



# Public Health

## Idaho North Central District

<b>Nez Perce County</b> 215 10 <sup>th</sup> Street Lewiston, ID 83501 (208) 799-3100 Fax (208) 799-0349	<b>Latah County</b> 333 E Palouse River Drive Moscow, ID 83843 (208) 882-7506 Fax (208) 882-3494	<b>Clearwater County</b> 105 115 <sup>th</sup> Street Orofino, ID 83544 (208) 476-7850 76-7494	<b>Idaho County</b> 903 West Main Grangeville, ID 83530 (208) 983-2842 Fax (208) 983-2845	<b>Lewis County</b> 132 N Hill Street P O Box 277 Kamiah, ID 83536 (208) 935-2124 Fax (208) 935-0223
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**MINUTES**  
**BOARD OF HEALTH MEETING**  
**August 21, 2014**  
**Nez Perce County Office**

**Board Members Present:**

Don Davis, Chair  
Dave McGraw  
Rose Gehring  
John Allen  
Shirley Greene  
Dr. Jefferson  
Doug Zenner

**Staff Present:**

Carol Moehrle  
Perri Larson  
Mike Larson  
Adam Dawson  
Tara Biesecker  
Ed Marugg

**Excused:**

**Guests:**

The August 21, 2014 Board of Health meeting was called to order by Chairman Don Davis at 2:00 p.m.

Chairman Davis asked for approval of the June 19, 2014 Board of Health Meeting minutes as mailed.

**MOTION: Rose Gehring moved and John Allen seconded the motion to approve the June 19, 2014 Board of Health minutes as presented. Carried unanimously.**

**FINANCIAL REPORT**

June FY 2014 Financial Report

Mr. Dawson presented the June financial reports:

As of the June report, we are 100% of the way through this fiscal year. June revenue totaled \$222,304 with Year to Date revenue at \$4,195,933. This is 100.56% of the budget amount for the FY. June Personnel expenses totaled \$243,122, with Year to Date Personnel at \$3,028,623 this is 97.28% of the budgeted amount for the FY. Operating Expenses for June are at \$58,035 with Year to Date at \$704,128 this is 81% of the budgeted amount.

Statement of Accounts was reviewed with no further questions.

**MOTION: Shirley Greene moved and Dr. Jefferson seconded the motion to approve the June Finance report. Carried unanimously.**

### Write-Off Report

Mr. Dawson presented the June write off report of \$469. Discussion held.

**MOTION: Shirley Greene moved and Dr. Jefferson seconded the motion to approve the June write off report. Carried unanimously.**

### July FY 2015 Financial Report

Mr. Dawson presented the July financial reports:

As of the July report, we are 8.33% of the way through this fiscal year. July revenue totaled \$919,909 with Year to Date revenue at \$919,909. This is 21.96% of the budget amount for the FY. July Personnel expenses totaled \$245,998, with Year to Date Personnel at \$245,998 this is 7.49% of the budgeted amount for the FY. Operating Expenses for July are at \$72,134 with Year to Date at \$72,134 this is 8% of the budgeted amount.

Statement of Accounts was reviewed with no further questions.

**MOTION: Doug Zenner moved and Rose Gehring seconded the motion to approve the July Finance report. Carried unanimously.**

### Write-Off Report

Mr. Dawson presented the July write off report of \$388. Discussion held.

**MOTION: Shirley Greene moved and Doug Zenner seconded the motion to approve the July write off report. Carried unanimously.**

### Cash Balance Report

Ms. Moehrle presented the Cash Balance Report which provides a fiscal comparison of each of the Health Districts. Discussion held.

## **BOARD UPDATES**

### Board and Administrator

Ms. Greene thanked the Board for treating one another with respect; this allows us to focus on overseeing the organization so it can deliver services and meet its mission.

### Trustee Updates

Ms. Greene had nothing new to report at this time.

### Board Member Updates

Mr. McGraw introduced an issue regarding Moscow schools which will be starting two weeks late due to unfinished renovations. The program which feeds disadvantaged children while school is out is unable to continue during this time. Mr. McGraw inquired if Public Health might be able to assist. The Board requested further information.

Mr. Zenner provided an update on the groundwater management plan for east Lindsey and Tammany Creek area. The meeting to finalize and adopt those plans will be the evening of Tuesday, September 16, 2014 at the Fish and Game office.

Chairman Davis provided an update on the water availability for the city of Winchester; a very high producing well has been drilled.

## Board Election of Officers

Chairman Davis requested nominations for election of officers.

### Chairman

**MOTION: Shirley Greene moved unanimous consent for Don Davis as Chairman and John Allen seconded the motion. Carried unanimously.**

### Vice-Chairman

**MOTION: Doug Zenner moved unanimous consent for John Allen as Vice-Chairman and Shirley Greene seconded the motion. Carried unanimously.**

### Trustee

Ms. Gehring nominated Doug Zenner for the position of Trustee. Ms. Greene also voiced that she would like to remain in the Trustee position. Doug Zenner received majority vote to represent the Board of Health as Trustee.

Ms. Moehrle and the Board of Health thanked Ms. Greene for her dedicated service as Board of Health Trustee.

## **Director's Report**

### Policy Review

The Board reviewed 3 policies at this meeting:

Pager Carrier On-Call

Problem Solving & Due Process Procedure

Staff Recognition

The Pager Carrier On-Call, Problem Solving & Due Process Procedure and Staff Recognition Policies were reviewed and discussed. The Staff Recognition Policy was tabled for further review.

**MOTION: Doug Zenner moved, and Rose Gehring seconded the motion to approve 2 of the 3 policies; Pager Carrier On-Call, Problem Solving & Due Process Procedure. Carried unanimously.**

### Delegation of Authority

Ms. Moehrle presented and reviewed the Delegation of Authority. The Board wishes to review the document and discuss it further at the next Board of Health meeting.

### Contract Review Process

Ms. Moehrle discussed the process and timelines for reviewing and accepting contract monies. A contract tracking form is attached upon arrival to capture timeline and provide direction. The contract is routed to the fiscal department as well as the responsible division director in order for review and comparison to previous years contracts. The contract is then returned to Ms. Moehrle for final review and signature. After receipt of the Directors signature the contract is given to Ms. Biesecker to log and return.

### Regional Behavioral Health Update

Mr. Allen reported that the Region II BHB Meetings are held the 2nd Thursday of every month, 1:30-3:30 p.m. Ms. Moehrle provided an update on the telephone conversation she had with Ross Edmonds and Kathy Skippen at the State. They are putting together support documents for the new Regional Board of Health Boards to use as they form their new structures. At this time Public Health has not been approached by the new Behavioral Health Board for assistance. Discussion held.

### Services by County

Ms. Moehrle provided and reviewed the FY14 Services by County handout showing data over a five year span. Discussion held.

### **Division Updates**

#### Family and Community Health Update

Mr. Larson reported that our family planning numbers are decreasing across all 7 Health Districts.

Mr. Larson reported on Ebola which is a viral illness that is known to spread through infected bodily fluids of those ill. The illness is associated with flu like symptoms and high fevers that continue to become worse with normal medical treatment. As the illness progresses the patients can have severe headaches, bleeding from all parts of their body, lapse into a comma and progress to death. Spread of the illness is in the bodily fluids associated with the bleeding, vomiting and/or diarrhea. There have been over 1,300 documented cases in West Africa with the documented death toll being above 700. The unofficial death rate at this time is greater than 60%. Ebola outbreaks in the past have been associated with up to 90% fatality rates.

Prior to meeting Mr. Larson was interviewed by KLEW TV regarding pertussis.

Ms. Moehrle introduced Heidi Henson, Health Education Specialist. Ms. Henson presented her evaluation summary for her Ask Me Project. The objective for the project was to Increase the number of mammograms completed in the Lewis-Clark Valley (Nez Perce County) by 10% from 10,593 done from July 2012 through June 2013 to 11,652 done from July 2013 through June 2014. The Ask Me Project seems to be an easy and effective way to spread the word about the importance of breast cancer screening. Although the goal of a 10% increase was not reached, 4.6% is still positive. The Ask Me Project seems to be an easy and effective way to spread the word about the importance of breast cancer screening.

#### Office Services Update

Ms. Larson reported business as usual.

#### Environmental Health Update

Mr. Marugg reported that Jake Davis took the National Exam and passed. Mr. Davis has done an amazing job thus far. Bat season is ramping up once again as well as animal bites.

In light of District 5 reporting the first human case of West Nile Virus, Mr. Marugg reported on WNV explaining that four out of five people infected with West Nile do not show symptoms. However, people with symptoms may experience fever, headaches, body aches, fatigue, nausea, vomiting, eye pain and sometimes swollen lymph glands or a skin rash. Symptoms typically occur 2 to 14 days after the bite of an infected mosquito. More severe infections may involve the central nervous system.

HR/PIO

Ms. Biesecker reported on the completion of the State Strategic Plan. Ms. Biesecker and Ms. Henson recently received PHAB Accreditation training in Alexandria.

**NEXT MEETING:** September 25, 2014 at 12:00 pm in the Lewis County Office.

**MEETING ADJOURNED:** 4:15 p.m.



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Don Davis  
Board Chairman

Attest: 

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Carol Moehrle, Director  
Secretary to the Board

*Board Minutes approved on* 9-25-2015 .