



Panhandle Health District

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.

Panhandle Health District

MINUTES

District 1 Board of Health

April 23, 2020

WebEx meeting w/Conference Call-in

Board Members Present: Glen Bailey, Dr. Allen Banks, Jai Nelson,

Board Members Present through WebEx: Marlow Thompson, Commissioner Walt Kirby, Commissioner Mike Fitzgerald, at 12:40 PM Dr. McLandress joined the WebEx

Staff Present: Lora Whalen, Director; Don Duffy, PHS Division Administrator; Joe Righello, EHS Division Administrator; Christine Crummer, Finance Manager; Jill Ainsworth, Management Assistant

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

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 February 19, 2020 Special Meeting Minutes and the March 26, 2020 Board of Health minutes, and to approve divisional reports.

MOTION: Dr. Banks moved to approve the consent agenda and minutes with spelling errors corrected; seconded by Glen Bailey. All were in favor; motion carried.

4. **Program Highlight: Incident Command – Don Duffy**

Through a PowerPoint, Don reviewed the Panhandle Health District COVID 19 Response Priorities, procuring supplies, the incident command chart, the status of COVID 19 in District 1, and next priorities.

5. **Idaho Association of Boards of Health-**

Lora stated the Annual Idaho Association of Boards of Health Meeting will be held virtually in June for one day consisting of the business meeting only.

6. **Fiscal Report – Christine Crummer**

• **Monthly Financial Report**

The March ending cash balance was \$4,234,560, which is a decrease of \$13,782 from June 2019. After removing the Board committed funds of \$314,651 and program restricted funds of \$320,127, there are approximately 3.47 months cash reserves.

○ **Year-to-date Revenue:**

- ❖ Licenses, Permits, and Fees revenue was under budget by \$20,313 (-2%).
- ❖ Home Health Services revenue was under budget by \$262,692 (-19%).
- ❖ Clinical Services fee revenue was over budget by \$18,202 (+2%).
- ❖ General Support Services revenue (local death certificate issuance) was under budget by \$456 (-4%).
- ❖ Grants and Contracts revenue was under budget by \$276,918 (-7%).

- ❖ Interest revenue over budget by \$3,454 (+6%).
- ❖ Donations, Miscellaneous revenue was over budget by \$34,700 (+259%).
- **Personnel Expenses:** Total Personnel Expenses were under budget by \$450,176 (+7%).
- **Operating Expenses:** Total Operating Expenses were under budget by \$414,547 (+17%).
- **Capital Expenses:** Total Capital Expenditures are over budget by \$170,122 (-16%). Additional principal payment of \$935,000 paid on the Sandpoint Facility loan.

● **Proposed FY21 Budget for presentation to Budget Committee**

Christine presented the FY 21 proposed budget. The overview of the presentation included Funding Formula Review, Population Valuation Changes, County Formula, and the FY2021 Budget Summary Proposal. The FY 2021 proposed budget is \$12,409,838 as compared to the revised FY 2020 Budget of \$13,566,056, a decrease of \$1,156,218 (8.5%).

Chairman Thompson asked why there is an additional ICP FTE position. Joe Righello explained it would allow ICP to hire a full-time person vs summer help and would replace contracted services. He stated the position is completely funded from outside sources.

MOTION: Commissioner Kirby moved to accept the FY21 budget as proposed for presentation to the County Commissioners which form the Budget Committee; seconded by Jai Nelson. All in favor; motion carried.

7. Director Report – Lora Whalen

- **Commissioner Budget Update Meetings** – The county budget presentations have been scheduled. Benewah County is scheduled for Monday 27th, at 8:30; Boundary County is on Monday, April 27th at 1:30; Shoshone County is Wednesday, April 29 at 1:00; Kootenai County is Thursday April 30th at 1:00; and Bonner County is Thursday, May 7th at 10:00 AM. The FY21 Budget hearing will be held on May 28th at 11:00 at PHD in the ShoBen Room, followed by the regular Board of Health meeting.
- **Citizen Review Panel** – Met this month; they continue to review the difficult fostering cases.
- **Legislative Update:** Panhandle Health met with approximately 12 of the District 1 Legislators on April 16, 2020 via Webex and in person for a COVID 19 update.
- **Shoshone County** – Lora advised the Board that Commissioner Fitzgerald’s term ends June 30. He has expressed a desire to continue serving. She stated the Shoshone County Board of Commissioners has been sent a nomination form. We are hopeful to have the nominations out and the ballots back for installation prior to the expiration of his term.

There being no further business, the meeting adjourned at 2:21 p.m. The next regular Board meeting is scheduled for **May 28, 2020.**

Marlow Thompson 5/28/2020

Marlow Thompson, Chairman Date

Lora Whalen

Lora Whalen, Director and Secretary to the Board

5/28/20

Date