



# Panhandle Health District

*Healthy People in Healthy Communities*

**Public Health**  
Prevent. Promote. Protect.

**Panhandle Health District**

**Board of Health**  
**January 10, 2019 @ 12:30 PM**  
**Kootenai Room**

<b>Board Members Present:</b>	Marlow Thompson, Walt Kirby, Glen Bailey, Dr. Allen Banks, Mike Fitzgerald, Dr. Richard McLandress
<b>Board Members Absent:</b>	Jai Nelson
<b>Staff Present:</b>	Lora Whalen, Don Duffy, Joe Righello, Christine Crummer, Mashelle Kenney, Erik Ketner, Nick Mechikoff, Katherine Hoyer, Jill Ainsworth
<b>Others Present:</b>	Jane Kirby, Cherie Murphy (student)

Chairman Thompson called the Board of Health meeting to order at 12:30 p.m.

Chairman Thompson called for the flag salute.

### **Public Comment Session**

Chairman Thompson called for public comment. There was no public comment.

### **Consent Agenda – Marlow Thompson**

Chairman Thompson called for approval of the consent agenda to approve the November 15, 2018 Board of Health minutes, to approve divisional reports and ratify contracts.

After two questions posed by Dr. Banks were addressed there was a motion.

**MOTION:** Glen Bailey moved to approve the consent agenda; seconded by Walt Kirby. All were in favor; motion carried.

### **Program Highlight – Quality Improvement/Performance Management Committee (QIPM) – D. Duffy**

Don Duffy explained the process of how we monitor progress with our strategic plan objectives and goals through QIPM quarterly meetings. He explained that each objective is assigned to a staff member who submits a report to the QIPM committee. The report identifies progress made with each objective as well as barriers. The QI/PM committee discusses and makes recommendations to the Executive staff committee for QI projects based on progress with strategic objectives.

### **CY 18 Strategic Plan/Review/SWOT/CY 19 Strategic Plan – Lora Whalen**

Lora provided a PowerPoint presentation highlighting progress with the 2018 Strategic Plan goals and objectives. She reviewed the SWOT themes generated from the staff, executive staff and Board of Health. The SWOT themes were taken into consideration in the development of the CY 19 strategic objectives. She presented the revised Strategic Plan Map, identifying the changes between 2018 and 2019, and asked for input/feedback on the CY 19 Strategic Plan Objectives.

### Food Program – Joe Righello

Joe provided an update on D3 establishment of food fees in addition to licensure fees.

**MOTION:** Commissioner Bailey moved to direct Lora to draft a letter to 1) assure the food industry and legislature that it is not our intent to establish fees beyond the license fees set in statute. 2) Draft talking points for our local state legislative members, Seconded by Commissioner Kirby. All were in favor; motion carried.

### Environmental Health Services Software Update – Erik Ketner

Erik provided an overview of the new software selected to replace our outdated TEC product. We will be working with database system called Hedgehog. Implementation is expected by July 1, 2019.

**Chairman Thompson called for a 5-minute break at 2:03; meeting reconvened at 2:08 pm.**

### Fiscal Report – Christine Crummer

#### ▪ **Monthly Financial Report**

December's ending cash balance was \$4,203,335. After removing the Board committed funds of \$1,036,853 and program restricted funds of \$413,825, there are approximately 3.04 months cash reserves.

#### ○ **Year-to-date Revenue:**

- Licenses, Permits, and Fees revenue was over budget by \$178,559 (+27%).
- Home Health Services revenue was under budget by \$92,736 (-10%).
- Clinical Services fee revenue was over budget by \$70,422 (15%).
- General Support Services revenue was over budget by \$1,509 (+25%).
- Grants and Contracts revenue was under budget by \$46,975 (-2%).

○ **Personnel Expenses:** Total Personnel Expenses were under budget by \$290,826 (+7%).

○ **Operating Expenses:** Total Operating Expenses were under budget by \$276,722 (+19%).

○ **Capital Expenses:** Total Capital Expenditures are under budget by \$55,439 (+19%).

#### ▪ **FY 17 Legislative Service Audit**

The FY17 Audit report was issued November 19, 2018. The report concluded the District's financial statements are materially accurate and reliable, and fiscal operations materially comply with related laws and regulations. As a result, an unmodified opinion was released.

### Director Report – Lora Whalen

- Lora thanked Marlow for the thoughtful Christmas treats he provided and delivered to each employee in the five counties.
- **Facilities Update- Hayden:** The installation of the water barrier (aka Turtle Shell) to protect the server equipment is complete. Pete's expertise and skill on this project saved us thousands of dollars that we would have otherwise had to contract out.
- **Bonnors Ferry:** The re-roofing project is completed. Pete installed the rain gutter and heat tape to prevent the gutters from icing up.
- **Sandpoint:** Pete is working with our Sandpoint electrician to install a heater in the elevator shaft to prevent it from freezing during the winter.
- **Citizen Review Panel; Legislative Report:** Lora and the group have met twice and reviewed records once. Next meeting is in February.
- **JFAC Presentation Decision Unit:** Public Health Districts are scheduled to address JFAC on February 7<sup>th</sup>. Director Moerhrle and Commissioner Zenner will be presenting on behalf of the 7 Health Districts.
- **Fed govt shutdown:** Lora stated that WIC could be impacted by the shutdown. The current funding will last until the end of February/ beginning of March.
- **Annual PHD Exercise update:** April 24<sup>th</sup> in Benewah County is the next scheduled PHD Exercise; which is a statewide exercise. This year is a Point of Dispensing (POD) exercise; the simulated event

is an anthrax release. We will be working as an open POD. Command post will be set up at PHD.

**Chairman Thompson called for a motion to meet in Executive session.**

**Executive Session to Discuss Personnel Matters - Pursuant to IC 74-206 (1)(b) to consider the evaluation of a staff member.**

**MOTION:** At 2:32 p.m., Commissioner Walt Kirby moved the Board go into Executive Session to discuss Personnel matters pursuant to Idaho Code 74-206 (1)(b); seconded by Commissioner Mike Fitzgerald.

A roll call vote was taken:

Marlow Thompson, Chairman	Aye
Allen Banks	Aye
Mike Fitzgerald	Aye
Walt Kirby	Aye
Richard McLandress	Aye
Glen Bailey	Aye

At 2:56 p.m., the Board returned to regular session.

There being no further business, the meeting adjourned at 2:58 p.m. The next regular Board meeting is scheduled for March 28, 2019.

*Marlow Thompson*      *March 28, 2019*  
 Marlow Thompson, Chairman      Date

*Lora Whalen*      *3/28/19*  
 Lora Whalen, Director and      Date  
 Secretary to the Board