

Panhandle Health District

Healthy People in Healthy Communities

District One Board of Health Meeting Minutes

April 17, 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 April 17, 2025, Board of Health (BOH) meeting to order at 2:00 p.m. in the Kootenai conference room of the Hayden Panhandle Health District (PHD) Office, located at 8500 North Atlas Road, Hayden, Idaho.

2. Pledge of Allegiance -

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

3. Roll Call -

a. BOH Board Members Present:

Chairman	Dr. Thomas Fletcher
Vice Chair	Dr. Jameson (virtual, arrived late)
Kootenai County Representative	Dr. Johnson
Bonner County Representative	Glen Bailey
Benewah County Representative	Peggy Cuvala (virtual)
Boundary County Representative	Commissioner Bertling (virtual)

b. PHD Staff Present:

District Director	Erik Ketner
Environmental & Health Protection DA	Jason Peppin
Communication & Health Promotion Manager ..	Kate Hoyer
Human Resource Officer	Sandee Riggs
Senior Desktop Support Analyst	Robert Keig
Management Assistant	Jess Eastin

c. Guest Attendance:

Shoshone County Commissioner, Melissa Cowles
Bonner County Commissioner, Ron Korn

4. Public Comment -

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

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 March 20, 2025, Board Meeting.
 - ii. Panhandle Health District Division Reports.
 - iii. Monthly Financial Report for the Nine Months Ended March 31, 2025.

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.

Roll Call Vote:

Chairman Dr. Thomas Fletcher	Yes
Kootenai County Representative Dr. Duke Johnson	Yes
Bonner County Representative Glen Bailey	Yes
Benewah County Representative Peggy Cuvala	Yes
Boundary County Representative Commissioner Tim Bertling	Yes

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

6. Contact Information for Board Members on the Panhandle Health District Website

- a. The Board discussed methods by which the public can contact Board members. This item was added to the agenda in response to multiple public requests for increased clarity and accessibility regarding communication channels.
 - i. It was noted that a recent update to the Panhandle Health District website included the addition of a general email address for the Board on both the “Contact Us” page and the Board Members page. Messages submitted through this email address are received by the District Director’s Management Assistant and subsequently forwarded to all Board members.
 - ii. The Board acknowledged that individual Board member email addresses could be added if desired. However, after discussion, the consensus was that the existing process sufficiently ensures public communications are received by the full Board and that duplicating contact methods is not necessary at this time.

MOTION: Kootenai County Representative Dr. Duke Johnson made a motion that the Board maintain the current process of using a general email address for public communication with Board members. The motion was seconded by Benewah County Representative Peggy Cuvala.

Roll Call Vote:

Chairman Dr. Thomas Fletcher	Yes
Kootenai County Representative Dr. Duke Johnson	Yes
Bonner County Representative Glen Bailey	Yes
Benewah County Representative Peggy Cuvala	Yes
Boundary County Representative Commissioner Tim Bertling	Yes

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

7. Ballot Tally for the Shoshone Board of Health Position –

- 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	13
Necessary for Election (Majority)	7
Yes Votes Received	13
No Votes Received	0

Based on the results, Commissioner Melissa Cowles has been duly elected to fill the vacancy created by the resignation of Tracy Casady. Her term is effective immediately and will expire on June 30, 2030.

8. Strategic Planning Meeting

- a. Panhandle Board of Health Chairman Dr. Thomas Fletcher shared a draft agenda for the upcoming “Panhandle Health District Workshop on Clinical Services,” scheduled for Saturday, May 10, from 9:00 AM to 1:00 PM in the Kootenai County conference room.
 - i. The workshop is structured for fact-finding and community input, rather than serving as a traditional strategic planning or decision-making session. Key topics include a ten-year summary of PHD clinical services, a discussion on public vs. private health,

and a presentation on future options for public health clinics. Discussions will draw on the Community Health Assessment and public feedback.

- ii. Written comments are encouraged via email or in-person comment cards. The deadline for written submissions is midnight, Wednesday, May 7. Staff will categorize and filter the comments for relevance, removing duplicates. Verbal comments will be accepted in person only during the "open mic" portion at the end of the workshop. There will be no live verbal participation via Zoom or YouTube per Chairman Fletcher and the Board. The meeting will, however, be live-streamed on YouTube for public viewing.
- iii. All comments must relate strictly to clinical services and healthcare. Off-topic remarks, such as those unrelated to clinical services, will not be addressed.
- iv. The final agenda will be posted at least two days in advance. Approved revisions include references to legislative context, the public comment deadline, and the addition of planning for future meetings. The board also agreed to extend an invitation to county commissioners, with attendance being optional.

MOTION: Bonner County Representative Glen Bailey made a motion to amend the drafted agenda to expand Item 1, "Impact of recent Medicaid legislation," to include both state and federal legislation that has been recently approved. He also proposed adding Item 5, "Discussion and action on the next meeting date and proposed agenda items." Additionally, he moved to amend Item 2, "Reading of the written public questions and comments," to clarify that the written comments submission deadline will be 48 hours prior to the meeting. The motion was seconded by Kootenai County Representative Dr. Duke Johnson.

Roll Call Vote:

Chairman Dr. Thomas Fletcher	Yes
Vice Chair Dr. Jameson	Yes
Kootenai County Representative Dr. Duke Johnson	Yes
Bonner County Representative Glen Bailey	Yes
Benewah County Representative Peggy Cuvala	Yes
Boundary County Representative Commissioner Tim Bertling	Yes

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

9. Virtual Platform for the Public to Participate in Board Meetings -

- a. The Board revisited the topic of enabling public participation via virtual platforms, a concern previously raised by the public. Staff explained that remote attendees could be accommodated through both YouTube—for passive viewing—and Microsoft Teams—for active participation during public comment periods. Key logistics were discussed, including spotlighting speakers, designating board members as co-hosts, and restricting public chat features to maintain control of the meeting environment.

MOTION: Bonner County Representative Glen Bailey made a motion to designate Microsoft Teams - the district's existing platform - as the official virtual platform for public participation in Board meetings. The motion was seconded by Kootenai County Representative Dr. Duke Johnson.

Roll Call Vote:

Chairman Dr. Thomas Fletcher	Yes
Vice Chair Dr. Jameson	Yes
Kootenai County Representative Dr. Duke Johnson	Yes
Bonner County Representative Glen Bailey	Yes
Benewah County Representative Peggy Cuvala	Yes
Boundary County Representative Commissioner Tim Bertling	Yes


10. Director's Report -

- a. Clinical Services Data Presentation:

- i. Erik presented a 10-year overview of clinical services provided by the health district, highlighting trends in program utilization and staffing levels. The data showed a decrease in clinical visits across most programs following the implementation of Medicaid expansion, as more individuals were able to access care through other providers. He noted that flu immunizations were excluded to avoid skewing the numbers. Current staffing is down to 4.5 full-time equivalents, including nurse practitioners, nursing staff, and medical assistants, which has impacted service capacity. Recruitment challenges were also discussed, due to competition with larger healthcare organizations. One area of increased demand was CarePlus (primary care), which aligns with findings from the community health assessment indicating limited access to timely care. Erik also shared data on how staff time is currently allocated, with the majority spent on primary care and family planning services. A more in-depth discussion is expected at the May 10th meeting.
- b. Request for Board of Health Clarification on May 10th Strategic Plan Meeting:
 - i. Item was addressed earlier in the meeting.

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 April 17, 2025, at 3:51 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, May 15, 2025, at 2:00 p.m.



Dr. Thomas Fletcher
Chairman

Date



Erik Ketner

District Director & BOH Secretary

Date