

Panhandle Health District

Healthy People in Healthy Communities

District One Board of Health Meeting Minutes

March 20, 2025 | 2:30 p.m. | Kootenai Conference Room or Virtual Via Teams

1. Call to Order -

- a. Panhandle Health District Board Chairman Dr. Thomas Fletcher called the March 20, 2025, Board of Health (BOH) meeting to order at 3:30 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
Benewah County Representative	Peggy Cuvala (virtual)
Boundary County Representative	Commissioner Tim Bertling

b. PHD Staff Present:

District Director	Erik Ketner
Environmental & Health Protection DA	Jason Peppin
Community Health DA	Kim Young
Communication & Health Promotion Manager ..	Kate Hoyer
Senior Desktop Support Analyst	Robert Keig
Management Assistant	Jess Eastin

c. Lake City Law legal Representative

Laura Aschenbrener	Fonda Jovick
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d. Guest Attendance:

Several members of the public attended, though not all names were provided.

3. Pledge of Allegiance -

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

4. Amended Agenda -

- a. Panhandle Health District Board Chairman Dr. Thomas Fletcher requested a motion to amend the agenda, as legal counsel suggested changing the order of the items. The proposal is to move public comment to the beginning of the meeting, right after the consent agenda, allowing attendees to participate without having to leave and return after the executive session.

MOTION: Bonner County Representative Glen Bailey moved to amend the March 20, 2025, Board of Health agenda to move the public comment section to after the consent agenda and before the FY26 budget fiscal review. 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.

5. 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. Approval of the drafted minutes from the February 20, 2025, Board Meeting.
 - ii. Approval of the drafted minutes from the March 3, 2025, Board Meeting.
 - iii. Panhandle Health District Division Reports.
 - iv. Monthly Financial Report for the Eight Months Ended February 28, 2025

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.

6. Public Comment -

- a. Several members of the public addressed the board during the public comment period, with a common theme being the desire for better public participation and transparency. Multiple individuals expressed frustration over the lack of access to Zoom for meetings, highlighting the difficulty in participating and communicating with board members.
- b. The importance of providing clear and accessible information, particularly regarding informed consent, was emphasized, along with support for the formation of a subcommittee to explore this issue further.
- c. Concerns were also raised about the involvement of legal counsel in discussions about informed consent, with some participants questioning the need for such involvement.

7. Fiscal Report – FY26 Budget Review -

- a. Panhandle Health District's Financial Officer, Christine Crummer, presented the draft FY26 budget to the Board of Health, highlighting:
 - i. The FY26 Proposed Budget totals \$11.87 million, a slight decrease of \$215,600 from FY25.
 - ii. Personnel: A 7% reduction in salary and wages due to staffing cuts (5 FTEs), offset by a 3% salary increase. Employee benefits remain relatively stable, with a small decrease.
 - iii. Expenditures: Operating costs decrease by 10%, largely due to reductions in grant funding and uncompleted projects from FY25. Capital expenditure increased significantly, with major costs including \$139,000 for carpet replacement and \$60,000 for a security system.
 - iv. Income: 49% of revenue comes from contracts and grants, 28% from fees, and 21% from county funding, which remains unchanged.
 - v. Opioid Settlement Funds: A large increase in trustee payments due to opioid settlement funds.
 - vi. Health Services: Budget increase due to higher Medicaid receipts.

8. PHD Strategic Planning Meeting -

- a. The Panhandle Health District's strategic planning meeting on May 10, 2025, will focus on key growth opportunities and public health challenges across the five northern counties. Moderated by Seth Grigg, the meeting will follow a structured agenda, including a review of the district's mission statement and a Town Hall format to foster meaningful public input. A draft agenda will be assessed at the next board meeting to ensure a strategic, impactful, and well-organized discussion.
- b. Additionally, the board discussed collecting written public comments prior to the May 10th meeting to help guide the discussion and ensure community participation is included into the strategic planning process.

9. Discussion Between the Board and Legal Counsel -

- a. Laura Aschenbrener and Fonda Jovick of Lake City Law requested to be added to the agenda to formally introduce themselves, having assumed the role of Panhandle Health District's legal counsel in December 2024. They outlined their responsibilities and offered to address any questions regarding legal support.
- b. To strengthen governance, they proposed a one-hour training session on open meeting laws and ethical practices for board members.
- c. While the board agreed that regular attendance by legal counsel was not essential, they recognized the value of quarterly participation or attendance for specific agenda items and will have legal counsel review agendas in advance to ensure compliance.

10. Executive Session per Idaho Code § 74-206(1)(f) -

- a. **MOTION:** Bonner County Representative Glen Bailey made a motion to enter Executive Session at 3:40 p.m. PST, pursuant to Idaho Code § 74-206(1)(f): "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated." The motion was seconded by Boundary County Representative Commissioner Tim Bertling.
- b. **VOTED:** With no opposition, the Chair declared the motion unanimously carried.

11. Meeting Reconvened -

- a. The March 20, 2025, Panhandle Health District Board Meeting reconvened from Executive Session to regular session at 4:29 p.m. PST.

12. Director's Report -

- a. In preparation for the April meeting, the Board discussed collecting data to evaluate various clinical services offered by Panhandle Health District, including the Care Plus program, Women's Health checks, and other related services over the past several years. They requested detailed data on vaccination services, separating flu and childhood vaccinations with demographic breakdowns by age group. Additionally, the Board proposed analyzing the impact of Medicare expansion on clinical services, specifically its effect on service usage and patient access over the past seven years. This data will provide valuable insights for informed decision-making, allowing the Board to assess service effectiveness, demographic needs, and the impact of Medicare expansion on service utilization.

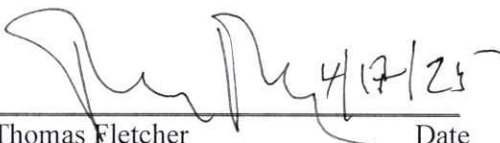
13. Meeting adjournment -

- a. With no further business to discuss, Panhandle Health District Board Chairman Dr. Thomas Fletcher called for a motion to adjourn the meeting on March 20, 2025, at 4:37 p.m. PST.

MOTION: Boundary County Representative Commissioner Tim Bertling 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, April 17, 2025, at 2:00 p.m.


Dr. Thomas Fletcher
Chairman

Date


Erik Ketner
District Director & BOH Secretary

Date