



**BOARD OF HEALTH MEETING MINUTES**  
**Thursday, January 22, 2026**

**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 via Microsoft Teams  
Viki Purdy, Commissioner, Adams County – present  
John Tribble, MD, Physician Representative – present via Microsoft Teams  
Kirk Wille, Commissioner, Gem County – present

**STAFF MEMBERS:**

In person: Nikki Zogg, Katrina Harshman, Don Lee, Beth Kriete, Ben Shatto, Michele Hanrahan

Virtual: David Adams

**GUESTS:** None

**CALL THE MEETING TO ORDER**

Vice-Chairman Zach Brooks called the meeting to order at 10:01 a.m.

**ROLL CALL**

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

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

Vice-Chairman Zach Brooks 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 Purdy 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**

New employees in the Family and Clinic Services Division were introduced.

**BOARD OF HEALTH LEADERSHIP POSITION ELECTIONS**

Board members discussed leadership positions for the Board of Health including Chairman, Vice-Chairman, Executive Council and Trustee.

**BOARD OF HEALTH CHAIRMAN POSITION**

**MOTION:** Commissioner Brooks made a motion to reappoint Commissioner Kelly Aberasturi. Commissioner Purdy seconded the motion. All in favor; motion passes.

**BOARD OF HEALTH VICE-CHAIRMAN POSITION**

**MOTION:** Viki Purdy made a motion to reappoint Commissioner Brooks as Board of Health Vice-Chair. Commissioner Harberd seconded the motion. All in favor; motion passes.

**EXECUTIVE COUNCIL REPRESENTATIVE POSITION**

**MOTION:** Commissioner Brooks made a motion to reappoint Commissioner Viki Purdy as Executive Council Representative. No second to the motion was received.

**MOTION:** Commissioner Harberd made a motion to appoint Commissioner Riebe as Executive Council Representative. Commissioner Aberasturi seconded the motion. Commissioner Purdy abstained from voting; motion passes.

**TRUSTEE POSITION**

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

**EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206(b)**

Pursuant to Idaho Code 74-206(b) Commissioner Riebe made a motion to enter Executive Session. Commissioner Harberd seconded the motion. Roll call taken. Board members entered Executive Session at 10:13 a.m.

At 11:56 a.m. Board members came out of Executive Session. No decisions were made.

**ACTION FOLLOWING EXECUTIVE SESSION**

No action was taken following executive session.

**APPROVAL OF NOVEMBER 18, 2025 MEETING MINUTES**

Board members reviewed meeting minutes from the November 2025 Board of Health meeting.

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

**DECEMBER 2025 EXPENDITURE AND REVENUE REPORT**

Michele Hanrahan, Financial Officer, provided the December 2025 Expenditure and Revenue Report. Michele shared program revenue detail.

**FISCAL YEAR 2026 BUDGET REVISION**

Michele Hanrahan, Financial Officer, shared the proposed fiscal year 2026 (FY26) budget revision request. Michele shared a summary level of changes to FY26 budget figures. This revision adjusts high trustee and benefit (T and B) payments for the crisis center. These expenses are now paid out of the operating budget and the decrease is reflected in the revision. Michele also explained that there was a delay in submitting billings and to requesting reimbursements due to finance team turnover last year. Those reimbursements have now been received. The budget revision reduces the districts approved budget from \$17,033,535 to \$16,649,719, a 2.3% reduction.

**MOTION:** Commissioner Riebe made a motion to approve the Fiscal Year 2026 budget revision as presented. Commissioner Harberd seconded the motion. All in favor; motion passes.

**FISCAL YEARS 2026 AND 2027 PAY SCHEDULE APPROVAL**

Don Lee, Chief Operating Officer, shared a revised pay schedule and explained that in fiscal year 2025 (FY25) SWDH did not shift pay schedules to align with the Division of Human Resources (DHR) for the 2026 fiscal year. Governor Little is not recommending changes to the pay schedule for fiscal year 2027 (FY27). Don asked board members to review the pay schedule and consider approving implementation of the schedule mid-year for FY26 since no change in structure was made last fiscal year. Don explained that the majority of the impact will be to staff at the lower end of the pay schedule to ensure they are brought up to the minimum salary. Funds for the pay schedule adjustment will come from salary savings captured from turnover due to vacant positions.

**MOTION:** Commissioner Purdy made a motion to approve the implementation of the FY26 and FY27 pay schedule as presented to be effective for the pay date beginning February 1, 2026. Commissioner Riebe seconded the motion. All in favor; motion passes.

**FISCAL YEAR 2025 (FY25) CARRYOVER REQUEST**

Don Lee presented the Fiscal Year 2025 (FY25) carryover request to allocate carryover funds from FY25 to be used for the 27<sup>th</sup> payroll period, replacing vehicles with expiring leases, implementing the new salary structure, replacing clinic equipment, and funding facility improvements and infrastructure. The carryover also allocates \$300,000 to be credited back to counties to help offset anticipated future county contribution increases for fiscal year 2027 and 2028.

**MOTION:** Commissioner Riebe made a motion to approve the FY25 carryover request as presented. Commissioner Wille seconded the motion. All in favor; motion passes.

**CONTRACT SERVICES AND GRANT APPLICATIONS**

Don Lee shared a list of pending contract services and grant applications.

**SITUATIONAL ANALYSIS REPORT**

Clearwater Financial staff attended the Board of Health meeting to share scenarios for restructuring SWDH office locations to help maximize space and ensure community needs are met. To help inform the scenario development, CWF met with community partners and internal staff and also reached out to the community through a survey and stakeholder interviews.

Board members discussed current utilization and ensuring community needs are being met. Nikki explained that as the Board commits funding for facility improvements, this assessment will serve as the plan to help identify how to best use dollars for that purpose.

**DIRECTOR’S REPORT**

**Report summary of grants, contracts, subgrants, obligations signed**

Summary pages for grants, contracts, and subgrants are included in the meeting packet. Any questions can be directed to Nikki.

**Oral health presentation follow up**

As a follow up to questions from the November Board meeting about the extent of Delta Dental’s outreach within SWDH’s six-county region, Nikki shared the below information. She pointed out that Delta Dental and SWDH work together to ensure efforts are not duplicated.

Adams	118
Canyon	2,748
Owyhee	885
Payette	96
Washington	0

**Legislative update**

Nikki is monitoring legislative activity this session. The districts continue to work toward removing food fees from statute to allow districts to set fees to cover the costs of the service.

Also, Russ Duke, Central District Health’s Director, is taking the lead to seek legislative intent clarification for two statutes around parental consent that do not align.

**Idaho Association of Counties (IAC) Public Health Working Group**

This workgroup’s first meeting was earlier this month. The next meeting is in March. Currently, James Corbett (Eastern Idaho Public Health) and Nikki are the district director workgroup representatives. They are currently working on some data gathering tasks. Commissioner Riebe and Commissioner Brooks are also serving on the IAC workgroup.

During discussion of the workgroup’s tasks, Commissioner Riebe noted that it would be interesting to see calculations for county contributions based on population solely without the real estate numbers. Don Lee, Chief Operating Officer, will gather data and bring back information.

**Legal Counsel**

Mike Kane, SWDH legal counsel, plans to retire in October. His office provides shared legal counsel to Districts 3 and 4 and that is advantageous. Nikki will connect with Mike to ask for recommendations for other legal counsel that may be available to represent both districts.

**Future agenda items**

Board members had no items for consideration for the February agenda. The agenda will be developed using items from the Board of Health workplan.

**Adjournment**

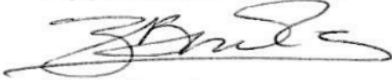
There being no further business, the meeting adjourned at 1:57 p.m.

Respectfully submitted:



Nikole Zogg  
Secretary to the Board

Approved as written:



Zach Brooks  
Vice-Chairman

Date: February 24, 2026