



Panhandle Health District

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.

Panhandle Health District

MINUTES

District 1 Board of Health

May 28, 2020 @ 12:30 pm

ShoBen Room/WebEx Video Conference

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

Board Members via Webex: Marlow Thompson, Commissioner Walt Kirby

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

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

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

4. **Program Highlight - Re-Opening North Idaho Restaurants- Joe Righello**

Joe reviewed the Idaho Rebounds guidelines for restaurant re-opening in Stage 2 of the Governor's rebound plan. Joe described how we are working to assist restaurants in reopening.

5. **Shoshone County Representative Ballots:**

The term for the Shoshone County representative, Mike Fitzgerald, who filled the vacancy created by Leslee Stanley will expire on June 30, 2020. Shoshone County Commissioners nominated Mike Fitzgerald for another term. Ballots were sent to the 15 County Commissioners within District 1. Chairman Thompson asked the ballots to be counted and reported later in the meeting. Ballots were counted, and Lora Whalen provided the results; 14 ballots were received, all 14 were in favor of Mike Fitzgerald for a 5-year term.

6. **Facilities Update – Don Duffy**

Don provided an update of improvements completed at the health district facilities within the five counties. He presented a PowerPoint on proposed cosmetic changes and minor remodel of the Bonners Ferry building. Joe described the planned security updates. Chairman Thompson suggested that we consider involving an architect

7. **Idaho Association of Board's Virtual Meeting**

Because of COVID-19, the annual IAB conference will not be held in Pocatello as originally intended. Instead, it will be a business meeting on June 11, 2020 at noon. There is a proxy in the packets for anyone that is not going to be virtually attending.

8. Fiscal Report – Christine Crummer

• Monthly Financial Report

The April ending cash balance was \$4,000,197 which is a decrease of \$248,145 from the previous month. After removing the Board committed funds of \$315,819 and program restricted funds of \$289,654, there are approximately 3.3 months cash reserves.

○ **Year-to-date Revenue:**

- ❖ Environmental fee revenue was under budget by \$28,441 (-2%).
- ❖ Home Health Services revenue was under budget by \$270,306 (-18%).
- ❖ Clinical Services fee revenue was under budget by \$12,269 (-1%).
- ❖ General Support Services revenue (local death certificate issuance) was under budget by \$298. (-2%).
- ❖ Grants and Contracts revenue was under budget by \$292,854 (-6%).
- ❖ Interest revenue over budget by \$2,513 (4%).
- ❖ Donations, Miscellaneous revenue was over budget by \$96,785 (664%).

○ **Personnel Expenses:** Total Personnel Expenses were under budget by \$430,271 (6%).

○ **Operating Expenses:** Total Operating Expenses were under budget by \$491,191 (18%).

○ **Capital Expenses:** Total Capital Expenditures are over budget by \$102,503 (-9%).

Commissioner Fitzgerald asked if there was any reimbursement for the costs incurred responding to COVID19. Christine identified the funding sources that the district could access and described each of the four funding sources.

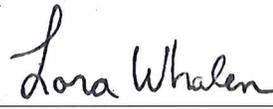
9. Director Report – Lora Whalen

- **COVID19** -Lora provided an update on COVID-19 recent activities.
- **FY19 Legislative Services Office Audit** – Panhandle Health is currently undergoing the FY19 Audit. This year they are doing the audit remotely.
- **Election of Officers** - At the July 23rd Board meeting elections will be held for Chairman, Vice Chairman, and Trustee/Exec Council.

There being no further business, the meeting adjourned at 1:36 p.m. The next regular Board meeting is scheduled for July 23, 2020 at 12:30 p.m.

 8/2/20

Marlow Thompson, Chairman Date

 8/7/20

Lora Whalen, Director and Date
Secretary to the Board