



**BOARD OF HEALTH MEETING MINUTES**  
**Tuesday, September 23, 2025**

**BOARD MEMBERS:**

Jennifer Riebe, Commissioner, Payette County – present  
Jim Harberd, Commissioner, Washington County – present  
Zach Brooks, Commissioner, Canyon County – present  
Kelly Aberasturi, Commissioner, Owyhee County – present  
Viki Purdy, Commissioner, Adams County – present  
John Tribble, MD, Physician Representative – present  
Bill Butticci, Commissioner, Gem County – present via Microsoft Teams

**STAFF MEMBERS:**

In person: Nikki Zogg, Katrina Williams, Don Lee, Beth Kriete, Ben Shatto, Michele Hanrahan, Cas Waldron, Cambria Williams

Virtual: Colton Osborne

**GUESTS:** None

**CALL THE MEETING TO ORDER**

Chairman Kelly Aberasturi called the meeting to order at 9:00 a.m.

**ROLL CALL**

Chairman Aberasturi – present; Dr. John Tribble – present; Commissioner Purdy – present;  
Commissioner Harberd – present; Vice Chairman Brooks –present; Commissioner Riebe –present;  
Commissioner Butticci – present via Microsoft Teams.

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

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

**MOTION:** Commissioner Riebe made a motion to approve the agenda as presented. Commissioner Brooks seconded the motion. All in favor; motion passes.

**PUBLIC COMMENT**

No public comment was provided in person and no public comments were submitted through the online submission mechanism.

**INTRODUCTION OF NEW EMPLOYEES**

Division Administrators introduced the new employees.

September 23, 2025

### **APPROVAL OF AUGUST 2025 MEETING MINUTES**

Board members reviewed meeting minutes from the August 26, 2025, Board of Health meeting. Commissioner Riebe noted that page 2 needs the addition of the word “age” to the second line of the third paragraph under Crisis Center Overviews.

**MOTION:** Commissioner Riebe made a motion to approve the August 26, 2025 meeting minutes with the addition of the word age to page 2 on the second line of the third paragraph under Crisis Center Overviews. Commissioner Brooks seconded the motion. All in favor; motion passes.

### **JULY 2025 EXPENDITURE AND REVENUE REPORT**

Michele Hanrahan, Financial Officer, provided the July 2025 Expenditure and Revenue Report. The report includes expanded detail showing the amount and type of revenue within each program. The expenditures report reflects the same list of the programs, expenditure categories and provides a year-to-date number versus budget comparison for each of the programs for the fiscal year. Michele pointed out that the first page on the revenue shows negative balances which is normal for an income statement.

### **OPERATING RESERVES**

Nikki has met several times with a small budget workgroup of Board of Health members including Commissioner Riebe, Commissioner Brooks, and Commissioner Aberasturi. The group suggested some changes to the monthly expenditure and revenue report and those changes are incorporated in the August report presented at the meeting today.

The group also suggested reducing operating reserves to remove funds or monies that would have supported the loss of a grant or subgrant. This task has been completed. Board members discussed this change to the operating reserve. Nikki asked for Board member action on changing the operating reserve.

**MOTION:** Commissioner Brooks made a motion to adopt the changes to the operating reserves as suggested by the budget workgroup. Dr. Tribble seconded the motion. All in favor; motion passes.

Board members discussed the revised operating reserve calculation, being mindful about lowering the reserve given uncertainty about grants coming in and not using property tax dollars to keep in reserve for use if grants stop being received.

Michele clarified that the funds do not come from grants that we are applying for or choosing whether to do or not. The funds are from subgrants we receive from Idaho Department of Health and Welfare (IDHW). She explained that a lot of these subgrants are related to duties assigned to health districts in statute.

### **FISCAL YEAR 2025 CARRYOVER FUNDING**

Don Lee, Chief Operating Officer, shared recommendations to allocate committed funds including the below breakdown:

27th Payroll	\$95,024
Replacement of expiring lease vehicles	\$136,191
New Salary structure (50% this year with mid-year implementation)	\$335,500
Facility Improvements, partitions & movement of workspace components	\$235,000
Clinic Equipment	\$8,000
Additional Contribution to Facility Infrastructure Committed Account	\$159,088
Return of funds to Counties	\$213,809

Board members discussed increasing costs, the possibility of calculating the overall fiscal cost vs. savings for 20-30% turnover versus retaining that person at a higher salary rate going forward. Don suggested SWDH staff would like the opportunity to spend the next few months doing a deep dive into the costs of turnover versus retention. This information can be presented and discussed at the budget revision scheduled to be held in December.

**MOTION:** Commissioner Brooks made a motion to move forward with carryover fund commitment as presented and revisit in December. Commissioner Riebe seconded the motion. All in favor; motion passes.

#### **CRISIS CENTERS AND YouthROC CARRY FORWARD PLAN**

Cas Waldron, SWDH Project Manager, shared a spend down plan for the adult and youth crisis centers and YouthROC. The money comprising this total amount is a combination of previously committed funds and contract revenue funds from Magellan. Amounts to carry forward include \$347,098 for the adult crisis center and \$437,107 for the youth crisis center. YouthROC services are included in the youth crisis center.

**MOTION:** Commissioner Riebe moved to approve the carryover spend down plan for the adult crisis center, youth center and YouthROC as presented. Commissioner Brooks seconded the motion. All in favor; motion passes.

#### **CHILDCARE INSPECTION TRENDS**

Cambria Williams, Environmental Health Specialist, Sr., provided an overview of childcare inspection trends. Cambria also provided an overview of terminations and suspensions among licensed childcare providers. She emphasized that inspection teams monitor for safety, not quality.

#### **FARMWAY VILLAGE LEASE RENEWAL**

The lease agreement with Caldwell Housing Authority for space for the clinic is up for renewal. This lease has been in place for a long time. WIC services and oral health services are provided at the space which is leased for a fee of \$200 per month.

Due to recent annexation of the Farmway Village area currently managed by Caldwell Housing Authority, Beth Kriete explained she anticipates changes over the next few years.

**MOTION:** Commissioner Brooks made a motion to approve the Farmway Village lease as presented. Commissioner Purdy seconded the motion. All in favor; motion carries.

### **DIRECTOR DELEGATED AUTHORITIES**

Nikki Zogg shared that the Board of Health budget workgroup supports SWDH staff not continuing to manually compile the delegated authorities contract document. Nikki prepared a one-page document outlining delegated authorities in general.

Nikki shared a couple of options for delegated authorities for the board's consideration. She explained that there are daily approvals required as part of her director authorities to help eliminate timeliness issues that sometimes happen with the IDHW grants and subgrants. Should the board choose to no longer delegate authority for these signatures, the first option Nikki recommended is weekly board meetings for the purpose of approving any new agreements or contracts received by the district. The second option would be to continue with regularly scheduled monthly board meetings but provide the following information for board awareness and guidance:

- All revenue grants being pursued by the district greater than \$100,000 and that fund FTE will be brought to the board for guidance.
- Each newly executed revenue grant and subgrant, contract, and agreement related to services provided to citizens will be shared with the board via a two-page summary for their awareness.

Board members discussed implementing service contract sideboards as well. Board members also suggested a threshold of \$50,000 rather than \$100,000 for any grants, revenue, contracts, or subgrants. This would include any grants SWDH pursues but is not awarded.

**MOTION:** Dr. Tribble made a motion to adopt the second option with exception of all revenue, subgrants and contracts of \$50,000 or greater come to the Board for guidance. Commissioner Riebe seconded the motion. All in favor; motion carries.

Following the motion, Commissioner Riebe asked that this process be implemented as a pilot project and revisited in several months to provide feedback. Nikki will set it as an agenda item in February or March.

### **BOARD BYLAW REVIEW AND APPROVAL**

Nikki shared proposed updates and changes to the Board of Health bylaws including some additional language around agenda development and inclusion of public comment based off of information from a recent open meeting law training with SWDH's legal counsel.

Another change comes from the Board of Health budget workgroup and is reflected in the addition of budget workgroup participation with the director and potentially other staff in November of each year to discuss funding priorities for each fiscal year as budget development begins in December/January.

**MOTION:** Commissioner Riebe made a motion to adopt the revised bylaws as amended. Dr. Tribble seconded the motion. All in favor; motion carries.

### **FISCAL POLICY AND BUDGET GUIDELINES**

Fiscal policy and budget guidelines have been developed with assistance from the Board of Health budget workgroup. Nikki asked the Board to approve the revision to SWDH's finance policy and budget guidelines. She explained most of these changes are just clarifications and that these guidelines

September 23, 2025

incorporate board member actions already approved including involving board members in a budget workgroup.

**MOTION :** Commissioner Riebe made a motion to approve edits as presented to the fiscal policy and budget guidelines. Commissioner Brooks seconded the motion. All in favor; motion carries.

## **DIRECTOR'S REPORT**

### **Federal Funding Update**

Nikki provided a federal funding update. The State has also imposed a 3% holdback on all state funds. This doesn't impact SWDH much since we only deal with pass-through funds. Overall, at this point in our fiscal year, SWDH is down a little less than 2% of overall budget funding between federal and state reductions. Nikki reminded board members that a budget revision in December will address some of these revisions.

### **IAPHDD – H14 Cleanup Act**

Legislative Services Office asked SWDH to comply with House Bill 14 – the Cleanup Act. Mike Kane, legal counsel for all districts, suggested reminding LSO that health districts are not state agencies. However, Nikki felt this was a good opportunity to provide input on language cleanup. The directors with the aid of Mike Kane, put forth four suggested “cleanup” actions for the LSO to consider.

### **DEQ – Solid Waste Memorandum of Understanding**

Central District Health's District Director has notified Department of Environmental Quality (DEQ) that non-municipal solid waste inspections will no longer be completed by District 4 and asking for a revision of the Memorandum of Understanding between the health districts and DEQ to clarify this.

### **Idaho Association of Counties (IAC) – Public Health District Director Workgroup**

At the Idaho Association of Counties (IAC) meetings last week there was agreement to establish a workgroup to discuss potential changes to the governance and funding of public health districts. Seth Griggs will be establishing a public health workgroup and seeking commissioners and directors to be part of the workgroup.

### **IADBH Travel Reminder**

Board members planning to attend the upcoming Idaho Association of District Boards of Health (IADBH) meeting being hosted by SWDH and held at CDH in Boise should reach out to Katrina with confirmation of travel plans and whether a hotel is requested.

### **Future Agenda Items**

There are no future agenda items for discussion.

### **Adjournment**

There being no further business, the meeting adjourned at 11:28 a.m.

Respectfully submitted:



Nikole Zogg  
Secretary to the Board

Approved as written:



Kelly Aberasturi  
Chairman

Date: October 28, 2025