



Panhandle Health District

Healthy People in Healthy Communities

Public Health
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Panhandle Health District

Minutes

**District 1 Board of Health
November 21, 2019 @ 12:30 pm
Shoshone/Benewah Room**

Board Members Present: Marlow Thompson, Commissioner Walt Kirby, Commissioner Mike Fitzgerald, Glen Bailey, Dr. Allen Banks, Dr. McLandress

Board Members Absent: Jai Nelson

Staff Present: Lora Whalen, Director; Don Duffy, PHS Division Administrator; Joe Righello, EHS Division Administrator; Mashelle Kenney, Human Resource Specialist; Christine Crummer, Finance Manager; Jill Ainsworth, Management Assistant; Linda Harder, Health Education Specialist; Representative Amador; Representative Wisniewski; Representative Sage Dixon

Other:
Jane Kirby

1. Chairman Thompson called the Board of Health meeting to order at 12:32 p.m.

2. **Public Comment Session**

Chairman Thompson called for public comment. There was none.

3. **Consent Agenda – Marlow Thompson**

Chairman Thompson called for approval of the consent agenda to approve the September 26, 2019 Board of Health minutes, approve divisional reports and ratify contracts.

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

4. **Program Highlight: Vaping Trends and Products -Linda Harder**

Don Duffy introduced Linda Harder to the Board and attendees. Through a PowerPoint presentation, she provided an overview of vaping.

5. **Well Water Concerns in the Lake Cocolalla Area – Joe Righello**

Mr. Righello provided an update on actions taken by DEQ and PHD in the Lake Cocolalla area to test private wells and educate homeowners about uranium levels present in two wells in the area. He provided an informational sheet that was mailed to each individual homeowner informing them about testing for uranium and actions they are advised to take should their wells test high for uranium.

6. **Appointment of Home Health Administrator**

Lora advised that due to the resignation of our Home Health Administrator that per IDAPA 16.03.07 the Board needed to consider appointing a new Home Health Administrator.

MOTION: Commissioner Kirby made a motion to appoint Don Duffy as Home Health Administrator seconded by Glen Bailey. All in favor; motion carried.

7. Fiscal Report – Christine Crummer

A. Monthly Financial Report

The August ending cash balance was \$4,158,366, which is a decrease of \$89,976 since June 30, 2019. After removing the Board committed funds of \$311,104 and program restricted funds of \$501,060 there are 2.95 months cash reserves.

▪ **Year-to-date Revenue:**

- Environmental Fees revenue was over budget by \$133,742 (+27%).
- Home Health Services revenue was under budget by \$44,491 (-7%).
- Clinical Services and Health Promotion revenue was over budget by \$27,655 (+8%).
- Grants and Contracts revenue was under budget by \$12,619 (-1%).

▪ **Personnel Expenses:** Total Personnel Expenses were under budget by \$211,323 (+8%).

▪ **Operating Expenses:** Total Operating Expenses were under budget by \$180,235 (+17%).

▪ **General Services:** This was over budget by \$23,642 (15%).

▪ **Capital Expenses:** Total Capital Expenditures are over budget by \$594,518 (-126%). Additional principal payment of 935 K paid on the Sandpoint facility loan.

B. 1% Appropriation Reversion- The State has asked all agencies with the exception of education to reduce the FY 20 State General appropriation by 1% and the FY 21 budget request to the State by 2%. Christine provided a recommendation for a reduction of \$12,893 from the FY 20 budget.

MOTION: Dr. McLandress made a motion to approve a decrease in the FY 20 budget by \$12,893 as presented for implementation of the 1% state general fund spending reset as directed by the Governor’s office... All in favor; motion carried.

8. Director Report – Lora Whalen

- **Consideration of 2020 Board Meeting Calendar:** The board had agreed to use this calendar as a guide and reserves the ability to change meeting dates as necessary.

MOTION: Allen Banks made a motion to use the 2020 Board meeting calendar as a guide for CY 2020 meetings; seconded Glen Bailey. All in favor, motion carried.

- **Citizen Review Panel:** The panel has one opening, and Lora is working to fill that position. Lora also noted the Legislative Oversight committee meets December 5th and John Sahlin from our district will be attending.
- **Idaho Health Partners (IHP):** Lora provided an update on the current status of IHP.
- **FY 18 LSO Audit Report:** Our FY 18 audit is finalized with no findings. FY 19 audit will be in April or early summer.

There being no further business, the meeting adjourned at 1:40 p.m. The next regular Board meeting is scheduled for January 23, 2020.

Marlow Thompson Jan 23, 2020 *Lora Whalen* 1/23/2020
Marlow Thompson, Chairman Date Lora Whalen, Director and Secretary to the Board Date