

Panhandle Health District

Healthy People in Healthy Communities

District One Board of Health Meeting Minutes

January 16, 2025 | 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 January 16, 2025, Board of Health (BOH) meeting to order at 2:06 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 (virtual)
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

c. Guest Present

Peggy Cuvala

3. Pledge of Allegiance

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

4. 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. December 19, 2025, Board of Health Meeting Draft Minutes
 - ii. Panhandle Health District Division Reports
 - iii. Monthly Financial Report For the Five Months Ended November 30, 2024
 - iv. Grants and/or Contracts:
 1. HC7004 Tuberculosis Control and Directly Observed Therapy

MOTION: Bonner County Representative Glen Bailey moved to approve the consent agenda as presented. 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.

5. Ballot Tally for the Benewah County Board of Health Representative

- a. Panhandle Health District Chairman, Dr. Thomas Fletcher, appointed Environmental and Health Protection Division Administrator Jason Peppin and Panhandle Health District Management Assistant Jessica Eastin to count the ballots. Upon completion, the Chairman called for a Tellers' Report, which was presented by Jessica Eastin as follows:

Number of Votes Cast	12
Necessary for Election (Majority)	8
Yes Votes Received	11
No Votes Received	1

Based on the results, Peggy Cuvala has been duly elected to fill the vacant position created by the resignation of Marlow Thompson for the term July 1, 2021 – June 30, 2026.

6. Quarterly Fiscal Report

- a. Monthly Financial Report
 - i. Panhandle Health District Financial Officer Christine Crummer provided an overview of the Budget-to-Actual reporting for the six months ended December 31, 2024, highlighting the following:
 - 1. Ending cash balance \$7,555,884.00
 - 2. An estimated 3.92 months of cash reserves remain after subtracting board committed funds of \$750,440 and estimated program restricted funds of \$2,929,656 which includes \$2,441,453 in Opioid Settlement Funding.
 - 3. Total Year-to-Date Revenue over budget by \$9736,603.00
 - 4. Total Personnel Expenses under budget by \$369,481.00
 - 5. Total Operating Expenses under budget by \$400,879.00
 - 6. Total Capital Expenses under budget by \$66,071.00
 - 7. Total Trustee/Benefits Payments over budget by \$5,084.00

7. Directors Report

- a. United Way Care Fund Update:
 - i. The United Way of North Idaho distributed \$26,500 in local funds through their Health Committee, which reviewed approximately 17 applications seeking funding. Ultimately, the funds were allocated to four entities, with a primary focus on mental health initiatives. One of the key projects receiving funding is the establishment of a new clubhouse by the National Alliance on Mental Illness (NAMI) in Bonner and Boundary Counties, which aims to support individuals with mental health challenges by providing opportunities for counseling and community engagement. Additional funds were awarded to the Kootenai County Health Foundations Youth Treatment Program, which benefits youth from 10 to 18 years old across all five counties, and to the Shoshone County Women's Resource Center, a longstanding organization supporting women and families. The iCare Program, also operating locally, received funding as well. These funds will stay within the community to support local programs benefiting residents, particularly addressing pressing mental health needs.
- b. Idaho Association of District Boards of Health Meeting:
 - i. Twice a year, the Health District Directors gather with representatives from the Governor's Office and other agencies to discuss relevant issues. The winter meeting will coincide with the midwinter meeting of the Idaho Association of Counties. The timing of this meeting allows the Health District Directors to address any legislative actions that may impact the health district, should there be any updates. At present,

no specific legislative actions are anticipated. Jason Peppin, Panhandle Health District Environmental & Health Protection Division Administrator, has been asked to attend the meeting on behalf of Erik, as he will be unable to attend.

c. Town Hall Meetings Update:

- i. Panhandle Health District has conducted Town Hall meetings in Kootenai County, Boundary County, and Bonner County. The primary goal of these meetings was to solicit community feedback on areas where the Health District could implement modifications or improvements. Discussions included Health District actions related to COVID-19 and mask mandates, as well as concerns about waste management in Bonner County and the Health District's role in addressing these issues. While the Town Hall meetings have not generated large crowds, they have provided valuable feedback for future improvements.

8. Public Comment

- a. Panhandle Health District Chair, Dr. Thomas Fletcher, called for public comment. No public comments were presented.

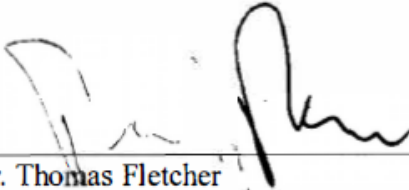
9. Meeting adjournment

- a. With no further business to discuss, Panhandle Health District Board Chairman Dr. Thomas Fletcher called for a motion to adjourn the meeting on January 16, 2025, at 2:33 p.m. PST.

MOTION: Kootenai County Representative Dr. Duke Johnson moved to adjourn the meeting; the motion was seconded by Boundary County Commissioner Tim Bertling.

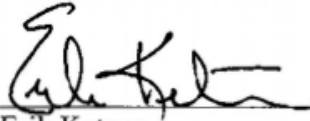
VOTE: With all in favor and none opposed, the Chair declared the motion carried unanimously.

- b. The next regular scheduled meeting will be held on Thursday, February 20, 2025, at 2: 00 p.m.

 2/20/25

Dr. Thomas Fletcher
Chairman

Date

 2/26/2025

Erik Ketner
District Director & BOH Secretary

Date