

Panhandle Health District

Healthy People in Healthy Communities

District One Board of Health Meeting Minutes

December 19, 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 December 19, 2024, Board of Health (BOH) meeting to order at 2:04 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 (virtual)
Kootenai County Representative	Dr. Duke Johnson
Bonner County Representative	Glen Bailey
Boundary County Representative	Commissioner Tim Bertling (virtual)

b. PHD Staff Present

District Director	Erik Ketner
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. Shoshone County Commissioner and Panhandle Health District Board of Health Trustee, Tracy Casady, announced her resignation via email, which was acknowledged by the Chairman during the meeting. While no action was taken during this session, the Chairman noted that identifying a replacement Trustee would be a priority for early 2025.

5. Modification of Panhandle Health District Bylaws

- a. Panhandle Health District Chairman Dr. Thomas Fletcher commended the Medical Director Subcommittee for their work in drafting the Medical Director's role. The Board discussed the importance of incorporating local medical expertise to complement existing local input mechanisms, such as the Community Health Assessment and the existing consulting physician's input. Chairman Dr. Fletcher noted the amendment aligns with statutory requirements, which mandate having a physician on staff or as a consultant. District Director Erik Ketner clarified that the proposed amendment to the Panhandle Health District Bylaws is not openly contrary to existing statutes, but the new role as defined will assume responsibilities previously retained by the Board as a whole and the District Director. He

emphasized that any determinations or input from the Medical Director would return to the full Board for resolution, ensuring that the Board retains ultimate decision-making authority.

MOTION: Kootenai County Representative Dr. Duke Johnson moved to adopt the role of the Medical Director as an amendment to the PHD bylaws. The motion was seconded by Boundary County Representative Commissioner Tim Bertling.

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

6. Selection of Medical Director

- a. Panhandle Health District Chairman Dr. Thomas Fletcher recommended Kootenai County Representative Dr. Duke Johnson for the role of Medical Director. The Board discussed the potential for monetary compensation for the position.
 - i. Chairman Dr. Fletcher confirmed that there would be compensation, but details would be finalized after Dr. Johnson's appointment. He explained that the next step would be to work with Director Erik Ketner, Dr. Johnson and legal counsel to develop a Memorandum of Understanding (MOU) outlining the terms of the role, including compensation.

MOTION: Panhandle Health District Chairman Dr. Thomas Fletcher made a motion to nominate Dr. Duke Johnson for the role of Medical Director for Panhandle Health District. The motion was seconded by Vice Chairman Dr. Jessica Jameson.

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

7. Consent Agenda

- a. Panhandle Health District Chairman 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. November 21, 2024, Board of Health Meeting Draft Minutes
 - ii. Panhandle Health District Division Reports
 - iii. Monthly Financial Report For the Twelve Months Ended June 30, 2024
 - iv. Monthly Financial Report For the Four Months Ended October 31, 2024
 - v. Grants and/or Contracts:
 1. Kootenai School District
 2. Lake City Law Letter of Engagement

MOTION: Bonner County Representative Glen Bailey moved to approve the consent agenda as presented. The motion was seconded by Boundary County Representative Commissioner Tim Bertling.

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

8. Monthly Fiscal Report

- a. Monthly Financial Report
 - i. In the absence of Panhandle Health District Financial Officer Christine Crummer, District Director Erik Ketner provided an overview of the Budget-to-Actual reporting for the five months ended November 30, 2024, highlighting the following:
 1. Ending cash balance \$7,290,370
 2. An estimated 4.07 months of cash reserves remain after subtracting
 3. board committed funds of \$750,440 and estimated program restricted
 4. funds of \$2,929,656 which includes \$2,441,453 in Opioid Settlement
 5. Funding.
 6. Total Year-to-Date Revenue over budget by \$983,843
 7. Total Personnel Expenses under budget by \$298,854.

8. Total Operating Expenses under budget by \$ 277,060.
 9. Total Capital Expenses under budget by \$79,679
 10. Total Trustee/Benefits Payments over budget by \$ 7,215.
- b. District Director Erik Ketner presented a financial request to the Board, emphasizing the importance of maintaining sufficient operating reserves. Christine Crummer, the Financial Officer, previously noted her preference for the District to maintain approximately three and a quarter to three and a half months of operating expenses in reserve. The intent of this proposal is to move \$470,000 from the General Account into Board-committed funds, allocated as follows:
- i. Building Maintenance Reserve - \$400,000
 1. The purpose of this allocation is to prepare for significant building expenses as the District's Hayden facility approaches 20 years of age. Challenges with the HVAC system are already emerging, with typical HVAC systems having a lifespan of 20–25 years. Quotes for replacing four large roof-mounted units range between \$400,000 and \$500,000. Allocating funds incrementally each year will ensure sufficient resources are available when these expenses arise, eliminating the need to request large, unexpected sums from counties.
 - ii. IT Infrastructure Reserve - \$50,000
 1. The purpose of this allocation is to address future IT needs. The District recently upgraded its server at a cost of \$230,000, highlighting the significant expenses associated with maintaining IT infrastructure. With IT systems typically having a lifespan of around five years, regular updates are essential. Incremental funding ensures the District is financially prepared for these recurring costs, thereby avoiding potential financial strain.
 - iii. 27th Pay Period Reserve - \$20,000
 1. The purpose of this allocation is to plan for an additional pay period in fiscal year 2028. By combining this allocation with \$63,000 in interest from an investment fund, the District ensures sufficient funds are available to cover the extra payroll expense. This proactive approach eliminates the risk of financial shortfalls and provides stability during the 27th pay period.

MOTION: Kootenai County Representative Dr. Duke Johnson moved to transfer \$470,000 from the General Account into Board-committed funds. The motion was seconded by Panhandle Health District Board Co-Chair Dr. Jessica Jameson.

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

9. Directors Report

- a. Lake City Law Engagement Letter:
 - i. The Board was informed that, following its recommendation and ultimate approval, Lake City Law has been retained as Panhandle Health District's legal counsel of record. A letter of engagement confirming this arrangement is included in the Board packet for review. This item, listed as an action item, was approved as part of today's consent agenda.
- b. Kootenai Health Community Health Assessment:
 - i. Kootenai Health, now a private nonprofit, reached out to Panhandle Health District to discuss partnering on a community health assessment, as they are required to complete one every three years, compared to Panhandle's five-year cycle. The collaboration aims to share the significant cost of these assessments, which can be around \$38,000 when using a consultant. Kootenai Health is interested in exploring partnerships with other local hospitals and organizations, like Heritage Health, to reduce duplication of efforts and create a more comprehensive assessment for the Panhandle region. The discussion also highlighted the potential benefits of using an online database, similar to the Idaho-Oregon Health Atlas, to make health data more accessible and actionable for the community.

c. Benewah County BOH Position

- i. The Benewah County Commissioners have nominated Peggy Cuvala for the open Board of Health position representing Benewah County. Peggy has a distinguished career as a nurse practitioner and has served on several boards, including the Idaho State Hospital Board and Benewah Community Hospital. Her resume will be sent to the 15 County Commissioners along with ballots, with hopes of collecting the completed ballots and opening them to tally the results at the January 16th Board of Health meeting. The position she is nominated for will fill the remainder of Marlow's term, which expires in June 2026.

10. Public Comment

- a. A card was passed around for Board members to sign in support of former Chairman Marlow Thompson following the passing of his wife. Marlow had been a dedicated member of the Board of Health for many years, representing Benewah County since 1993. Board members expressed their heartfelt condolences and signed the card, offering their sympathy and support during this challenging time.
- b. A strategic planning meeting, facilitated by Seth Grigg, is scheduled for Saturday, May 10, 2025, from 9:00 a.m. to 4:00 p.m. at the Kootenai County Board of Commissioners' conference room. As the date approaches, discussions will be held to define the meeting's objectives and structure.

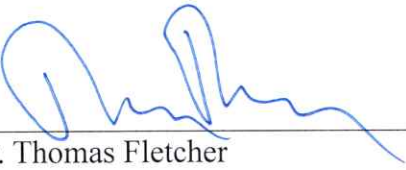
11. Meeting adjournment

- a. With no further business to discuss, Panhandle Health District Board Chairman Dr. Thomas Fletcher called for a motion to adjourn the meeting on December 19, 2024, at 2:35 p.m. PST.

MOTION: Kootenai County Representative Dr. Duke Johnson moved 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 on Thursday, January 16, 2025, at 2:00 p.m.



Dr. Thomas Fletcher Date
Chairman



Erik Ketner Date
District Director & BOH Secretary