



Panhandle Health District

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.

Panhandle Health District

District 1 Board of Health Meeting Minutes

January 23, 2020

Board Members Present: Marlow Thompson, Commissioner Walt Kirby, Glen Bailey, Dr. Allen Banks, Jai Nelson

Board Members Not Present: Commissioner Mike Fitzgerald, Dr. McLandress

Staff Present: Lora Whalen, Director; Don Duffy, PHS Division Administrator; Joe Righello, EHS Division Administrator; Mashelle Kenney, Human Resources Specialist; Christine Crummer, Financial Manager; Katherine Hoyer, PIO; Kim Young, Nutrition Services Program Manager; Nick Swope, Health Promotions Program Manager; Jeff Lee, Epidemiologist; Dave Hylsky, Epidemiologist; Tina Ghirarduzzi, Kelsey Orlando; Amy Hirtle, Andy Helkey, ICP Program Manager

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

2. Award Presentations

- Chairman Thompson presented Don Duffy and his team with a framed copy of the School District #271 Leadership Award received on January 6, 2020.
- PHD received a Letter of Appreciation from the Department of Labor for use of the St. Maries facility.
- Chairman Thompson formally recognized Andy Helkey for his Citizen of the Year award from the Silver Valley Chamber of Commerce.

3. Public Comment Session

Chairman Thompson called for public comment. There being no public comment the meeting proceeded.

4. Consent Agenda – Marlow Thompson

Chairman Thompson called for approval of the consent agenda which includes the November 21, 2020, Board of Health meeting minutes, divisional reports, ratification of contracts and three policy changes.

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

5. External Customer Satisfaction Review - Katherine Hoyer

Katherine provided an overview and analysis of the 2019 Customer Satisfaction Survey results from the following programs: Environmental Health, WIC, Clinical Services, Senior Companions, Home Health, and Nurse Family Partnership/Parents as Teachers.

6. Draft CY 20 Strategic Plan Review – Lora Whalen

Lora provided a synopsis of the 2019 Strategic Plan:

- Goals and objectives are reviewed quarterly
- The Community Health Improvement Plan is important in aiding us set our goals based on the health priorities of our communities.
- Three overarching priorities, each with a set of goals

1. Positively Impact Population Health
 2. Steward Collaboration Efforts with Community Partners
 3. Ensure Organizational Efficiency and Capability
- Quarterly reporting provides guidance on where to focus improvements. The following are a few of the improvements made in 2019:
 - Communication was identified as an area for a formal QI project and is currently active
 - A monthly dental day was implemented in Kootenai County
 - QPR training is being taught throughout the community
 - SPAN Walk has significantly increased participation of community members

Lora reviewed the 2020 Strategic Plan strategies and objectives. She asked for feedback/approval.

MOTION: Allen Banks moved to approve the 2020 Strategic Plan as presented; seconded by Jai Nelson. Discussion: Glen Bailey is impressed with PHD's ability to analyze and meet the needs of the communities it serves. All were in favor; motion carried.

7. Update 41.01.01, Rules of Public Health District #1 – Joe Righello

Joe provided an update on PHD's Administrative Rule 41.01.01. It will be going before both houses. The Senate reviewed and forwarded the rule on January 13, 2020, and it was sent to the House Energy and Environment Committee.

8. Executive Council/Trustee Report – Glen Bailey

Glen reported on the following topics from the January 16, 2020, Trustee conference call:

- Medicaid Expansion and where funding would come from.
- Proposed budget freeze for the counties.
- Health District Director pay and discrepancies among the district directors
- Ongoing conference calls throughout the legislative process.

Glen will keep the Board updated as information is received from the Trustee meetings. Allen Banks thanked Glen for continuing as PHD's Trustee for Panhandle Health District.

9. Fiscal Report – Christine Crummer

The month ending cash balance for December 2019 was \$3,854,026, which is a decrease of \$394,316 from June 30, 2019. After removing the Board committed funds of \$312,682 and program restricted funds of \$438,121, there are approximately 2.82 months cash reserves.

- **Year-to-date Revenue:**
 - Licenses, Permits, and Fees revenue was over budget by \$135,965 (+18%).
 - Home Health Services revenue was under budget by \$153,867 (-17%). This is due to a ransomware attack of the software vendor and a decrease in admits.
 - Clinical Services and Health Promotion revenue was over budget by \$42,238 (+8%).
 - General Support Services revenue was under budget by \$518 (-6%).
 - Grants and Contracts revenue was under budget by \$87,054 (-3%).
 - Interest revenue was over budget by \$5,169 (+14%).
- **Personnel Expenses:** Total Personnel Expenses were under budget by \$353,894 (+8%)
- **Operating Expenses:** Total Operating Expenses were under budget by \$255,165 (+16%).
- **Capital Expenses:** Total Capital Expenditures are over budget by \$442,060 (-62%), due to the additional principal payment of \$935,000 paid on the Sandpoint Facility loan.

10. Amended FY20 Budget – Christine Crummer

Christine asked for a motion to reduce the FY20 current budget to \$13,568,156 (-\$207) which accounts for a total 1% reversion, or \$13,100, in state appropriation dollars.

MOTION: Walt Kirby moved to approve the decrease of \$207 to the FY20 budget as presented; seconded by Allen Banks. All were in favor; motion carried.

11. Director Report – Lora Whalen

- **Idaho Association of District Boards of Health Annual Meeting, June 10-11, 2020, Pocatello:** Save the date cards provided to the Board.
- **FY 18 Legislative Services Office Audit Final Report:** No findings. Lora will provide a copy via mail if anyone is interested in reviewing the report.
- **JFAC Presentation:** The Health Districts will be presenting on February 7, 2020. Russ Duke will present on behalf of the Health Districts.
- **CY 19 Annual Report:** Copies were provided to the Board.

12. Executive Session to Discuss Matters Pursuant to Idaho Code 74-206(b); to consider evaluation of a staff member.

MOTION: At 1:45 p.m., Allen Banks moved that the Board go into Executive Session to discuss personnel matters pursuant to Idaho Code 74-206(b) seconded by Walt Kirby. A roll call vote was taken:

Marlow Thompson, Chairman	Aye
Walt Kirby	Aye
Allen Banks	Aye
Glen Bailey	Aye
Jai Nelson	Aye
Richard McLandress	Not Present
Mike Fitzgerald	Not Present

At 2:08 p.m., the Board returned to regular session.

MOTION: Glen Bailey moved to give the Director a 3% salary increase effective January 1, 2020; seconded by Walt Kirby. Discussion: Lora recommended it be changed to a 2% to match the Governor’s recommendation. Lora explained it will most likely not be approved by DFM until next fiscal year. Jai recommend that once it is approved, a bonus be provided to pay the difference to make up for the retroactive pay. All were in favor of the motion; motion carried.

There being no further business, the meeting adjourned at 2:10 p.m. The next regular Board meeting is scheduled for March 26, 2020.

<i>Marlow Thompson</i>	<i>March 26, 2020</i>	<i>L. Whalen</i>	<i>3/26/20</i>
Marlow Thompson, Chairman	Date	Lora Whalen, Director and Secretary to the Board	Date

