



Southeastern Idaho Public Health

Citizen Review Panel

Public Health District #6

Meeting Minutes

December 10, 2018

Members present: Judy Boren Mark Gunning
 Paul Malek Bob Thomas
 Paul Vitale

Member absent: Peggy Haskin

SIPH Facilitator: Maggie Mann

IDWH Facilitator: Shawna Miller

- Meeting was called to order at 1:10 p.m.

CRP By-Laws

- The group reviewed Draft By-laws for approval. Motion made by Mark Gunning, seconded by Paul Vitale, to approve By-laws as presented. **Motion passed, all in favor.**

Reporting

- Bob Thomas shared a draft report template that could be used in reporting to IDHW and the Legislative Oversight Committee. The group reviewed the report and offered feedback. Bob will send Maggie the draft report electronically, and she will be responsible for submitting the reports. Reports are typically due within 30 days of the end of the quarter. For example for the Oct-Nov-Dec quarter, the report would need to be submitted by the end of January.

Officers

- Paul Vitale nominated Bob Thomas to serve as Chairman of the District 6 CRP, seconded by Paul Malek; no other nominations were made. **Nomination passed, all in favor.**
- Mark Gunning nominated Judy Boren to serve as Vice-Chairman, seconded by Paul Vitale. **Nomination passed, all in favor.**

Measure Template

- The group reviewed the excel file with proposed measures to review for each case file. The group agreed it is important to begin reviewing files and information available in order to determine what measures are most appropriate to review for.

Meeting Dates

- The group agreed to a standing monthly meeting date of the 2nd Monday of each month from 1:00 to 5:00 p.m. The next meeting will be on January 14 from 1-5 p.m.

Executive Session

Pursuant to IC 74-206, motion made by Mark Gunning, seconded by Paul Vitale, to move into Executive Session. Motion passed, all in favor.

Motion made by Mark Gunning, seconded by Paul Malek, to move out of Executive Session and adjourn the meeting at 5:00 p.m. Motion passed, all in favor.

APPROVED, 1/14/19