



# Panhandle Health District

*Healthy People in Healthy Communities*

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

**Panhandle Health District**

## Minutes

**District 1 Board of Health**  
**March 26, 2020, 12:30 PM**  
**ShoBen Room**

**Board Members Present:** Marlow Thompson, Commissioner Walk Kirby, Commissioner Mike Fitzgerald, Glen Bailey, Dr. Allen Banks, Jai Nelson, Dr. McLandress

**Staff Present:** Lora Whalen, Director; Don Duffy, PHS Division Administrator; Joe Righello, EHS Division Administrator; Christine Crummer, Finance Manager; Jill Ainsworth, Management Assistant; Erik Ketner, EH Program Manager; Dave Hylsky, Epidemiologist; Jeff Lee, Epidemiologist; Marc Lyons, Legal Representation

1. Chairman Thompson called the Board of Health meeting to order at 12:30 p.m. He explained there was a request to move Home Health State Survey up to #6 on the agenda.

**MOTION:** Commissioner Kirby moved to move agenda item #7 up to #6 on the agenda. Moved by Kirby, second by Banks; all in favor, motion passed

Pledge of allegiance.

### 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 23, 2020 Board of Health minutes, approve divisional reports and ratify contracts.

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

### 4. Program Highlight – Epidemiology Annual 2019 CY Report – Dave Hylsky

Don Duffy, PHS Division Administrator introduced Dave Hylsky, Epidemiologist. With a PowerPoint presentation, Dave provided a year end overview and analysis of the reportable diseases for CY 2019 within District 1. He provided comparative data to the last 10 years. He noted that in 2019 there were 1,475 reportable diseases, as compared to 1,530 cases in CY 2018.

### 5. COVID 19 Update – Jeff Lee

Don Duffy, PHS Division Administrator introduced Jeff Lee, Epidemiologist. Jeff presented a COVID19 Update PowerPoint presentation, highlighting an overview of the virus, the national profile, Idaho profile, PHD profile, and the activities PHD has taken to protect and address the needs of the community.

### 6. Home Health State Survey – Don Duffy

The last Home Health survey was in Feb 2019.; they were here for 3 days. Surveyed in 10 randomly selected patients. Mr. Duffy presented a plan to come into compliance with the following deficiencies as

identified by the surveyors:

- patient care documentation
- coordination between Home Health and referral sources
- lack of a quality improvement process
- lack of involvement by the Governing Body (BOH)

Plan to address deficiencies include:

- Nurse Manager will review 100% of patient charts in March; 50% in April and 10% thereafter.
- Establishing and then tracking the following quality improvement areas: fall rate, rehospitalizations, infection history vital signs out of range and ER visits
- Implementing the 2018 quality assurance and performance improvement (QAPI) standards.
- Nurse Manager will provide monthly proper case management in-services
- Present Quality Improvement and HH practices to the BOH (HH Governing Body).

State Surveyors will return sometime in the near future to perform a similar survey.

**MOTION:** Glen Bailey moved to approve the plan to come into compliance; as necessary; seconded by Allen Banks. All in favor; motion carried.

#### **7. Outlet Bay Sewer District – Erik Ketner**

Erik Ketner provided a timeline/history of the issue Outlet Bay Sewer District addressed in their letter to Ms. Whalen dated February 28, 2020.

#### **8. Modifications (DEQ Integration) to 41.0101**

Joe Righello, Environmental Health Division Administrator stated IDAPA 41.01.01 was heard by Senate Health and Welfare and House Environmental, Energy, and Technology committees. It passed unanimously in Senate Committee and passed with a 12 to 6 vote in the House Committee. Currently, as all rules, this rule is a temporary rule.

**MOTION:** Glen Bailey moved to authorize staff to work with DEQ to develop a process for DEQ to submit the aquifer portion of the rule, leaving ICP portion (sections 500, et,seq) intact and under PHD's authority; seconded by Dr. McLandress.

**Discussion:** Joe offered that the motion was too restrictive and provided his reasoning. Board further discussed options. Dr. McLandress retracted his second. Motion died with lack of second.

**MOTION:** Glen Bailey moved to authorize staff to pursue options to accomplish DEQ's participation in aquifer portion of the state regulations (Sections 100-499) and to report back to the Board on their collaboration; seconded by Dr. McLandress. All in favor; motion carried.

#### **9. Fiscal Report – Christine Crummer**

##### **• Monthly Financial Report**

The February ending cash balance was \$4,399,744, which is an increase of \$151,402 from June 30, 2019. After removing the Board committed funds of \$314,033 and program restricted funds of \$356,121, there are approximately 3.55 months cash reserves.

##### **○ Year-to-date Revenue:**

- Environmental Fees revenue was over budget by \$14,295 (+1%).
- Home Health Services revenue was under budget by \$223,021 (-18%).
- FACH Services and Health Promotion revenue was over budget by \$30,858 (+4%).
- Grants and Contracts revenue was under budget by \$176,624 (-5%).

**○ Personnel Expenses:** Total Personnel Expenses were under budget by \$422,820 (+7%).

- **Operating Expenses:** Total Operating Expenses were under budget by \$381,584 (+18%).
- **Capital Expenses:** Total Capital Expenditures are over budget by \$260,733 (-28%).

▪ **Sick leave contribution rate reversion-** As a result of House Bill 557, by the Appropriations Committee, State of Idaho is reducing appropriations for sick leave contribution rates for fiscal year 2020. Christine suggested that we move to reduce the state appropriation in the amount not to exceed \$4,000. She noted the funds are required to be back to the state by April 7<sup>th</sup>.

**MOTION:** Dr. banks moved to moved to approve a reduction in the State appropriations not to exceed \$4,000 for the sick leave contribution reversion rates; seconded by Walt Kirby. All in favor; motion carried.

▪ **Director Authority to increase budget in event of public emergency**

Christine suggested the Board grant the Director authority to increase budgeted spending authority in the amount not to exceed \$500,000 in the event of a public health emergency. Dr. McLandress asked if there is a precedent; Christine indicated some districts have this provision. Board discussed what is an emergency; an emergency as declared by the governor or the county Commissioners.

Christine asked the Board if they preferred to limit the authority to this event or as any emergency event.

Lora explained the overtime related to COVID 19 has been overwhelming. The BOA has approved (ending May 31<sup>st</sup>) these people can be paid in money vs in compensation time. Lora identified that all the hours for COVID 19 are tracked. Christine is seeking pre-approval from the Board to allow Lora access to the budget

In the unlikely event there are bills to be paid; Lora stated she is fine with calling an emergency Board meeting for authorization.

**MOTION:** Dr. Banks moved to grant authority to the director the ability to move up to \$500,000 from the general fund in the event of a public health emergency as declared by the Governor or the County Commissioners, seconded by Glen Bailey.

**Discussion:** Board discussed if emergency had to be declared in all five counties. Glen Bailey reminded that with the available technology, the Board is able to call an emergency meeting.; Commissioner Fitzgerald suggested permission be granted for singular event, and for those counties which have declared emergencies.

Lora stated that if the COVID 19 matter was to rise to the level that required changes in the budget or spending, she has no issue with calling an emergency or special board meeting. Dr. McLandress, stated he was comfortable with not having this motion; as he is confident that the administration would do the homework necessary.; Glen voiced concern that if we were to authorize spending of the funds we already have, it will that disqualify us from the federal funds that might be available. We all favor the HD spending what they need to; and then be reimbursed from the Federal funds.

Dr. Banks withdrew his motion; and Glen Bailey seconded withdrawal of the motion based on the discussion. No formal action taken.

▪ **FY 21 Draft Budget**

Christine Crummer, Fiscal Officer introduced the FY21 draft budget. She stated staff has been working diligently on the timeline to have the final draft brought before the Board in April; and then present in final format for approval in May 2020.

**10. Director Report – Lora Whalen**

▪ **IdahoStars CCRC Contract** – Childcare Resource Center is a contract that has been in place for 20 years. We are the only Health District with this contract, the other regions have the program under the direct supervision of University of Idaho (UI). On Feb 5<sup>th</sup> we received an email from U of I which stated they are reorganizing their regional offices and will no longer be contracting with PHD to perform CCRC deliverables, rather they will start a U of I staffed CCRC program in Region 1.

▪ **Legislative Update** - Lora provided a legislative update.

▪ **IAB Conference** – Unknown if it will be held or not. Planning is on hold at this point.

▪ **North Idaho Opioid Strategic Plan** –Lora provided the Panhandle Health District proposed North Idaho Opioid Strategic Plan.

There being no further business, the meeting adjourned at 4:02 p.m. The next regular Board meeting is scheduled for April 23, 2020.



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Marlow Thompson, Chairman                      Date



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Lora Whalen, Director and  
Secretary to the Board



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Date