



BOARD OF HEALTH MEETING MINUTES

Thursday, September 19, 2023

BOARD MEMBERS:

Jennifer Riebe, Commissioner, Payette County – present via Zoom
Lyndon Haines, Commissioner, Washington County – present
Zach Brooks, Commissioner, Canyon County – not present
Kelly Aberasturi, Commissioner, Owyhee County – present
Viki Purdy, Commissioner, Adams County – present
Sam Summers, MD, Physician Representative – present
Bill Butticci, Commissioner, Gem County – present

STAFF MEMBERS:

In person: Nikki Zogg, Katrina Williams, Colt Dickman, Doug Doney, Troy Cunningham, Beth Kriete, Charlene Cariou

Via Zoom: Jeff Renn, Jenifer Spurling

GUESTS: No guests attended the meeting.

CALL THE MEETING TO ORDER

Chairman Kelly Aberasturi called the meeting to order at 9:00 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 – present; Commissioner Brooks – not present; Commissioner Riebe – present via Zoom; Commissioner Butticci – 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.

IN-PERSON PUBLIC COMMENT

No public comment given.

OPEN DISCUSSION

Board members had no topics for open discussion.

APPROVAL OF MEETING MINUTES – AUGUST 22, 2023

Board members reviewed meeting minutes from the meeting held August 22, 2023.

MOTION: Commissioner Haines made a motion to approve the August 22, 2023, Board of Health meeting minutes as presented. Commissioner Riebe seconded the motion. All in favor; motion passes.

INTRODUCTION OF NEW EMPLOYEES

Division administrators introduced new staff.

LUMA UPDATE AND FUND BALANCE REPORT

Troy Cunningham, SWDH Financial Manager, provided an update on the transition to Luma. Troy explained that staff are still struggling with the transition. Payments are beginning to be made to vendors. The billing is the largest struggle. In addition, Luma does not yet generate reports to show what has been spent and what revenue is coming in from a program or project standpoint, how it ties to indirect rates, and that can be used to generate reports to provide back to Department of Health and Welfare (DHW). Troy continues to look into using Cognos, a third-party platform that pulls the Luma data in and generates reports that will meet these needs. Public Health District 1 has been successful working with Cognos to perform some of the reporting functions that Luma is not.

At this point, Troy noted we are not experiencing a cash flow issue. Board members asked if Troy has an idea of a time frame for when Luma reporting issues may resolve. Troy is close to generating reports through the secondary platform Cognos and noted that ensuring transparency is a high priority.

Board members also asked if the need to supplement Luma's functions by using a third-party platform was part of the plan with Luma. Troy explained that Luma had intended to generate these data reports. Cognos has been in place for about a decade to help pull data from the systems used prior to Luma. When Troy began attending Luma training, Luma developers did not think Cognos would be needed. As teams continued to see data not being pulled, Troy initiated the use of Cognos again. Several of the health district finance managers have verbalized that Luma is not meeting data reporting needs.

STATE vs. COUNTY FISCAL YEAR DISTRIBUTION

Troy provided a summary of pros and cons associated with the Board members' request to evaluate the feasibility of moving SWDH from the state fiscal cycle to the federal fiscal cycle. One challenge would be the need to step away from Luma. Troy reviewed several other enterprise resource planning (ERP) software programs including the program Canyon County uses. The other main challenge would be the need for statute change to the shift in fiscal cycles.

Nikki asked Board members for feedback on next steps and whether the Board thinks it would be helpful to engage the Executive Council of the Idaho Association of District Boards of Health (IADBH) due to the need for statute change and the importance of consensus regarding the language for any proposed changes.

Board members asked if Boards of Health statewide are looking at same issues we are. Nikki added that the other districts have not gone this far down the path of conversing with Boards regarding fiscal year cycle change. Board members directed Nikki and Troy to put this topic for discussion at IADBH or with the Executive Council and to continue to evaluate other ERP platforms.

RV WASTE DISPOSAL LICENSING FOLLOW UP

Colt Dickman, Environmental and Community Health Services (ECHS) Division Administrator, provided additional follow up based on the Board member request to ask Department of Environmental Quality (DEQ) to clarify whether licensure requirements for an individual needing to manage a small capacity of recreational vehicle (RV) waste are the same as a large capacity pump truck or commercial provider. Colt reached out to DEQ to see if there is consideration for varying levels of licensure. The first answer Colt

received is that anyone who transports human excrement is required to be licensed through the health district. After further discussion where Colt explained to DEQ that the intent of that requirement was to apply to large amounts, DEQ has confirmed that an individual RV owner who wants to gravity drain their tank into a tote or other approved storage container and transport that to a disposal site does not require a pumpers' license.

FOOD SAFETY PROGRAM OVERVIEW

Jeff Buckingham, Community Facilities Program Manager, provided an overview of the food safety program's role, purpose, and funding. The SWDH food safety program staff also address other types of public health nuisance or health threat calls from the public such as air quality, animal bites, and mosquito abatement.

The main purpose of the food safety program is to prevent foodborne illness. The staff are responsible for inspecting and licensing retail establishments in the six-county region SWDH serves. The Food and Drug Administration (FDA) provided statistics indicating about 15% of the United States' food supply is imported. Mexico is the number one importer into the United States based on dollar amount. The single highest imported item from Mexico is tomatoes. Jeff explained the importance of ensuring proper transport, storage, and handling of food for human consumption.

The main essential public health function of the food safety program is to investigate, diagnose, and address health hazards and root causes. This work includes inspections, evaluations, training, and writing reports. Onsite inspections include evaluation of facility hygiene practices, reviewing food flow work plans to ensure proper storage, cooking, and holding temperatures and safe serving practices. Employee illness policies are also reviewed.

The SWDH food safety program team of five staff averages about 1,800 completed inspections per year equaling about 375 per employee. The FDA recommends 280 – 320 annual inspections per employee as a typical recommended workload. SWDH food program staff use Idaho Food Code as a guide. The main goal of the inspection process is to obtain voluntary compliance through education and technical assistance. Providing technical assistance during in-facility inspections helps ensure the food industry workforce has the support and education they need.

SWDH food safety program staff provide food safety education to all the food establishment operators through the Certified Food Program Manager (CFPM) program. These classes are offered monthly at SWDH, periodically in locations across the district, and quarterly in Spanish to accommodate our region's large Spanish speaking population. The new SWDH online customer portal, Hedgehog, is another method the food safety program uses to provide customers and clients with information about food safety and restaurant inspection results.

The food safety program staff are also engaging to improve and innovate by adhering to the National Retail Food Regulatory Program Standards. The staff completed self-assessments to determine which training staff need and are working on a comprehensive strategic improvement 5-to-10-year plan to reach these standards to improve the program.

The food safety program is funded through a mix of fees and district dollars. An Agreement and Memorandum of Understanding with IDHW is in place that outlines the scope and responsibilities of the public health districts in the state's food safety program. SWDH receives funds directly from food

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establishments for plan review fees, license fees, variance request fees, and other fees. The licensure cycle is annual and renewal notices will be sent out at the beginning of November.

Commissioner Aberasturi asked the amount of district dollars that support the food safety program. Jeff explained that currently the program is about 48% funded through fees and the rest is through district dollars which is fairly consistent across the state. Commissioner Aberasturi also asked how the inspection requirements vary between grocery stores with multiple departments, a fast-food restaurant and a full-service restaurant. Jeff explained that each department of a large, multi-department grocery store receives its own inspection, for example deli, bakery, etc. A fast-food restaurant typically is a smaller scale, straight forward inspection process. Food trucks and mobile food vendors have varying inspection types based on limited size and space. Some mobile food vendors use a commissary kitchen for food preparation. Other self-contained mobile vendors require additional time for education and review to help prevent foodborne illnesses.

DIRECTOR'S REPORT

Food Fee Discussion with Industry Representatives

Nikki and Russ Duke, District Director of Central District Health, recently met with food industry representatives to discuss what other solutions may help recover more of the cost districts invest into the food safety program. One of the industry lobbyists is very familiar with these ongoing requests to address the food fees that are set in statute. Lobbyists are more favorable toward a statute change that would set a methodology in place and be revisited every two to three years. At the end of the conversation, some next steps have been identified. Lobbyists request transparency in how fees are determined, a standardization in the fee setting process and ensuring there is accountability, perhaps a rule change by IDHW who is the agency responsible for the state's food safety program.

The group also agreed that it will not happen in time to be brought before the upcoming legislative session but hope to have a solidified plan to present at the next meeting of the IADBH in summer 2024.

Millennium Fund Committee Update

The Millennium Fund Committee, a joint standing committee of the Idaho legislature, recommends how funds are appropriated. Several years ago, the appropriations to the health districts were nearly doubled to allow health districts to focus on youth vaping. The committee asked that the public health districts expand their work to adopt an evidence-based curriculum to work with schools and committees to address vaping prevention. The committee met last week, and Nikki presented on behalf of the districts and provided an update and an annual report.

Nikki also met with a group of stakeholders at the request of one of the legislators on the Millennium Fund Committee. The group included Nikki, SWDH staff, District 4 staff, and other organizations who have been funded in recent years. At that meeting, Nikki shared that the group learned the Millennium Fund Committee does not want to fund anything next fiscal year without a strategic plan with SMART objectives. The public health districts are developing a strategic plan with SMART objectives to submit to the committee for consideration. Nikki will bring back concerns regarding funding impacts on projects or programs to the Board.

Commissioner Buttici asked if the health districts have discretion for use of these funds. Nikki explained the wording is vague and allows tobacco prevention, vaping prevention, and more recently broad

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language for substance use prevention. This is important as not just nicotine is used in vaping. The direction from legislators on the Millennium Fund Committee was to adopt an evidence-based curriculum and have results to share promptly. The districts across the state found an evidence-based youth vaping prevention program, adopted it, and have moved forward with that program to deliver results as quickly as possible.

Board of Health Payroll and Reimbursements

Processing of board member payroll and mileage has been completed. Processing board member travel reimbursements is in progress.

Public Health Symposium

This is currently scheduled for October but may be moved to November due to some scheduling conflicts with key staff. Nikki will update Board members when this is scheduled. The board meeting on the day of the symposium will be shortened to allow Board members to attend the symposium.

Youth Crisis Center Update

Nikki shared that SWDH is working through delays beyond our control with the location in Nampa initially selected for the youth crisis center. The contractual deadline for opening the crisis center is approaching. The youth crisis center team has chosen to investigate other locations including one at the same location as the adult crisis center. The location is likely too small for a long-term solution but may be usable for short-term needs.

Lifeways also had a clinic in Caldwell near 10th Avenue that is now vacant and may be an option. Staff will tour that clinic space soon.

Subsurface Sewage Permit Revocation

Environmental and Community Health Services team members are still working through the process following revocation of two subsurface sewage permits issued earlier this year for new systems needing replacements. One of the property owners is pursuing a tort claim to help cover the cost of remedying the issue. The other property owner has not yet responded.

Colt met with the City of Caldwell Assistant Public Works Director for clarification on when connections to city systems are required. The vague requirements reference Idaho Plumbing Code which states a property 200 feet within a municipal designated area is required to connect to the municipal public water system and wastewater system. In this case, the properties are about 450 feet away as it goes through the public utilities. However, in the City of Caldwell, there is language requiring cooperation between adjacent property owners within a certain distance to help allow connection to that system.

Nikki will continue to keep Board members apprised of the situation.

Vaccine Record Disclosure Issue

Nikki provided information to the Board members regarding a concern Commissioner Brooks brought forward. A constituent recently posted on a social media site about a child or children in school during an immunization review whose parent received a letter from the public health district indicating they have 20 days to comply with the vaccine requirements or the child would not be allowed to attend school for in-person instruction. The letter indicated that copies of the vaccine records from another state were obtained by SWDH and the constituent asked about the legality of that.

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Commissioner Brooks asked what SWDH provides as part of the in-school vaccination clinics. Nikki explained that SWDH provides a template letter to schools who have invited SWDH on to their campuses to provide vaccines. The letter can be used by the schools to indicate when and where SWDH will be at their school. Commissioner Brooks asked for copies of the information the parent is referencing but has not yet received it.

Nikki asked that Board members to reach out to her if they receive similar questions around vaccination requirements for school attendance.

There being no further business, the meeting adjourned at 10:27 a.m.

Respectfully submitted:



Nikole Zogg
Secretary to the Board

Approved as written:



Kelly Aberasturi
Vice-Chairman

Date: October 24, 2023