Eastern Idaho
Public Health
Prevent. Promote. Protect.

MAIN OFFICE
1250 Hollipark Drive
Idaho Falls, Idaho 83401
Phone (208) 522-0310
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BOARD OF HEALTH AGENDA
Thursday May 4, 2023
9:00 a.m.
Eastern Idaho Public Health – Community Health Classroom
1250 Hollipark Drive, Idaho Falls

Present:

Board of Health Members	**Staff Members**
Commissioner Blair Dance, Chairman	James Corbett, EIPH Director
Commissioner Brent Mendenhall, Vice Chair / Trustee	Kellye Johnson
Commissioner Bob Heneage	Amy Gamett
Commissioner Bryon Reed	Steve Thomas
Commissioner Shayne Young	Holly Whitworth
Commissioner Leah Madsen (Absent)	Christina Capel
Commissioner Greg Shenton	
Commissioner Wayne Butts (Proxy)	
Dr. Aaron Gardner	

1. Chairman Dance called the Eastern Idaho Public Health (EIPH) Boarding meeting to order at 9:00am.

2. Public Comment.....Chairman Dance
   No Public Comment

3. Approval of Consent Agenda (Action).....Chairman Dance
   MOTION: Commissioner Bob Heneage motioned to approve the May 4, 2023, Consent Agenda.
   SECOND: Commissioner Bryon Reed
   ACTION: MOTION CARRIED UNANIMOUSLY.

4. Budget Setting (Action).....James Corbett
   Discussion: Review of proposed budget document.
   MOTION: Commissioner Bryon Reed motions to approve the budget as presented and the spending authority listed.
   SECOND: Commissioner Greg Shenton
   ACTION: MOTION CARRIED UNANIMOUSLY.
   this was for FY 24 Budget

5. Employee Compensation Policy (Action).....James Corbett
   Discussion: Four percent increase for all employee for FY23 Effective 6/11/2023. New evaluation tool starting the FY24 evaluation year.
   MOTION: Commissioner Bryon Reed motions to approve as presented with date change
   SECOND: Commissioner Shane Young
   ACTION: MOTION CARRIED UNANIMOUSLY.

6. Director's Report ..... James Corbett

a. Delegation of Authority Proposal (Action)

Discussion: Pulled items from Idaho Code 34-414 to allow Director Corbett to have authority for complete day to day operations of the health district. 39-414(1), 39-414(4), 39-414(5), 39-414(6), 39-414(8), 39-414(9) – personal property only, 39-414(10), 39-414(13), 39-415 – exits for 7 days and then call a meeting. Delegation of authority is only for Director Corbett and will need to be redone with new director.

MOTION: Commissioner Brent Mendenhall motions to approve the delegation of authority for James Corbett as written.

SECOND: Commissioner Greg Shenton

ACTION: MOTION CARRIED UNANIMOUSLY.

b. Legislative 2023 Session Review
   i. Adolescent Pregnancy Prevention
      1) Funding has been removed. EIPH will no longer have this program.
   ii. Tobacco Cessation and Vaping-Millennium Funds
   iii. Title X Update
      1) EIPH is complying with State of Idaho Law.

c. IADBH Meeting in June
   i. Attendance
   ii. Potential Resolutions

d. Conflict of Interest Attestation (Signatures Required)

e. County Meetings

f. Budget Setting-Visits with County and June Budget Setting Meeting
   i. Will bring board elections ballots to meetings - Received Chairman Dances reappointment. Commissioner Reed has elected to step away from the EIPH Board. Bonneville County is appointing Jon Walker.

7. Board Elections [Idaho Code 39-411(5)] (Action)..... Chairman Dance

MOTION: Commissioner Shane Young motions to keep Board of Directors as is.

SECOND: Commissioner Bryon Reed

ACTION: MOTION CARRIED UNANIMOUSLY.

8. Executive Session -Personnel Matter [Idaho Code 74-206(1)(b)] (Action)..... Chairman Dance

MOTION: Commissioner Bryon Reed motioned to go into executive session under Idaho Code 74-206(b) at 11:04am. **Attendees** Chairman Dance, Commissioner Mendenall, Commissioner Heneage, Commissioner Reed, Commissioner Young, Commissioner Shenton, Dr. Gardner

Exited Executive session at 11:43am for evaluation of Director Corbett Idaho Code

MOTION: Commissioner Bryon Reed motions to move Director Corbett to $62.50 on June 11, 2023.

SECOND: Commissioner Shane Young

ACTION: MOTION CARRIED UNANIMOUSLY. Teton Abstain. Challis Abstain.

9. Adjourn

Chairman Dance adjourned meeting at 11:51am. The next meeting will be August 24, 2023.

Commissioner Blair Dance, Chairman

James Corbett, Secretary

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BOARD OF HEALTH AGENDA
Thursday Feb 8, 2024
10:00 a.m.
Eastern Idaho Public Health – Conference Room
1250 Hollipark Drive, Idaho Falls

Present:

Board of Health Member	**Staff Members**
Commissioner Blair Dance, Chairman	James Corbett, EIPH Director
Commissioner Brent Mendenhall, Vice Chair / Trustee	Kellye Johnson
Commissioner Bob Heneage	Amy Gamett
Commissioner Shayne Young	Steven Thomas
Commissioner Greg Shenton	Holly Whitworth
Commissioner Jon Walker	Christina Capel
Commissioner Leah Madsen (Zoom)	Sara Morrell
Commissioner Steve Smith (Absent)	
Dr. Aaron Gardner	

1. Chairman Dance called the Eastern Idaho Public Health (EIPH) Board Meeting to order at 10:06am.

2. Public Comment.....Chairman Dance
   No public comment was received.

3. Approval of Consent Agenda (Action).....Chairman Dance
   a. Approval of October 26, 2023, Board of Health Meeting Minutes
   b. Subgrant Review and Ratification
   MOTION: Commissioner Bob Heneage motioned to approve the consent agenda.
   SECOND: Commissioner Greg Shenton
   ACTION: MOTION CARRIED UNANIMOUSLY

4. Fiscal Year 2024 Budget Discussion ..... James Corbett
   a. FY 2021 and FY 2022 Financial Audit Report
      i. We get our financial reports and audits from the Legislative Services Office (LSO) and have had no issues recently with timeliness and thorough audit approach.
      ii. Our 2021 and 2022 audits were smooth, results were given quickly, and they found no issues.
      iii. The preference of EIPH is to continue to work with LSO for future audits, especially considering that they are familiar with Luma and everything this transition entails.
   b. Board of Health Financial Report
      i. Summary of annual trends, current budget, and spending levels.
   c. Reserve Account Detail (Action)
      i. Designated operating funds are allotted in addition to the annual budget. Currently, those funds are built up with left over budget at the end of each fiscal year.
      ii. Budgeting would be more logical if the items currently categorized as designated operating funds were moved into the main budget or into capital reserves.
         1) Legal Defense and Public Health Emergency funds would be moved to capital reserves while IT Enhancements, Future Vehicle Purchases, and Building Maintenance would be moved to the main budget.

MOTION: Commissioner Shayne Young moves to move the Legal Defense and Public Health Emergency Funds to a capital reserve.
SECOND: Commissioner Brent Mendenhall
ACTION: MOTION CARRIED UNANIMOUSLY

d. FY 2024 Spending Authority Increase (Action)
   i. Due to a new Public Health Infrastructure subgrant received from the CDC through the Idaho Department of Health and Welfare, EIPH has received $441,787 which cannot be spent without receiving an increase in Spending Authority from the Board.

MOTION: Commissioner Brent Mendenhall moves to approve the increase in spending authority to the amount of $441,787 extra.
SECOND: Commissioner Greg Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

Budget Adj

5. EIPH Fees (Action) ..... James Corbett
   a. Overview of changes to Clinical Services fees including small wording change, consistent influenza cash price, as well as a few price changes due to increased lab fees.
   b. No changes have been made to Environmental Health fees at this time.
   c. Discussion about whether Conference Room Fees should remain as part of the policy or be removed.

MOTION: Commissioner Shayne Young moves to accept the changes to the fees as presented as well as to do away with the conference room fees.
SECOND: Commissioner Bob Heneage
ACTION: MOTION CARRIES UNANIMOUSLY

6. IADBH Report ..... James Corbett and Commissioner Brent Mendenhall
   a. The IADBH conference will be held in our district this year. We have proposed to the other districts that it be held on the 4th Wednesday in October this year and every year moving forward.

7. Employee Handbook (Action) ..... James Corbett
   a. Overview of minor changes cleaning up language as well as adding the previously approved Policy on Continuing Education to the Handbook.

MOTION: Commissioner Brent Mendenhall moves to approve amendments and changes made to Employee Handbook as outlined.
SECOND: Commissioner Greg Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

8. Septic Audit Review ..... Kellye Johnson
   a. Review of recent allegations brought against EIPH and investigations that resulted in finding no merit to the claims.

9. Septic Systems and Increased Flow Referral Policy ..... James Corbett
   a. Discussion clarifying our line for getting involved in septic issues. A detailed policy of how we will handle future issues and referral packages to DEQ will be brought before the board in May 2024 meeting.

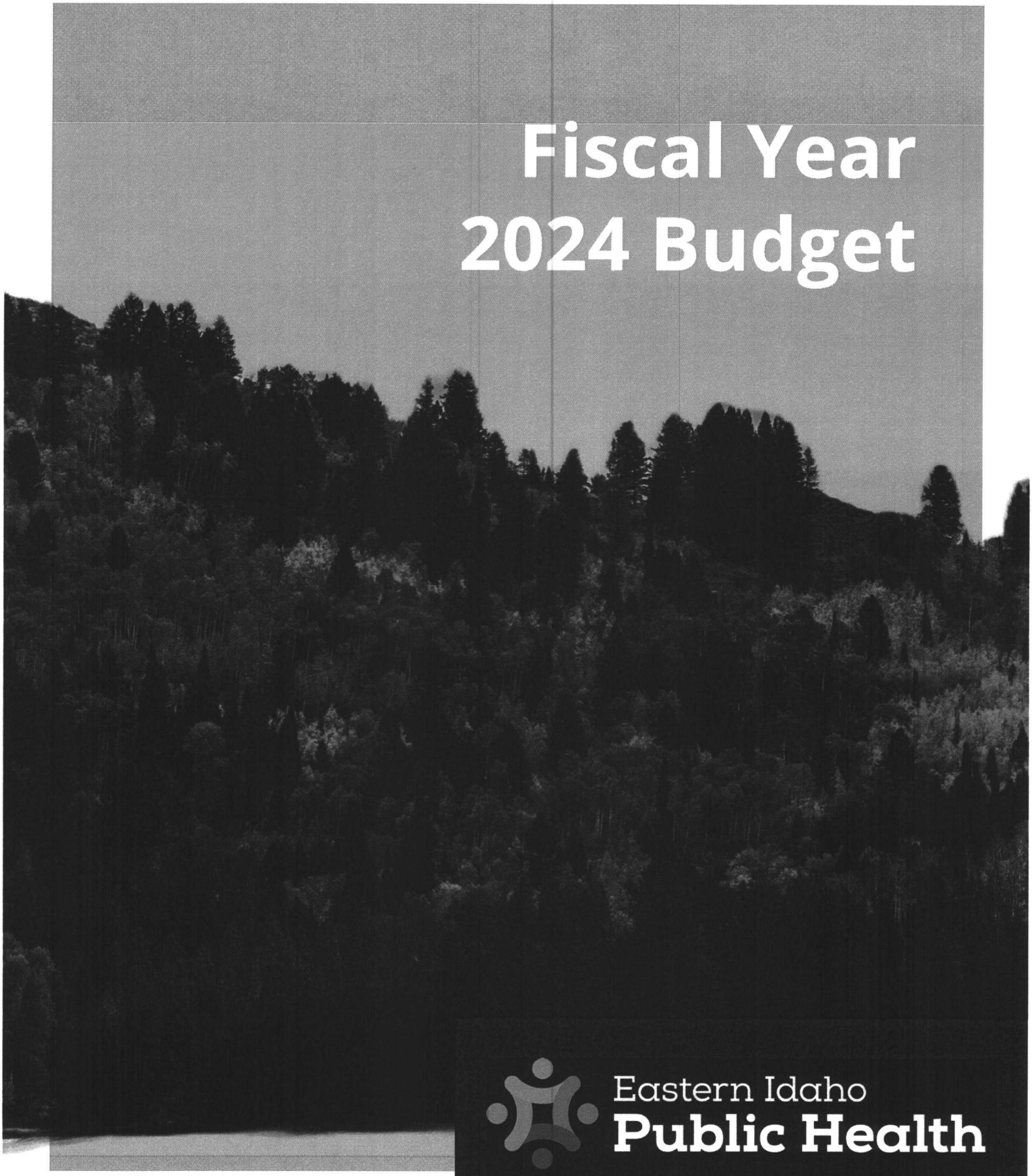
10. Director's Update ..... James Corbett
    a. Legislative Update
        i. Update on current legislative session and proposed bills that may affect EIPH and our daily operations.
    b. Employee Survey
        i. Overview of preliminary results of annual employee survey.
    c. Office Closures
        i. Beginning of a discussion concerning how office closures should be treated. Commissioners are invited to consider the needs of their counties and this discussion will be continued in future meeting.
    d. 2024 Board of Health Calendar
        i. Due to the IADBH meeting being held on the 4th Wednesday of October, our October Board of Health Meeting will be moved.
    e. Next Board Meeting Agenda Items
        i. Commissioners are invited to please reach out with any concerns they may be hearing from their county populations as well as any other items they would like to see discussed in future Board Meetings.

11. Changes to Board of Health Personnel
    a. Chairman Dance acknowledges the passing of the former board member from Custer County, Wayne Butts, in January and expresses the gratitude of the board for the time he spent on the board.
    b. James Corbett also acknowledges the appointment of Steve Smith from Custer County to complete the remainder of Wayne Butts' term on the board.

12. Adjourn
    a. Chairman Dance adjourned the meeting at 1:19pm. The next meeting will be May 2, 2024.

Commissioner Blair Dance, Chairman

James Corbett, Secretary



Fiscal Year 2024 Budget

Eastern Idaho
Public Health

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Our Vision

Healthy People In Healthy Communities

Our Mission

- *To prevent disease, disability and premature death*
- *To promote healthy lifestyles*
- *To protect and promote the health and quality of our environment*

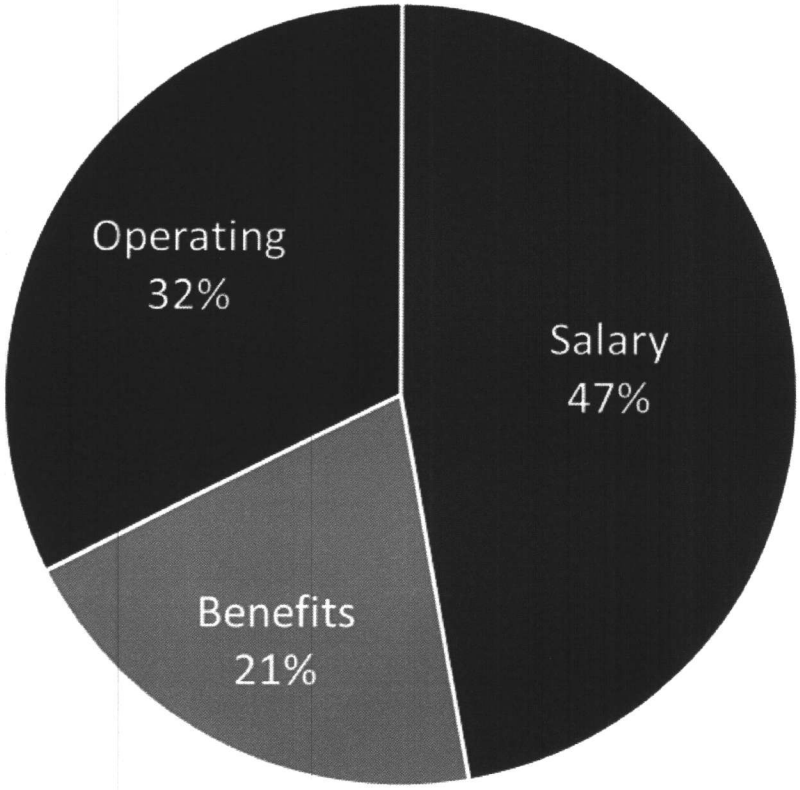
To accomplish this mission, Eastern Idaho Public Health provides clinics, health education, consultative services, referrals for special medical care, environmental health protection, and epidemiological investigation. These services are available to every resident within our eight-county area.

Budget Summary Fiscal Year 2024 1

Summary

Eastern Idaho Public Health (EIPH) is committed to improving lives within our 8-county region. We provide critical information, education, and services to individuals within Eastern Idaho. Priorities in the next fiscal year will include efforts on educating individuals, especially youth, on the dangers of underage drinking, tobacco and vape, opioid misuse, and other unsafe behaviors. Environmental health services continue to protect the environment and water quality. An additional priority is to protect individuals from communicable diseases through education, vaccination, and other preventative clinical services. We look forward to working with the EIPH Board of Health to develop and adapt significant public health solutions for the future.

Figure 1: Percent Distribution of FY2024 Budget



Fiscal Year 2024 Budget

Salary	Benefits	Operating	**Total**
$5,010,102	$2,170,797	$3,441,781	**$10,622,680**

Operating, Salary, and Benefit Costs 2

Operating

Budgeted operating expenses have increased 26.2% from fiscal year 2023. This increase is related to higher costs of fuel, supplies, building maintenance, and the receipt of Opioid Settlement Funds. Opioid Settlement Funds will be utilized for community engagement and awarding grants to help fight against the opioid and fentanyl epidemic.

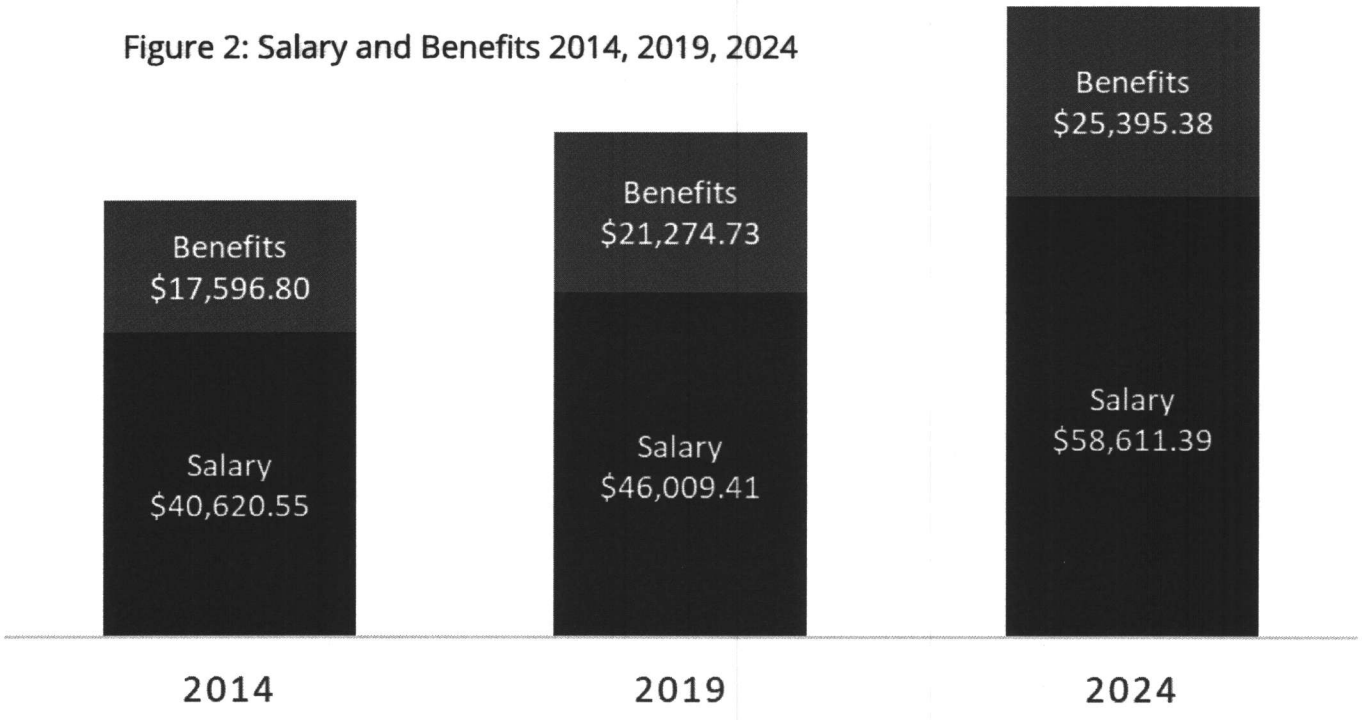
Salaries

Widespread labor shortages, an increased cost of living, and the current salary structure at EIPH have resulted in difficulties hiring and retaining staff. This year's budget includes an across-the-board 4% raise for employees. The hardworking staff at EIPH continue to provide dedicated, timely, and critical public health services while keeping costs low.

Employee Benefits

EIPH employer health insurance costs are increasing $2,100 per beneficiary in fiscal year 2024. With 87 EIPH staff that receive health benefits, this equates to an approximate $182,700 in increased costs.

Figure 2: Salary and Benefits 2014, 2019, 2024



Salary and benefits per FTE increased by 44% from FY2014 to FY2024.

Revenue 3

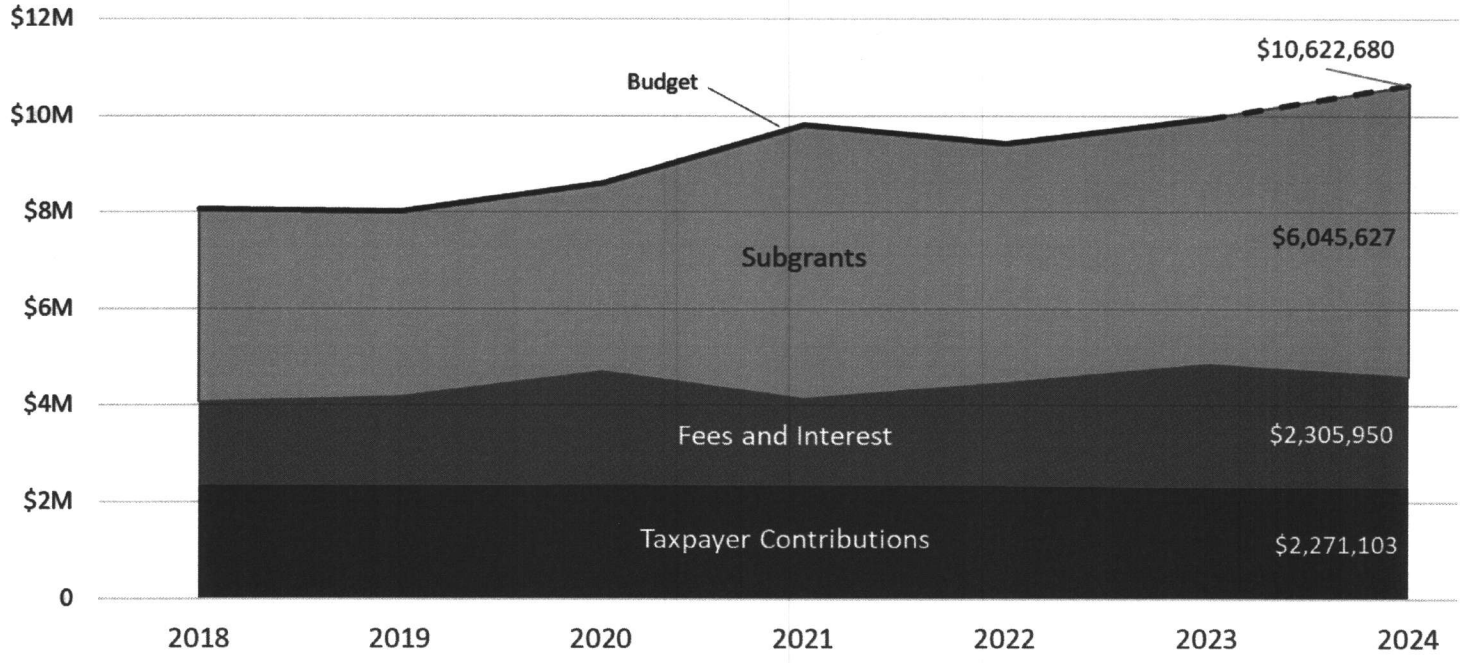
Fees

For fiscal year 2024, EIPH is budgeting a 14.0% decrease in fee revenue. We anticipate the remarkably high construction activity in recent years to diminish in the upcoming year, leading to a reduction in fee revenue for septic permits. COVID-19 vaccine administration revenue is also anticipated to decline.

Subgrants

This year's budget reflects an increase of 14.2% in subgrant funding compared to fiscal year 2023. This is largely attributable to the receipt of Opioid Settlement Funds and the COVID-19 Epidemiology Infrastructure Grant. The Idaho Millennium Fund has continued funding prevention efforts to curb youth vaping and smoking. The Adolescent Pregnancy Prevention program is no longer funded at the State level and is not included in the fiscal year 2024 budget. Minor fluctuations are generally expected in subgrant funding.

Figure 3: Revenue Distributions FY2018-2024



County Appropriations 4

EIPH is not requesting an increase in county appropriations for fiscal year 2024. Despite not requesting an increase, fluctuations occur year to year due to the appropriation formula (Table 1). Teton County is experiencing the largest adjustment because of their growing population and an increased property tax valuation.

Table 1: Appropriations by County

County	FY 2024 Amount	FY 2024 Distribution	Change from FY 2023	% Change
Bonneville	$1,106,913	48.7%	-$12,559	-1%
Clark	$8,948	0.4%	-$886	-9%
Custer	$49,964	2.2%	-$3,271	-6%
Fremont	$156,275	6.9%	+$182	0%
Jefferson	$276,688	12.2%	+$4,973	+2%
Lemhi	$79,875	3.5%	+$477	+1%
Madison	$410,456	18.1%	-$6,814	-2%
Teton	$181,984	8.0%	+$17,897	+11%
Total	$2,271,103	**100%**	**$0**	**0%**

EIPH Budget Distributions FY2018-2024: Local taxpayer contributions have remained near constant, while contracts and fees have increased to maintain public health programing.

Figure 4: Revenue Distributions FY2018-2024

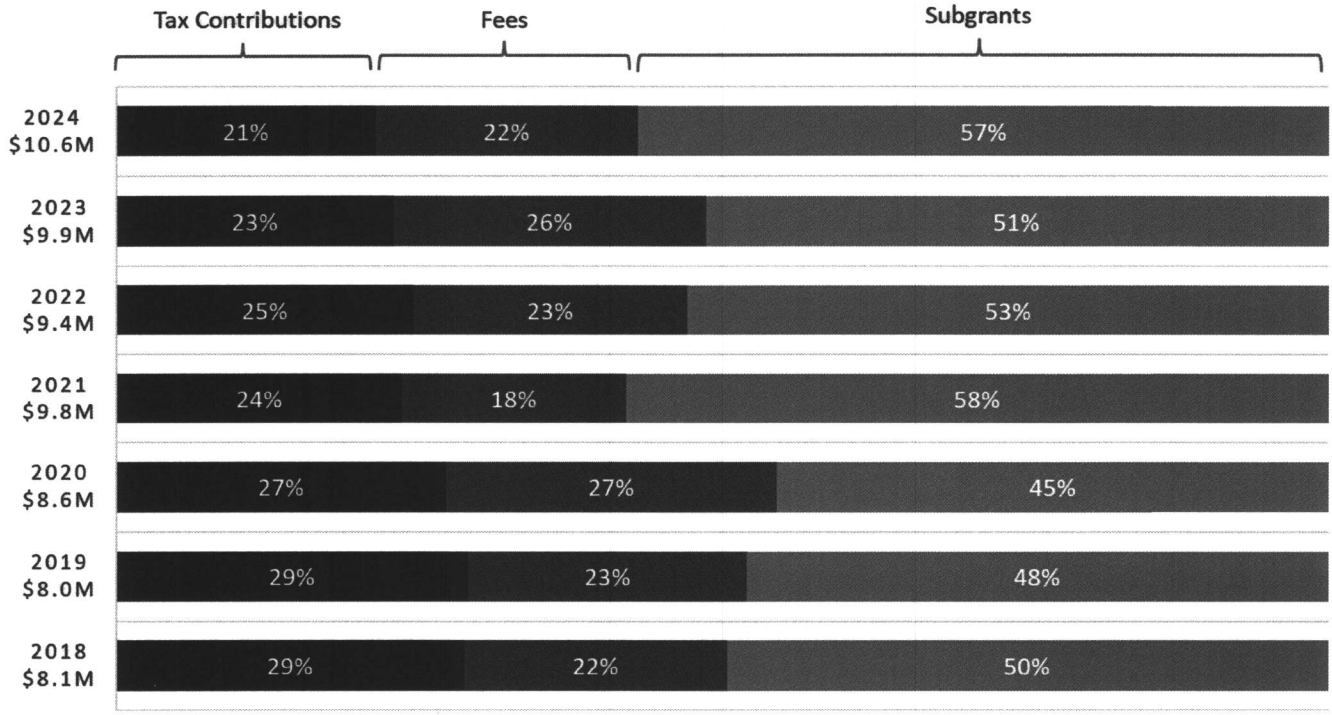
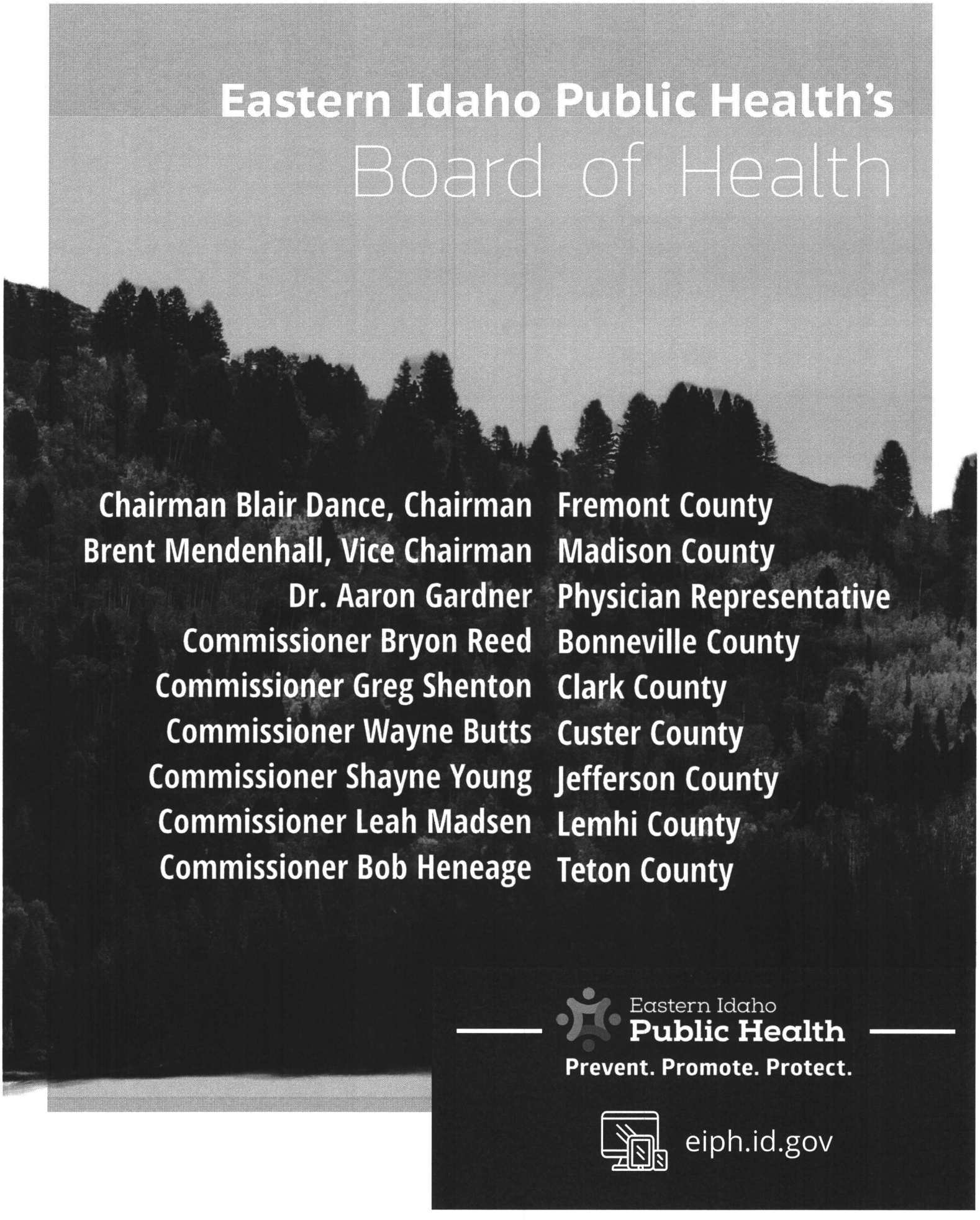


Table 2: County Populations and Property Value

COUNTY	FISCAL YEAR	POPULATION ESTIMATE	% POPULATION OF DISTRICT	POPULATION 70% DISTRIBUTION	TAXABLE MARKET VALUE	% VALUATION OF DISTRICT	VALUATION 30% DISTRIBUTION	BUDGET COUNTY COST POPULATION + VALUATION
BONNEVILLE	**2024**	**129,496**	**50.20%**	**$798,066**	**$13,770,904,117**	**45.33%**	**$308,847**	**$1,106,913**
	2023	127,930	50.51%	$802,992	$10,218,655,463	46.45%	$316,478	$1,119,470
CLARK	**2024**	**806**	**0.31%**	**$4,928**	**$179,342,578**	**0.59%**	**$4,020**	**$8,948**
	2023	792	0.31%	$4,928	$157,568,382	0.72%	$4,906	$9,834
CUSTER	**2024**	**4,506**	**1.75%**	**$27,821**	**$986,065,771**	**3.25%**	**$22,143**	**$49,964**
	2023	4,428	1.75%	$27,821	$821,777,062	3.74%	$25,414	$53,235
FREMONT	**2024**	**13,978**	**5.42%**	**$86,166**	**$3,126,513,465**	**10.29%**	**$70,109**	**$156,275**
	2023	13,592	5.37%	$85,371	$2,282,275,082	10.38%	$70,722	$156,093
JEFFERSON	**2024**	**33,428**	**12.96%**	**$206,034**	**$3,150,748,051**	**10.37%**	**$70,654**	**$276,688**
	2023	32,202	12.72%	$202,219	$2,242,832,104	10.20%	$69,496	$271,715
LEMHI	**2024**	**8,240**	**3.19%**	**$50,714**	**$1,301,299,367**	**4.28%**	**$29,161**	**$79,875**
	2023	8,162	3.22%	$51,191	$910,418,729	4.14%	$28,207	$79,398
MADISON	**2024**	**54,976**	**21.31%**	**$338,780**	**$3,196,806,816**	**10.52%**	**$71,676**	**$410,456**
	2023	53,881	21.28%	$338,304	$2,550,546,424	11.59%	$78,966	$417,270
TETON	**2024**	**12,544**	**4.86%**	**$77,263**	**$4,668,923,532**	**15.37%**	**$104,721**	**$181,984**
	2023	12,267	4.84%	$76,945	$2,813,416,620	12.79%	$87,142	$164,087
TOTAL	**2024**	**257,974**	**100%**	**$1,589,772**	**$30,380,603,697**	**100%**	**$681,330**	**$2,271,103**
	2023	253,254	100%	$1,589,771	$21,997,489,866	100%	$681,331	$2,271,103

Idaho Code 39-424 The formula for the county assessments is based on county population and property values.
POPULATION ESTIMATE - Idaho Dept. of Commerce
MARKET VALUE - Idaho Tax Commission


Eastern Idaho Public Health's
Board of Health
Chairman Blair Dance, Chairman Fremont County
Brent Mendenhall, Vice Chairman Madison County
Dr. Aaron Gardner Physician Representative
Commissioner Bryon Reed Bonneville County
Commissioner Greg Shenton Clark County
Commissioner Wayne Butts Custer County
Commissioner Shayne Young Jefferson County
Commissioner Leah Madsen Lemhi County
Commissioner Bob Heneage Teton County
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