



# PANHANDLE HEALTH DISTRICT

*Healthy People in Healthy Communities*

**DISTRICT 1 BOARD OF HEALTH**  
8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835  
April 29, 2010  
Minutes

8500 N. ATLAS ROAD  
HAYDEN, IDAHO 83835  
www.phd1.idaho.gov

**Board Members Present:**

Marlow Thompson, Chairman  
Chris Beck, Vice Chairman  
Allen Banks, Ph.D.  
Jon Cantamessa  
Walt Kirby  
Dale VanStone

**Staff Present:**

Jeanne Bock  
Jim Fenton  
Mashelle Kenney  
Dale Peck  
Lora Whalen

**Others Present:**

Nancy Stricklin, Attorney

**Members Absent:**

Richard McLandress, M.D.

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m.

**Public Comment Session**

Chairman Thompson called for public comment. There being no public comment, the meeting proceeded.

**Review of Minutes—March 25, 2010, Board of Health Meeting— Marlow Thompson**

Chairman Thompson called for corrections or changes to the minutes of the March 25, 2010, Board of Health meeting.

Mr. Beck asked that a correction be made to page 1, Legislative Update – HO667, to change the word “exiting” to “existing”.

**MOTION:** Allen Banks moved to approve the minutes of the March 25, 2010, Board of Health meeting, with the correction noted; seconded by Walt Kirby. All in favor; passed unanimously. Minutes approved.

**Legislative Update – Chris Beck and Jeanne Bock**

Mr. Peck provided the Board with highlights of the approved legislation.

- **HO 452** – Environmental Health rules adopted by the Health Districts will be reviewed by the Board of Environmental Quality vs. Health and Welfare legislative committee, effective July 1, 2010.
- **S 1400** – Allows Boards of County Commissioners to declare a Board of Health position vacant if it is filled with an elected County Commissioner who leaves office prior to the expiration of the Board of Health term, effective April 11, 2010.
- **HO667aa** – A compromise to HO 667 that revokes three sections of District 1’s sewage program rules instead of making those rules null and void, effective April 11, 2010.
- **Meeting with DEQ and Action Plan:** Mr. Beck and representatives from the other Health Districts met with Toni Hardesty and Barry Burnell of Department of Environmental Quality (DEQ) on April 23, 2010. General consensus at the meeting was that the Health Districts have the expertise to manage the septic program more efficiently and effectively than DEQ can. The Memorandum of Understanding (MOU) between the Health Districts and DEQ should remain in place with modifications and the action plan will supplement the MOU. Mr. Beck will meet with the same group again on May 13, 2010, and that meeting will include Senate Majority Leadership and other legislators to determine if the changes meet their intent. Legislators are seeking statewide consistency in the septic program instead of region-specific rules. Each county with its different geographical characteristics will all be under the same application. Most counties are satisfied with the way the program is operated, however, three counties are seeking the uniformity.

### **DEQ Technical Assistance – Dale Peck**

- **Vested Rights Rule Interpretation:** Mr. Peck provided the Board with the impact the legislation will have on the sewage program, as well as the program directive issued by Barry Burnell, DEQ, to assist the Health Districts in delivering a consistent septic program. The directive includes four possible scenarios that Health Districts may face regarding structure modifications. This interpretation of the rules should provide enough guidance and direction to implement the new directives consistently.

### **Fiscal Report – Jim Fenton**

#### ▪ **Monthly Financial Report**

Ending cash balance on March 31, 2010, was \$2,488,138. As of today, the cash balance is \$2,300,000, and by the end of April, after the third pay period this month, the cash balance should be approximately \$2,100,000. For the month of March, there were 2.6 months of reserves. By the end of the fiscal year, reserves will likely be down to just over two months.

- Year-to-date Revenue: Permits and fees year-to-date revenue is under budget by 21%, and Health Services revenue is under budget by 4%. Contract revenue is over budget by \$216,000.
  - Personnel Expenditures: Total personnel expenditures are under budget by \$218,521 or 4%.
  - Operating and Capital Expenditures: Total operating expenses to date are under budget by \$140,688 or 7%. The 5% negative variance for Miscellaneous Expenditures is mostly due to Senior Companion expenses. Utilities expenses due to a faulty vent in the HVAC system in Hayden over the winter months that has since been repaired were higher.
  - Capital Expenditures: Total capital expenditures should end the fiscal year under budget.
- **FY 2011 Proposed Budget**

Mr. Fenton presented the proposed FY 2011 Budget. Due to decreases in revenue and state hold-backs, the budget will decrease by 3.8%. This includes a 1.8% decrease in county support.

#### Major Revenue Assumptions:

- State appropriation decrease of \$153,300 (12.1%) from the beginning of FY 2010.
- Decrease in county support by \$19,500, 1.8%.
- EH fees decrease of \$56,100.
- Health Services fees for Home Health decrease of \$116,100.

#### County Funding Formula

- 70% is based on population and 30% on valuation.
- A decrease of 1.82%. The total decrease in county funding for FY2011 is \$19,494.
- The average annual inflation adjusted increase in county funding over 15 years is an increase of 0.2% (.002) per year.
- County funding affects state appropriation for the following year. The total effect of the FY10 .5% decrease will be \$8,363. That includes a county decrease of \$5,382 and a directly related state decrease of \$2,981.

#### FY 2011 Cost Savings

- PAC loan pay off saves \$87,476 in principal interest for FY 2011 and \$572,000 in interest over the 20-year term of the loan.
- Two month insurance premium holiday saves the Health District \$166,000.

#### Personnel, Operating and Capital Expenditures

- No salary increases.
- Increase in health insurance premiums to \$9,300 per employee.
- FTEs reduced from 125 in FY 2009 to 118 in FY 2011.
- Decrease of \$315,400 in operating expenses mostly due to the H1N1 contract.
- No major capital purchases or projects for FY 2011.

Dr. Banks complimented PHD staff for the fine job they continue to do with decreasing funding and resources.

Ms. Bock and Mr. Fenton met with Shoshone and Bonner County Commissioners requesting a 0% increase, however, with county budgets decreasing, they couldn't support a 0% increase. Mr. Fenton will present the budget with a 1.8% decrease in county support.

**MOTION:** Chris Beck moved to approve the proposed FY 2011 budget, with a 1.8% decrease in county support, as presented; seconded by Dale VanStone. All in favor; passed unanimously.

**Director Report – Jeanne Bock**

▪ **Legislative Audit Report for FY 2006-07**

Ms. Bock reported that the Legislative Audit Report for FY 06-07 is published and final. It can be viewed at <http://www.legislature.idaho.gov/audit/auditsummaries.htm>. In the past, audits were on two-year cycles, auditing two years at each cycle. The Health Districts requested and were approved to be put on a one-year cycle with the legislative auditors. The FY 2008 audit is scheduled for June 2010.

Mr. Fenton summarized the findings and corrections and ensured the Board that findings will be corrected so these errors will not result in future findings.

**MOTION:** Allen Banks moved to accept the Legislative Audit Report for FY 2006-07 and PHD's response to the audit as submitted; seconded by Walt Kirby. All in favor; passed unanimously.

▪ **Idaho Association of Boards of Health (IAB) Resolutions**

Chairman Thompson would like Board members wishing to vote on resolutions to attend this year's conference in Idaho Falls in June.

▪ **IAB By-Law Revisions**

Proposed revisions to the IAB by-laws were distributed in the Board packets. This will be discussed at the IAB meeting.

▪ **Employee Letters of Recommendation Policy 3-20**

The draft Policy 3-20 was distributed to the Board for review. Ms. Bock explained that this policy defines the process for representing Panhandle Health District on letters of recommendation or referrals.

**MOTION:** Walt Kirby moved to accept the Employee Letters of Recommendation Policy 3-20 as submitted; seconded by Dale VanStone. All in favor; passed unanimously.

▪ **Director Search Update**

An advertisement for the Director position is listed on the National Association of County and City Health Officials (NACCHO) website and will run twice in the Spokesman and CDA Press. The position closes on May 21, 2010. To date, there are nine candidates for the position. Ms. Kenney will compile all the applications into a final report for the Board at the May 27 Board of Health meeting.

There being no further business, the meeting adjourned at 2:50 p.m. The next regular Board meeting is scheduled for May 27 at 11:00 a.m., followed by the budget hearing at 2:00.

  
Marlow Thompson, Chairman      Date May 27, 2010

  
Jeanne Bock, Director and Secretary to the Board      Date May 27, 2010