

Panhandle Health District

Healthy People in Healthy Communities

District One Board of Health Meeting Minutes

November 21, 2024 | 2:00 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 21, 2024, Board of Health (BOH) meeting to order at 2:14 p.m. in the Kootenai conference room of the Hayden Panhandle Health District (PHD) Office, located at 8500 North Atlas Road, Hayden, Idaho.

2. Attendance

a. BOH Board Members Present

Chairman	Dr. Thomas Fletcher
Vice Chairman	Dr. Jessica Jameson (via Teams)
Bonner County Representative	Glen Bailey (via Teams)
Kootenai County Representative	Dr. Duke Johnson

b. PHD Staff Present

District Director	Erik Ketner
Financial Officer	Christine Crummer
Clinic Services DA	Jenna Dowell
Community Health DA	Kim Young
Environmental & Health Protection DA	Jason Peppin
Communication & Health Promotion Manager	Kate Hoyer
Human Resources Specialist	Sandee Riggs
Senior Desktop Support Analyst	Robert Keig
Management Assistant	Jess Eastin

3. Pledge of Allegiance

- a. The Pledge of Allegiance was recited by all in attendance.

4. Executive Council/Trustee Report

- a. In Commissioner Tracy Casady's absence, Panhandle Health District Chairman Dr. Thomas Fletcher provided a summary of the trustee meeting he attended in October. Chairman, Dr. Fletcher highlighted productive discussions about potential bylaw changes for trustees, which are currently in the proposal stage and pending further review.

5. Fiscal Update

- a. Panhandle Health District Fiscal Officer, Christine Crummer, presented the fiscal report highlighting:
 - i. Fiscal Year 2024 Recap:
 1. The district closed with a total cash balance of \$6,148,614 leaving 3.43 months in reserves after adjusting for board committed of \$731,673 and estimated program restricted funds of \$2,209,925.
 2. Revenues exceeded the budget by about \$30,000.
 3. Personnel expenses were under budget \$1,261,824 due to recruiting and retaining staff.

4. Operating expenses were under budget by \$539,665.
5. Capital expenditures exceeded the budget by \$85,000 due to an unplanned but necessary server replacement.
6. Trustee benefits were under budget by \$46,000.
- ii. Year-to-Date Budget for Fiscal Year 2025 (Ending October 31)
 1. Revenue is currently over budget by \$1,191,613 due to opioid funding received and FY25 appropriated funds received by DHW.
 2. Expenditures:
 - a. Personnel expenditures are under budget by \$232,000.
 - b. Operating expenses are under budget by \$170,000.
 - c. Capital expenditures are under budget by \$63,000.
 - d. Trustee benefits are over budget by \$19,000 due to pass-through payments, such as opioid settlement funds distributed to partners.
 - e. Total expenditures are under budget by \$446,000, leading to a favorable budget variance of \$1.6 million.

6. Panhandle Health District Board Subcommittee Reports

a. Legal Counsel Subcommittee:

- i. The Panhandle Health District Legal Counsel Subcommittee held multiple meetings to evaluate potential law firms for the board. After considering various options, the subcommittee recommended Lake City Law Firm due to its extensive experience with public entities, expertise in risk management, and competitive government rate.

MOTION: Bonner County Representative Glen Bailey moved to hire Lake City Law as Panhandle Health District's legal counsel. Dr. Jessica Jameson seconded the motion.

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

b. Medical Director Subcommittee:

- i. The Medical Director Subcommittee met to review and update the position language for the Medical Director role, clarifying that final authority in dispute matters will rest with the Board of Health—an improvement the subcommittee deemed necessary. They also discussed whether board membership should be required for the Medical Director. While recognizing the advantages of board familiarity, the subcommittee concluded that this requirement could limit candidate options and recommended maintaining eligibility for all qualified licensed physicians, whether or not they are board members.

MOTION: Panhandle Health District Chair, Dr. Thomas Fletcher, moved to accept the revised language for the role of the Medical Director as presented by the Medical Director Subcommittee. The motion was seconded by Kootenai County Representative, Dr. Duke Johnson.

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

- ii. The Medical Director Subcommittee also discussed formalizing the Medical Director role within the District's bylaws. Currently, the Medical Director operates under a Memorandum of Understanding (MOU), but the subcommittee recommended embedding this language in the bylaws to add formality and lasting significance. The subcommittee acknowledged that adopting this change would require notice prior to a formal vote, which is anticipated to take place at the December board meeting.

MOTION: Panhandle Health District Chair, Dr. Thomas Fletcher, moved to present the adopted bylaw change at the board meeting on December 19, 2024. The motion was seconded by Kootenai County Representative, Dr. Duke Johnson.
VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

7. Consent Agenda

- a. Panhandle Health District Chair, Dr. Thomas Fletcher, opened the discussion on the consent agenda, inviting board members to "extract" any items for separate consideration. The consent agenda included:

- i. Approval of the October 17, 2024, Board of Health Meeting Minutes
- ii. Approval of the November 4, 2024, Board of Health Legal Counsel Subcommittee Meeting Minutes
- iii. Approval of the November 6, 2024, Board of Health Medical Director Subcommittee Meeting Minutes
- iv. Approval of the November 20, 2024, Board of Health Medical Director Subcommittee Meeting Minutes
- v. Panhandle Health District Division Reports
- vi. Grants and/or Contracts:
- vii. AAA Diabetes Education Services
- viii. AAA Powerful Tools for Caregivers
- ix. AAA Fit and Fall
- x. HC6570 - Family Planning Services Title V
- xi. St. Maries Joint School District

MOTION: Bonner County Representative Glen Bailey moved to accept the consent agenda, extracting Grant HC6570 - Family Planning Services Title V and the grant towards the St. Maries Joint School District for further discussion. The motion was seconded by Kootenai County Representative, Dr. Duke Johnson.

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

- b. Grant HC6570 - Family Planning Services Title V Discussion:

- i. Grant HC6570, for \$94,500, supports a Family Planning program for individuals on Medicaid or those unable to afford services. The program provides medical exams, contraceptives, reproductive health counseling, and STD testing and treatment, in collaboration with the Epidemiology team. In fiscal year 2024, it supported about 1,700 visits across five northern counties, representing 30-33% of the clinic's total annual visits.

MOTION: Kootenai County Representative, Dr. Duke Johnson moved to accept Grant HC6570 - Family Planning Services Title V. The motion was seconded by Bonner County Representative Glen Bailey

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

- c. St. Maries Joint School District Contract:

- i. The St. Mary's School District contract, valued at \$14,442, provides school nursing services, including vision and hearing screenings, scoliosis screenings, immunization audits, flu clinics, hygiene and growth presentations, and support for students with health challenges like diabetes. This service will assist school staff in managing student health needs and serve as a consultant between the school district and parents.

MOTION: Kootenai County Representative, Dr. Duke Johnson moved to accept the St. Maries Joint School District Contract. The motion was seconded by Bonner County Representative Glen Bailey

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

8. Directors Report

- a. Panhandle Health District Town Hall Meetings:
 - i. Town Hall meetings are being scheduled in each of the five counties to discuss the services and programs offered by Panhandle Health District. These meetings will provide a platform for community members to ask questions and share suggestions on how the district can better serve their needs. The first meeting is set for Boundary County on Friday, November 22, 2024, at 6:00 p.m.
- b. Panhandle Board of Health Strategic Planning:
 - i. A strategic planning meeting has been scheduled for Saturday, May 10, 2025, to discuss the direction and future opportunities for Panhandle Health District. This meeting will focus on identifying areas for strategic growth and addressing key public health issues.

9. Public Comment

- a. Panhandle Health District Chair, Dr. Thomas Fletcher, called for public comment. One comment was presented by Matthew Lome expressing concern of possible health risks associated with increased contrails in the sky over Sandpoint.

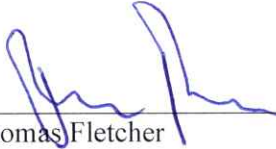
10. Meeting Adjournment

- a. With no further business to discuss, Panhandle Health District Board Chairman Dr. Thomas Fletcher called for a motion to adjourn the meeting on November 21, 2024, at 2:58 p.m. PST.

MOTION: Kootenai County Representative, Dr. Duke Johnson made a motion to adjourn the meeting The motion was seconded by Bonner County Representative Glen Bailey

VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

- b. The next regular scheduled meeting will be held Thursday, December 19, 2024, at 2: 00 p.m.

 12/18/24

Dr. Thomas Fletcher
Chairman

 12/18/2024

Erik Ketner
District Director & BOH Secretary