1. Chairman Thompson called the Board of Health meeting to order at 12:30 p.m. Commissioner Kirby introduced his guest, Wally Coissart, the newly elected commissioner of Boundary County.

2. Public Comment Session
Chairman Thompson called for public comment. There was no public comment.

3. Consent Agenda – Marlow Thompson
Chairman Thompson called for approval of the consent agenda to approve the January 10, 2019 Board of Health minutes, approve divisional reports and ratify contracts.

MOTION: Commissioner Kirby moved to approve the consent agenda; seconded by Jai Nelson. All were in favor; motion carried.

4. Program Highlights:
A. Epidemiology Annual CY 2018 Report – Dave Hylsky
Don Duffy introduced Dave Hylsky, Epidemiologist who has been with the Health District for 27 years. Dave provided a year-end review of the 2018 Reportable Diseases in District 1.

B. Vancouver, Washington Measles Deployment – Jeff Lee
Jeff was deployed to Clark County Public Health in Vancouver, Washington for approximately two weeks to assist with the measles outbreak. He described the processes and activities used to complete case investigations, active monitoring, data collection and analysis and provided technical assistance.

C. 2018 Blood Level Lead Update; Institutional Controls – Andy Helkey
Andy provided a comparative updated report on the lead blood levels within the Bunker Hill Box and within the Basin. He also provided an update of the Institutional Control Project.

5. Trustee/Executive Council Report – Glen Bailey
Glen stated the committee has not met since our last Board of Health Meeting.

6. Employee Satisfaction Survey – Mashelle Kenney
Mashelle provided the 2018 results of the Employee Satisfaction Survey and a comparison to the results of 2017. She identified common themes that rise year to year; and how staff is addressing those concerns through trainings and other means.
7. Elimination of Building Permit Review Fee – Joe Righello
Joe proposed that effective today, the EH section’s $75 building permit review fee be eliminated. The fee was originally implemented in 2010. He stated efficiencies in operations have reduced staff time necessary for building permit reviews, and additional streamlining is anticipated with the installation of the new EH database (Hedgerow). PHD’s building permit review benefits both the applicant and the public at large in assuring that the system isn’t damaged by the proposed construction. Elimination of the fee may also allow PHD to better integrate into existing county building processes.

MOTION: Allen Banks moved to approve the removal the $75.00 building permit review fee; seconded by Glen Bailey. All were in favor; motion carried.

8. Fiscal Report – Christine Crummer
A. Monthly Financial Report
The February ending cash balance was $4,766,038, after removing the board committed funds of $1,043,475 and program restricted funds of $355,700, there are approximately 3.71 months of cash reserves. Lora reminded the Board that the majority of $1 million dollars of board committed funds, is from the sale of two buildings last year. The Board discussed paying down facilities debt. Chairman Thompson asked Christine Crummer, Finance Manager to provide options of payments to lower the debt for consideration at a future Board of Health meeting.

i. Year-to-date Revenue:
   a. Licenses, Permits, and Fees revenue was over budget by $62,256 (7%).
   b. Home Health Services revenue was under budget by $101,914 (-8%).
   c. Clinical Services and Health Promotion revenue was over budget by $71,966 (11%).
   d. General Support Services revenue was over budget by $2,398 (+30%).
   e. Grants and Contracts revenue was under budget by $139,567 (-4%).

ii. Personnel Expenses: Total Personnel Expenses were under budget by $292,891 (+3%).

iii. Operating Expenses: Total Operating Expenses were under budget by $340,554 (+17%).

iv. Capital Expenses: Total Capital Expenditures are under budget by $94,089 (+25%).

B. FY 20 Draft Budget
Lora reviewed the budget process. She reminded the Board the draft presented is a proposal of budget; there is no action required from the Board at this time. We will ask for approval of the budget from the Board at our April meeting. Once approved by the Board we will present the draft budget to the County Commissioners prior to the budget hearing in May. Christine presented the FY 20 draft Budget. Estimated income of $12,744,000; up from $12,104,000 in 2018; a $640,014 increase or 5.29% with no increase to county funding. Lora shared the schedule of upcoming County Commissioner meetings with the Board.

C. Changing the District Mileage Reimbursement
On February 20, 2019 PHD received a memo from the State Controller’s Office (SCO) Board of Examiners indicating an increase to the Idaho in-state per diem rate from $45.00 to $49.00, effective immediately. That memo included an announcement of the Federal mileage rate increase from 54.5 cents to 58 cents, and the State’s intent to match the Federal rate. Mileage rate change to be effective April 1, 2019.

MOTION: Glen Bailey moved to approve the new per diem and mileage rate as per memo dated Feb 20, 2019 from the State Controller’s Office Board of Examiners, seconded by Commissioner Kirby. All were in favor; motion carried.

9. Director Report – Lora Whalen

B. PHAB- Panhandle Health District has been accredited by Public Health Accreditation Board, (PHAB). PHD is the second health district in the state to receive accreditation. The Idaho Department of Health and Welfare, Division of Public Health is accredited as well. A celebratory luncheon will be held on April 25th, prior to the Board meeting. Board members are welcome!
C. **Resolution to support Awareness, Education and Prevention of Suicide** – Lora asked the Board to consider bringing a resolution supporting awareness, education and prevention of suicide to the upcoming Idaho Association of District Boards of Health conference. Lora will bring resolutions brought by other Health Districts to our next meeting for consideration.

**MOTION:** Commissioner Fitzgerald moved to support the resolution as presented to supporting awareness, education and prevention of suicide to the IAB conference in June; seconded by Commissioner Kirby. All were in favor, motion carried.

D. **Legislative Update** – Lora provided the Board with a brief update of the status select House and Senate Bills that impact the Health Districts.

E. **Facilities Update** – Lora gave the Board an update on the St. Maries, Sandpoint, Bonners Ferry and Hayden facilities.

10. **Adjournment:** There being no further business, the meeting adjourned at 2:52 p.m. The next regular Board meeting is scheduled for April 25, 2019.

Marlow Thompson, Chairman  
April 25, 2019  
Lora Whalen, Director and  
Secretary to the Board  
4/25/19