



# Panhandle Health District

## *Healthy People in Healthy Communities*

### District One Board of Health Medical Director Subcommittee Meeting Minutes

Wednesday | November 6, 2024 | 12:00 p.m.

Kootenai Conference Room or Virtual Via Teams

#### 1. Call to Order

- a. Panhandle Health District Board Chairman Dr. Thomas Fletcher called the November 6, 2024, Board of Health (BOH) Medical Director Subcommittee meeting to order at 12:00 p.m. PST. The meeting took place in the Kootenai Conference Room of the Hayden Panhandle Health District (PHD) Office, located at 8500 North Atlas Road, Hayden, Idaho, and was also accessible virtually via Teams.

#### 2. Attendance

##### a. BOH Medical Director Subcommittee Members Present

Chairman .....	Dr. Thomas Fletcher
Vice Chair .....	Dr. Jessica Jameson
Kootenai County Representative .....	Dr. Duke Johnson
Bonner County Representative .....	Glen Bailey

##### b. PHD Staff Present

District Director .....	Erik Ketner
Clinic Services Division Administrator .....	Jenna Dowell
Human Resource Officer .....	Sandee Riggs
Management Assistant .....	Jess Eastin

#### 3. Medical Director Group Discussion


- a. The Panhandle Health District Medical Director subcommittee reviewed a draft job description for the Medical Director position, focusing on clearly defining the role's primary purpose, qualifications, and key responsibilities. The draft description was presented with the understanding that specific elements might be removed or modified as needed to maintain a realistic and impactful scope for the role. The envisioned purpose of the Medical Director is to serve as a strategic liaison between the clinical team and the board, working to ensure that clinical initiatives and practices are in alignment with board policies and objectives.

#### 4. Public Comment

- a. Panhandle Health District Board Chairman Dr. Thomas Fletcher called for public comment.
  - i. No public comments were presented.

#### 5. Meeting adjournment

- a. With no further business, the meeting adjourned at 8:30 a.m. PST.

  
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Dr. Thomas Fletcher  
Chairman

Date

  
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Erik Ketner  
District Director & BOH Secretary

Date