



**BOARD OF HEALTH MEETING MINUTES**  
**Thursday, January 24, 2023**

**BOARD MEMBERS:**

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

**STAFF MEMBERS:**

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

Via Zoom: Troy Cunningham, Ashley Anderson

**GUESTS:** One member of the public attended.

**CALL THE MEETING TO ORDER**

Chairman Kelly Aberasturi called the meeting to order at 10:02 a.m.

**PLEDGE OF ALLEGIANCE**

Meeting attendees participated in the pledge of allegiance.

**ROLL CALL**

Chairman Aberasturi – present; Dr. Summers – present; Commissioner Purdy – present; Vice Chairman Haines – not present; Commissioner Brooks – present; Commissioner Riebe – present; Mr. Bryan Elliott - present

**REQUEST FOR ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA**

Chairman Kelly Aberasturi asked for additional agenda items. Board members had no additional agenda items or changes to the agenda.

**MOTION:** Dr. Summers made a motion to approve the agenda with the requested changes.

Commissioner Riebe 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. Nikki asked Board members to review and update the contact list in the Board binders. Commissioner Purdy asked about the Epidemiologic and Laboratory Capacity (ELC) grant listed in the contracts section. This topic will be discussed during contracts update provided later in the meeting.

### **APPROVAL OF MEETING MINUTES – DECEMBER 20, 2022**

Board members reviewed meeting minutes from the meeting held December 20, 2022.

**MOTION:** Dr. Summers made a motion to approve the December 20, 2022, Board of Health meeting minutes as presented. Commissioner Purdy seconded the motion. All in favor; motion passes.

### **INTRODUCTION OF NEW EMPLOYEES**

One new employee was introduced.

### **DECEMBER 2022 EXPENDITURE AND REVENUE REPORT**

Troy Cunningham, SWDH Financial Manager, presented the December 2022 Expenditure and Revenue Report. At this point in the fiscal year, the target rate is 50%. Overall expenditure ratio is at 41.8%. Troy also shared information regarding the distribution of county contributions.

### **QUARTERLY CONTRACT UPDATE**

Troy presented the quarterly contract update and answered questions from Commissioner Purdy regarding the ELC Cares Enhancement and Support grant and the COVID-19 Health Disparities grant. Nikki explained that the disparities grant is one SWDH applied for to help fund the work at the youth crisis center and is intended to help pay for the position to oversee the project. Colt Dickman, Environmental and Health Community Services Division Administrator, explained that the ELC Cares Enhancement and Support grant is a grant from the state and funds are available through June 2024. The grant increases epidemiological capacity and other services such as education that support the prevention of COVID-19 disease. Colt explained that this is a multi-year funding grant and what is not expended by June 2024 will return to the State.

Commissioner Purdy asked if some of the funds are being used to build a database. Colt and Nikki shared that SWDH is looking into tools that can help analyze data and provide information to staff and the Board for decision-making.

### **FISCAL YEAR 2023 BUDGET REVISION**

Troy presented the Fiscal Year 2023 mid-year budget revision. In the initial budget development, staff estimate the revenues and expenses for the coming fiscal year. At the mid-year budget revision, staff have a better idea of how revenues and expenditures are going to play out through the remainder of the year and updates are made to the budget projections for the remainder of the fiscal year. Trustee and benefits are pass through funds SWDH typically receives from Idaho Department of Health and Welfare (IDHW) that we pass through to other entities to complete work. The bulk of revenue increase noted in the budget revision comes from the youth behavioral health-related grant awards that were not anticipated when the budget was set.

Troy explained the state appropriation is now zero due to the change in funding that occurred as a result of House Bill 316 in 2021. \$2.78 million reflects the shift from shared state appropriated and county contribution funding to SWDH to the counties maintaining their contributions and taking on the state's portion. Chairman Aberasturi explained that House Bill 316 provided some relief in tax burden with the discontinuation of the indigent and CAT (Catastrophic Health Care Program) funds in exchange for the state moving away from partially funding the health districts.

#### **QUARTERLY STRATEGIC PLANNING UPDATE**

Sam Kenney, SWDH Training and Development Manager, provided a strategic plan update. She shared that the organizational strategic plan informs all the organization's decisions and that all staff are aware of the plan, understand it, and can apply it to their planning decisions and actions. The plan is intentionally designed to be dynamic and it will undergo a review every five years and changes to goals and key results will be made to ensure alignment with the direction of the organization.

Chairman Aberasturi asked how we will gauge the effectiveness of the strategic plan. Sam explained that performance measures will be used to determine success. The performance measures have not yet been chosen but will be included in the plan.

Commissioner Aberasturi noted that, overall, he sees the general public does not know what SWDH does. SWDH needs to get our message – what we do and what we can help with – out to the public.

#### **QUARTERLY WESTERN IDAHO COMMUNITY CRISIS CENTER UPDATE**

Emily Straubhar, SWDH Project Manager, provided a quarterly update for the Western Idaho Community Crisis Center (WIDCCC). Due to some changes in Lifeways staffing, Emily has been working with staff to level set knowledge and expectations.

Idaho Department of Health and Welfare has notified SWDH of its intent to extend the contract through April of 2024.

#### **LAND USE AND SUBSURFACE SEWAGE UPDATE**

Mitch Kiester, SWDH Program Manager, provided an update on land use and subsurface sewage. Currently, the program has five inspectors – two working in Canyon County, one in Gem County, one covering Adams, Payette, and Washington Counties, and one covering Owyhee County and floating coverage for the other counties.

#### **FACILITIES FIVE-YEAR PLAN**

Doug Doney, SWDH General Support Services Administrator, presented the five-year plan for SWDH facilities. The estimates of repairs needed are based on inspection reports completed by licensed contractors. He explained that the facility and infrastructure improvements and replacements will be needed over the years. To ensure SWDH continues to be a good steward of taxpayer dollars, he suggested budgeting a set amount each year to go toward the cost of anticipated and preventive maintenance.

#### **DIRECTOR'S REPORT**

##### **Tour of Youth Behavioral Health Community Crisis Center – February Board Meeting**

In response to board member requests, a private tour of the proposed youth behavioral health crisis center location has been scheduled for Board members following the February Board of Health meeting.

##### **COVID-19 Hotwash – March Board Meeting**

Board members requested to go through a post-COVID-19 hotwash to see if there are lessons learned that SWDH and board members can take forward to the future.

**Summer IADBH conference travel – June 8-10, 2023, Coeur d’Alene**

The Idaho Association of District Boards of Health (IADBH) annual meeting will be hosted by Public Health District 1 in Coeur d’Alene, Idaho this year. Katrina will reach out to board members to request RSVPs for the conference and begin travel arrangement planning.

**IAC meeting**

Nikki was invited to participate in a panel discussion regarding public health district funding at the upcoming Idaho Association of Counties (IAC) meeting. She is still gathering information on what is expected on that panel.

**Executive Session**

There will be no executive session today to discuss the lease for the youth crisis center as we are still waiting on the lease. When the contract is received, Nikki will distribute that to Board members and schedule a special meeting via Zoom.

There being no further business, the meeting adjourned at 12:08 p.m.

Respectfully submitted:



Nikole Zogg  
Secretary to the Board

Approved as written:



Kelly Aberasturi  
Vice-Chairman

Date: February 28, 2023