



BOARD OF HEALTH MEETING MINUTES
Thursday, December 20, 2022

BOARD MEMBERS:

Jennifer Riebe, Commissioner, Payette County – not present
Lyndon Haines, Commissioner, Washington County – present
Keri Smith, Canyon County – present
Kelly Aberasturi, Commissioner, Owyhee County – present
Viki Purdy, Commissioner, Adams County – present
Sam Summers, MD, Physician Representative – present
Gem County Board of Health Representative – vacant

STAFF MEMBERS:

In person: Nikki Zogg, Katrina Williams, Josh Campbell, Colt Dickman, Shawn White, Doug Doney

Via Zoom: Troy Cunningham, Jeff Renn

GUESTS: One member of the public attended.

CALL THE MEETING TO ORDER

Vice-Chairman Kelly Aberasturi called the meeting to order at 10:01 a.m.

PLEDGE OF ALLEGIANCE

Meeting attendees participated in the pledge of allegiance.

ROLL CALL

Vice Chairman Aberasturi – present; Dr. Summers – present; Commissioner Purdy – present;
Commissioner Haines – present; Commissioner Smith – present; Commissioner Riebe – not present.

REQUEST FOR ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA

Vice-Chairman Kelly Aberasturi asked for additional agenda items. Board members had no additional agenda items or changes to the agenda as presented. Dr. Summers seconded the motion. All in favor; motion passes.

IN-PERSON PUBLIC COMMENT

No public comment was made.

OPEN DISCUSSION

Board members had no topics for open discussion.

APPROVAL OF MEETING MINUTES – NOVEMBER 15, 2022

Board members reviewed meeting minutes from the meeting held November 15, 2022.

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

INTRODUCTION OF NEW EMPLOYEES

There were no new employees to introduce.

NOVEMBER 2022 EXPENDITURE AND REVENUE REPORT

Troy Cunningham, SWDH Financial Manager, presented the November 2022 Expenditure and Revenue Report. At this point in the fiscal year, the target rate is 41.7%. Board members and staff discussed the decrease in contract and fee revenue. Capital outlay expenses should increase as projects are initiated and completed during this last part of this fiscal year. Troy also explained that following the budget revision he expects budget numbers to tighten up a bit.

Board members asked for further information about the reduced contract and fee revenues. On the clinic side, staff are now hired and are available to provide billable services. Nikki explained that environmental health fees have declined partly due to a slowing in the rate of building and billable clinic services declined due to a gap in staffing. Contract revenues have been discussed internally. These additional funds are either not being billed or are not coming in yet. Nikki deferred to Division Administrators for further information.

Colt Dickman, Environmental and Community Health Services Division Administrator, explained that the food program fees are typically \$150,000 - \$200,000 short each year and require county contributions to sustain. Josh Campbell, Family and Clinic Services Division Administrator, added that hiring and credentialing of the Nurse Practitioner position took longer than anticipated and is now ramping up. He also explained that part of the decrease in contract fees is due to inability to use some of the COVID funds for immunizations.

PROPOSED CHANGES TO EXPENDITURE AND REVENUE REPORT

As requested at the November Board meeting, Troy made some changes to the expenditure and revenue report. The charts and data will be removed and provided as part of the yearly budget request. Troy addressed questions surrounding where county contributions are used and where are they currently going. The finance team created a table based on revenues versus expenditures to help show percentages that come directly from the budget requests from the counties. He then pulled data from each division to see broadly where the county contribution funds go. Board members appreciate the new format and ask Troy to continue providing this information.

BOARD OF HEALTH LEADERSHIP POSITIONS

Board members continued discussion of electing new Board leadership positions following resignations from Commissioners Hanigan and Elliott who served as Executive Council representative/Trustee and Board Chairman, respectively. The role of trustee is defined in statute. Any state appropriated funding that comes to all seven public health districts is allocated through a formula determined by the trustees. The Executive Council members primarily assist with advancing resolutions, policy matters impacting the districts or public health, and help to advocate for policy change with the legislature. The Trustee and Executive Council member can be the same and can also be the Chairman of the Board.

At the November Board of Health meeting, Commissioner Haines indicated he is willing to consider serving as Board of Health Vice-Chairman. Commissioner Purdy expressed interest in assisting with the legislative change lobbying.

MOTION: Commissioner Smith made a motion to appoint Commissioner Kelly Aberasturi as Board of Health Chairman and Lyndon Haines as Board of Health Vice-Chairman. Commissioner Purdy seconded the motion. All in favor; motion passes.

The Trustee and Executive Council representative appointment will be discussed following the discussion of Board member orientation, roles and responsibilities.

BOARD OF HEALTH MEMBER ORIENTATION INPUT

Last month, Nikki asked Board members to review the revised orientation materials for incoming Board of Health members for the orientation process that SWDH implemented several years ago. Nikki also asked Board members to review a document she drafted that clearly articulates the role, responsibilities, and authorities of Board members.

Nikki asked specifically for input on budget related items, and the use of images versus words that might be more helpful in conveying information. Commissioner Smith suggested the use of a bubble chart on page 12 to help provide a visual description of which services are most provided.

Chairman Aberasturi suggested including cost savings to counties for the crisis center. Commissioner Purdy asked that the services be attached to the grant they are coming from. Commissioner Smith followed up by asking that there be a grants page indicating how the grants are received and the benefit to the grants' services.

Board members also discussed how to best share out ways Board members can get involved and carry out their role and asked that examples of this such as involvement in the youth crisis center development be added to the orientation presentation. Commissioner Haines suggested inviting a current Board member to attend orientation with an incoming Board member.

Next, Nikki asked Board of Health members to review and provide input on the documents she shared last month outlining Board member roles and responsibilities and providing orientation for new members.

Board members also discussed the document outlining roles and responsibilities of Board members. Board members appreciate the references to the duties as outlined in Idaho Code.

APPOINTMENT OF BOARD OF HEALTH TRUSTEE AND EXECUTIVE COUNCIL REPRESENTATIVE

Following discussion of these materials, Board members discussed nomination of a Board member to serve as Executive Council representative and a Trustee.

Commissioner Purdy asked to nominate Chairman Aberasturi as Trustee and expressed her interest in filling the Executive Council representative position if the Board wants to separate the roles between two board members. Board members discussed whether the Executive Council representative lobbies for their own change and works independently or works together with the interests of the Board as a whole and the other health districts? Nikki clarified that the Executive Council representative's primary role is to represent their districts' positions on behalf of their Board. Nikki explained that some of the legislative topics such as the youth crisis center may not be agreed on by all and the representative's ability to separate their advocacy role with their county hat on from their advocacy role with their Board of Health hat on is important. Commissioner Purdy indicated she is willing to represent the wishes of the Board

though sometimes she does not agree with some of the services and would prefer counties had the option to opt out of services that cannot be used in those counties.

MOTION: Commissioner Haines made a motion to appoint Chairman Aberasturi as Trustee. Commissioner Purdy seconded the motion. All in favor; motion passes.

MOTION: Commissioner Haines made a motion to appoint Commissioner Purdy as Executive Council representative for District 3. Commissioner Smith seconded the motion. All in favor; motion passes.

CONFIRMATION OF PAYETTE COUNTY BOARD OF HEALTH MEMBER

Jennifer Riebe was appointed to fill the vacancy on the Payette County Board of County Commissioners and subsequently appointed to the SWDH Board of Health. Confirmation ballots were sent to the other five counties in SWDH's region and were unanimous in agreement.

ENVIRONMENTAL HEALTH SERVICES PORTAL

Jeff Buckingham, Facilities Program Manager, provided an overview and brief demonstration of the new portal allowing customers to pay fees, access food inspection reports, access septic applications and food license permits. One intent of the portal is to help direct customers to a self-service process for accessing information and application resources.

IDAHO DEPARTMENT OF JUVENILE CORRECTIONS GRANT AWARD ANNOUNCEMENT

Nikki shared that SWDH received a notice of award from Idaho Department of Juvenile Corrections in early December for the funding request to stand up a youth behavioral health community crisis center. St. Luke's is drafting up a lease agreement for space for the youth crisis center and the agreement is anticipated to be ready for review at the next Board meeting. Across Idaho, four locations were funded for youth crisis centers including Twin Falls, Idaho Falls, Boise, and Nampa areas.

Commissioner Purdy asked what renovations are required and how many staff will be required to run it. Nikki suggested providing a facility tour for Board members. The facility needs a new boiler and will require changes to hallways and walls to improve line of sight. Renovations to allow co-hosting of supportive services will also be planned. Staffing is not determined yet. The hiring process for a project manager to oversee the stand up of the youth crisis center is underway and Nikki will provide more information as it is available.

EXECUTIVE COUNCIL UPDATE

Nikki and Chairman Aberasturi attended the recent Executive Council meeting that was focused on food fees. Members chose to postpone any actions on food fees until after the 2023 session. There was not a lot of enthusiasm among executive council members to move legislation forward this session. District directors discussed this lack of enthusiasm. During the meeting, information was also presented on the upcoming IAB meeting in Coeur d'Alene next summer.

YOUTH BEHAVIORAL HEALTH COMMUNITY CRISIS CENTER (YBHCCC) ADVISORY COMMITTEE

Nikki explained that the grants for the youth crisis center and adult crisis center requires an advisory committee be in place. The adult crisis center advisory committee and the safe teen assessment center advisory committee both discussed their willingness and availability to assist.

The adult crisis center advisory committee has experience standing up and running a center, but feels the safe teen advisory committee, now known as YouthROC, will be the best long-term fit for the advisory committee for the YBHCCC. The YouthROC advisory committee is willing to expand their scope to support the YBHCCC's advisory committee needs.

Nikki asked for Board guidance on whether to stand up a third separate advisory committee. Board members discussed advantages of utilizing current advisory committees and their expertise. Board members support utilizing the advisory committees for the WIDCCC and YouthROC to fill the advisory committee needs and provided guidance to move forward.

DIRECTOR'S REPORT

Youth Crisis Center Location

This topic was addressed earlier in the meeting.

2022 Public Health Symposium Feedback

Nikki asked for input from board members who attended the recent Public Health Symposium. Board members appreciated the hands-on activities and the impactful discussion. Board members discussed the need for a workshop to work through an after-action report for COVID. Board members suggested March and suggested including those Board members who were in place during the pandemic that are no longer on the board.

Board members also discussed adding whole-health focus to the agenda for the Public Health Symposium.

There being no further business, the meeting adjourned at 11:51 a.m.

Respectfully submitted:



Nikole Zogg
Secretary to the Board

Approved as written:



Kelly Aberasturi
Vice-Chairman

Date: January 24, 2023