



**Public Health**  
Prevent. Promote. Protect.  
Panhandle Health District

# Panhandle Health District

*Healthy People in Healthy Communities*

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## District 1 Board of Health Meeting Minutes

March 23, 2023 – 12:30pm

### Kootenai Room

#### 1. Call to Order:

Chairman Thompson called the Board of Health (BOH) meeting to order at 12:30 p.m. in the Kootenai Room of Panhandle Health District (PHD), located at 8500 N. Atlas Rd, Hayden, Idaho.

#### 2. BOH Members Present:

Chairman	Marlow Thompson
Vice Chairman	Glen Bailey
Shoshone County Commissioner	Tracey Casady
Boundary County Commissioner	Tim Bertling (via Zoom)
Bonner County (At Large)	Dr. Thomas Fletcher
Kootenai County Representative	Dr. Jessica Jameson

#### 3. BOH Members Absent:

Kootenai County (At Large)	Dr. Richard McLandress
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#### 4. PHD Staff Present:

District Director	Don Duffy
Management Assistant	Jessica Eastin
Financial Officer	Christine Crummer
Health Services DA	Kim Young
Environmental and Health Protection DA	Erik Ketner
Clinical Services DA	Jenna Dowell
Public Information Officer	Katherine Hoyer
Human Resources Specialist	Sandee Riggs
Senior Desktop Support Analyst	Robert Keig

#### 5. Guest Present:

Health Education Specialist	Linda Harder
Health Education Specialist	Lindsey McCurdy

#### 6. Pledge of Allegiance

#### 7. Introduction:

District Director, Don Duffy introduced Jessica Eastin, new Management Assistant (MA), to the Board.

#### 8. Public Comment:

Chairman Thompson called for public comment. No public comments presented.

## **9. Consent Agenda:**

- a. Chairman Thompson called for a motion to approve the consent agenda, which included the BOH minutes for January 26, 2023, Division Reports for March 23, 2023, and ratification of the following contracts: AAA Diabetes Program; AAA Fit and Fall Proof, AAA Powerful Tools for Caregivers.

### **MOTION:**

Vice Chairman, Glen Bailey moved to approve the consent agenda as presented; seconded by Commissioner Casady.

**VOTED** upon the Chair declared the motion carried, unanimously.

## **10. Executive Council/Trustee Report:**

- a. Vice Chairman Glen Bailey provided an update on the Idaho Association District Board of Health Trustees emergency meeting held on Tuesday, February 22, 2023, at 4:00 p.m. MST, which included the discussion of RS30182/HO160 as well as HO154. Mr. Baily discussed concerns about the implementation of the bill as it relates to Health District staff and the administrative rule portion of House Bill No. 160. Dr. Fletcher read a statement he prepared in support of House Bill 160. Dr. Fletcher stated that he read this statement to the Idaho Legislative Health and Welfare Committee and that this committee and Idaho House Members supported this bill. He explained that the bill was not passed due to insufficient time to present to the Idaho Senate.

## **11. Program Highlight:**

- a. Tobacco Cessation and Vaping (Display the Brain)
  - i. Health Education Specialists Linda Harder and Lindsey McCurdy presented information on programs that are funded through the Millennium Funds. These programs include the Tobacco Cessation, Youth Smoking and Vaping Prevention.
- b. ICP and Critical Materials Update – Environmental and Health DA Erik Ketner.
  - i. Mr. Ketner reminded the Board that, in 2019, the legislature allowed all Idaho administrative rules to expire. This included the Institutional Control Program (ICP), lead abatement service, in Shoshone County. To find a way to keep protective measures secure, Panhandle Health began working with DEQ to have the ICP rules placed into statute. On March 21, 2023, the governor signed that effort, allowing those rules to continue in a more protected manner.
  - ii. Regarding aquifer protection efforts, Panhandle Health District began working with the cities of Coeur d'Alene and Post Falls to draft ordinances for the inspection of facilities put under legal counsel's review. Mr. Ketner explained the goal being that both cities would ultimately have local authority, which they would then delegate back to the health district for implementation. It was added that funding for the program is at no cost to the cities because it is provided through the Aquifer Protection District.
  - iii. Septic Installer Training  
Mr. Ketner provided the Board an update on Septic Installer Training., Environmental health staff was able to train 318 contractors through seven distinct courses that allowed the contractors to meet the state's minimum license requirements.

**12. Fiscal Report:**

a. Monthly Financial Report

Financial Officer, Christine Crummer, provided an overview of the Budget to Actual reporting on the eight months ended February 28, 2023, highlighting the following:

- i. Ending cash balance: \$5,688,303
- ii. Total Year-to-Date Revenue: over budget by \$811,685
- iii. Total Personnel Expenses: under budget by \$422,529
- iv. Total Operating Expenses: under budget by \$294,884
- v. Total Capital Expenses: under budget by \$59,764
- vi. Total Trustee/Benefits Payments: over budget by \$84,039

b. Draft Fiscal Year 24 Budget Proposal

Financial Officer, Christine Crummer, introduced the FY24 budget draft to the Board of Health and provided a high-level overview comparing the FY23 budget with the FY24 budget draft. As presented, the FY24 draft budget is \$12,542,608, a decrease of \$487,164 from the FY23 budget.

**13. Director's Report:**

a. May 25, 2023, Budget Presentation and Invited Attendees

- i. District Director, Don Duffy, explained the following process of the FY24 Budget, including plans to visit with each of the County Commissioners in April to present the proposal. He reminded the Board that there would be no actions at that time. Voting by the County Chair, or his/her commissioner designee, will be held at the Budget Hearing on May 25, 2023, Board of Health Meeting.

b. Idaho Association of District Boards of Health Conference Update

- i. District Director, Don Duffy, provided the draft agenda for the upcoming Idaho Association of District Boards of Health Conference being held June 8-10, 2023, at the Hampton Inn at Riverstone located at 1500 Riverstone Drive, Coeur d'Alene, ID 83814.

c. Plan to Improve Communication with Elected Officials

- i. District Director Don Duffy presented plans to visit with Elected Officials over breakfast or lunch in September, with the intended goal of building communication, providing information about the Health District, and becoming a resource for them while in legislation. Mr. Duffy also spoke about plans to spend a week in Boise during the Legislative Session.

**14. Meeting Adjourned**

- a. There being no further business, the Chairman declared the meeting adjourned at 2:27 p.m. Next regular meeting scheduled for Thursday, April 27, 2023.

*Marlow Thompson April 27, 2023*

Marlow Thompson  
Chairman

Date

*[Signature]*

Don Duffy  
District Director and Secretary to the Board

*4/27/23*

Date