 22 of our staff were below the 10th percentile and 5 were over the 90th percentile. Southwest District Health's goal is to operate in a lead-lag environment at the 10th percentile. Operating in the lead-lag position allows SWDH to provide changes in employee compensation at the beginning of the fiscal year to remain competitive in the current job market and then review and adjust salaries as needed at the end of the fiscal year when wages will typically fall behind compared to the region's job market. Because of the robust benefits package, the 10th percentile is a competitive spot for the organization. Based on the assessment results, Nikki approved salary adjustments for the 22 under compensated staff.

CHANGE IN EMPLOYEE COMPENSATION PLAN

In previous years, the Change in Employee Compensation Plan was required to be submitted to the Division of Financial Management (DFM) and Division of Human Resources (DHR) before any changes were implemented. This plan outlines how we compensate staff, including but not limited to reclassifications, transfers, and cost of living increases. Nikki asked that Board members consider approving this document as part of the plan for SWDH employee compensation. Nikki added that the Director has the authority to set and change the rate of pay. However, the Board is responsible for approving organizational-wide cost of living or performance-based increases.

Commissioner Aberasturi asked if there are restrictions for moving funds between operating and personnel. Nikki clarified that money in the district's operating budget cannot be moved to personnel

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without Board of Health approval. Money can be moved from personnel down to operating without board approval.

MOTION: Commissioner Smith made a motion to approve the Change in Employee Compensation Plan as presented. Commissioner Haines seconded the motion. All in favor; motion passes.

FISCAL YEAR 2023 EMPLOYEE COMPENSATION

Nikki provided a verbal request for Board members to consider approval of a 3% cost of living adjustment (COLA). She explained that the basis for this is that historically the state pay schedule has been utilized. That state pay structure is making a 3% upward shift this year. As we add employees during the coming year, that 3% will create compression issues. For fiscal year 2023, in addition to the COLA, Nikki also asked for approval for a 2% performance-based increase.

Commissioner Purdy appreciates retaining employees but conveyed concerns about an impending economic downturn.

Commissioner Smith explained that Canyon County has implemented significant increases and explained the importance of being willing to adjust to a market that fails. Jobs are not guaranteed if the market fails and she emphasized the importance of taking care of those employees now.

Commissioner Haines asked if there is an estimate for how much it costs to train a new employee. Is there a monetary value to the training aspect? Sarah explained it depends on the position, but the average is about \$15,000 to train an employee assuming we hire and train in the first-round of hiring. Currently, we often go third, fourth or fifth recruitment rounds and are changing position requirements and job postings.

Commissioner Elliott added that coming from the private sector most of his life, an economic downturn will allow lower wages and elimination of low performers but noted that the elimination and wage adjustment rarely happens in government.

Dr. Summers perceives the ability to adjust to economic impact as existing through the cost-of-living adjustment (COLA).

Commissioner Aberasturi noted that Owyhee County just completed a wage study indicating Owyhee County is 34% below market value. The County just implemented a 10% increase despite the uncertainty of the sustainability of that. The increase aims to retain their law enforcement officers, corrections employees, and other staff.

Commissioner Haines asked that the 3% COLA and the 2% merit-based increase be moved forward today with the opportunity to consider options for additional employee compensation next month. Nikki asked Troy for his input. Troy does not have much further input and appreciates the conversation from Board members. A request for more than 5% has not been considered. Sarah agrees with 5% not potentially being enough and pointed to the statistics for the seven staff who left SWDH leaving for higher paying jobs.

Troy explained timelines of getting the budget approved within our statutory timeframe. If we do have a special meeting, getting and changes to the budget proposal turned around and input into an official

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budget may be challenge. Troy is supportive of Board members preference for moving forward and a special meeting may be beneficial just for this topic of additional employee compensation.

Nikki asked that the Board approve the requested 3% COLA and 2% merit-based increases to be implemented effective July 1. Nikki asked Troy if these increases could be implemented sooner if that is the Board's wishes. Troy confirmed that based on the personnel savings in the current fiscal year there is room to implement the increases immediately.

MOTION: Commissioner Aberasturi moved that the requested COLA and merit-based increases be implemented as soon as the next pay period. Commissioner Haines seconded the motion. All in favor; motion passes.

Troy explained that an additional performance-based increase will impact the personnel budget and require some adjustments.

FISCAL YEAR 2023 COUNTY CONTRIBUTIONS AND FISCAL YEAR 2023 BUDGET PROPOSAL

Nikki explained that each year during our budget development, an increase in the county contribution to the district budget is considered and often requested. This year the district is asking the board to consider supporting a 3% increase in county contributions. Last year, the board supported a 0% increase due to the uncertainty of the impacts of House Bill 316.

Chairman Elliott is hesitant to support this without discussing it with his other county commissioners. He is not in a position to speak monetarily for the support of his other commissioners. He would accept a recommendation and take it to his board to see their thoughts.

Other Board members also requested time to discuss the recommendations with their Boards of Commissioners. Nikki and Troy explained that typically each year as we finalize the budget is present a recommendation to the Board of Health on county contributions then the budget is adjusted accordingly based on that recommendation. Those calculations are then input into the proposed budget for the Budget Committee to vote on.

Commissioner Aberasturi suggested perhaps moving this process earlier by a month to allow Board members to have this information earlier.

Board members prefer to not approve a county contribution increase without time to take it back to get the input from other commissioners.

Commissioner Smith explained her county's efforts to reduce the impact to tax payers by not taking a 3% property tax increase. She noted that property tax relief is the number one topic people want to talk about as it seems all of the districts – fire, highway, school, cemetery – are also looking for increases.

This topic will be postponed and a special meeting date will be set to discuss employee compensation options and to review the county contribution increases and proposed fiscal year 2023 budget.

DIRECTOR'S REPORT

Budget Committee Proxy Forms

Proxy forms for the budget committee will be sent to the County Clerks. The Budget Committee is comprised of the Chairman of each Board of County Commissioners.

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Board of Health Term Expirations

Commissioner Hanigan and Commissioner Elliott are due to have their terms renewed. Those forms will be sent to the counties for reappointment.

Summer Idaho Association of District Boards of Health (IADBH) Meeting Proxy Forms

Board members not planning to attend can give a proxy vote to another Board member. Board members are opposed to a virtual meeting and invite CDH board members to come here.

Opioid Settlement Discussion

At the May Board meeting, we will plan to discuss this settlement and how best to utilize the funds across the region. Counties, SWDH, and the cities of Caldwell and Nampa all received settlement funding.

Behavioral Health Board Update

The contract will terminate at the end of the month. Division of Behavioral Health (DBH) plans to provide administrative support in the short-term. Long-term plans have not yet been determined.

EXECUTIVE SESSION

At 11:56 a.m. Commissioner Elliott made a motion to go into Executive Session pursuant to Idaho Code 74-206(b). Commissioner Haines seconded the motion. Roll was taken. All in favor.

At 12:08 p.m. Board members came out of Executive Session.

Action taken as a result of Executive Session

MOTION: Commissioner Smith made a motion to increase the District Director’s rate of pay to \$58.00 per hour. One opposed; motion passes.

There being no further business the meeting adjourned at 12:14 p.m.

Respectfully submitted:



Nikole Zogg
Secretary to the Board

Approved as written:



Bryan Elliott
Chairman

Date: May 24, 2022