



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

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

DISTRICT 1 BOARD OF HEALTH 8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835 January 27, 2011 Minutes

Board Members Present:

Marlow Thompson, Chairman
Chris Beck, Vice Chairman
Allen Banks, Ph.D.
Walt Kirby
Cornel Razor
Richard McLandress, M.D.

Members Absent:

Jon Cantamessa

Staff Present:

Lora Whalen
Mary DeTienne
Jim Fenton
Mashelle Kenney
Randi Lustig
Dale Peck
Cynthia Taggart
Gail Turley

Others Present:

Nancy Stricklin, Attorney
Jai Nelson, Commissioner

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

Ms. Whalen welcomed Kootenai County Commissioner Jai Nelson to the Board meeting.

Amendment to the Agenda

Chairman Thompson asked for a motion to amend the agenda to add action under the Trustee Conference Call Report to allow discussion on Pharmacy Rule Change House Bill 0001 and IDAPA 27.01.01. As it is a legislative matter, the Board will need to take action prior to the next Board meeting. Chairman Thompson was made aware of the need for the Board to take action on the Pharmacy bill on January 26 in the late afternoon. This did not allow adequate time to meet the agenda posting guidelines within the 48-hour timeframe.

MOTION: Mr. Kirby moved to approve the amended agenda to include a discussion and Board action under the Trustee Conference Call Report on Pharmacy Rule Change HB 0001 and IDAPA 27.01.01; seconded by Dr. McLandress. All were in favor of adopting the amended agenda; passed unanimously. Amended agenda approved.

Public Comment Session

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

Review of Minutes—November 3, 2011, Board of Health Meeting— Marlow Thompson

Chairman Thompson called for corrections or changes to the minutes of the November 3, 2011, Board of Health meeting.

MOTION: Mr. Razor moved to approve the minutes of the November 3, 2011, Board of Health meeting; seconded by Mr. Kirby. All were in favor; passed unanimously. Minutes approved as submitted.

Divisional Reports

MOTION: Dr. McLandress moved to accept divisional reports into the record; seconded by Dr. Banks. All were in favor; motion passed unanimously.

A Day in the Life....Gail Turley, RN

Randi Lustig, section leader for Family and Community Health, introduced Gail Turley, RN. Ms. Turley shared with the Board the programs she works in on a day-to-day basis, from the education she provides to school students to the lives she impacts connecting cancer patients with treatment services. The Board was very pleased to hear from Ms. Turley and expressed that this was a very worthwhile opportunity to hear directly from the staff.

FY 2010 Home Health Annual Evaluation Report – Mary DeTienne

Ms. DeTienne presented the Annual Home Health Evaluation Report for FY 2010. She reported on the utilization of services highlighting that referrals have increased and stabilized over the last few months and referral sources remain unchanged. Ms. DeTienne just received notification that Panhandle Health District's Home Health program ranks in the 90th percentile in a national ranking for preventing acute care hospitalizations. She stressed that it is critical to remain visible in the community; therefore, efforts to enhance referrals and educate the community are strong. Newsletters are mailed out to the communities and presentations are done in all five northern counties.

Panhandle Health District's Home Health program has remained in business as a non-profit service because it is the only agency with services in all five northern counties that serve the very rural population. The staff work very closely with hospital discharge planners and accept patients with Medicaid or any other county assistance while other for-profit home health agencies do not.

MOTION: Dr. Banks moved to approve the FY 2010 Home Health Annual Evaluation Report as presented; seconded by Mr. Kirby. All were in favor; motion passed unanimously.

Fiscal Report – Jim Fenton

▪ Monthly Financial Report

Mr. Fenton reported that the cash balance at the end of December was \$2, 206,978, which is up from November by \$188,135. After subtracting the restricted funds from Institutional Controls Program (ICP) and ASPR, there are approximately 2.4 months of cash reserves.

○ Year-to-date Revenue:

Licenses, Permits and Fees revenue was under budget by 5% (\$21,584); Health Services revenue was over budget by 8% (\$72,733), partly due to a Home Health Medicaid settlement received that had to be paid back; Grants and Contracts revenue was over budget by 6% (\$123,879); the negative variance of 184% for Donations revenue is due to the Medicaid settlement of a large sum of money that PHD had to return.

○ Year-to-date Expenditures:

The Total Personnel expenditures were under budget by \$110,848; Total Operating expenditures had a positive variance of \$52,000. The negative variance of 51% for Professional Services is due to an ICP project which the Health District was acting as a flow-through of funds from the state. Panhandle Health District will be reimbursed for this project by the state.

▪ FY 2011 Revised Budget

Mr. Fenton presented a revised FY 2011 budget to adjust variances to date in the budget. The major changes to the budget were highlighted and will result in a budget increase of \$147,000, which does not affect county or state funding at all.

Chairman Thompson suggested that Mr. Fenton strike the item regarding a vehicle shift from the memo distributed to the Board dated January 18, 2011. Chairman Thomson is concerned that this is an administrative function and not a Board function.

MOTION: Dr. Banks moved to approve the revised budget striking the item that refers to the vehicle shift and leave that action at the discretion of the District Director; seconded by Mr. Kirby. All were in favor; motion carried.

Mr. Fenton suggested the Board set aside \$100,000 for a building fund or debt liquidation and \$50,000 for Electronic Medical Records (EMRs). The funds would be set-aside for a dedicated use and if the Board would like to use the cash for another purpose, they could so choose. The funds would not be utilized for these purposes without prior Board approval and action.

MOTION: Dr. McLandress moved to set aside \$100,000 for a future building project or debt liquidation and \$50,000 for implementation of EMRs; seconded by Mr. Rasor.

Discussion: Dale Peck stated that for the Health District to remain competitive, as well as a future mandate, it is a good idea and begin setting funds aside for EMRs now rather than being forced into it when the Health District is not ready. By 2014, Medicare will reimburse at a lesser rate if EMRs are not in place. No final decisions will be made without Board approval.

Call for the question: All were in favor of the motion; motion carried.

Kootenai County Board of Health Member Position – Lora Whalen

Mr. Beck announced that he will resign after serving 15 years on the Board and will submit a formal resignation. He will remain on the Board and will act as Trustee until his official resignation in March.

Board of Health By-Laws – Marlow Thompson

Ms. Stricklin reviewed the draft Board of Health By-Laws and recommends approval as submitted.

MOTION: Mr. Beck moved to accept the changes to the Board of Health By-Laws as submitted; seconded by Mr. Kirby. All were in favor of the motion; motion carried.

Trustee Conference Call Report – Chris Beck, Walt Kirby

- The Idaho Association of District Boards of Health appointed Mr. Tom Faulkner, District 5 Trustee, to the Governor's Idaho Health Care Council under Executive Order No. 2010-15.
- The American Cancer Society is proposing a tobacco tax increase. The health districts are not lobbying or committing to sponsor this legislation at this time but do support the tax increase.
- The proposed immunization rules from Health and Welfare will update childcare and school immunization requirements to conform to CDC standards.
- **Pharmacy Rule Change HB 0001 and IDAPA 27.01.01** - The Board of Pharmacy has asked for support for their pharmacy rule change and would like each board to offer their support in a letter from the Trustees.

Dr. McLandress explained there are two components to consider; one is a rule change to IDAPA 27.01.01. This would establish additional reporting, recording and education requirements for pharmacists who administer vaccines. The House Bill would provide pharmacists limited prescriptive authority to prescribe the controlled substances they are currently able to dispense without a prescription, in order to allow the pharmacist to send information regarding the prescription to the Board of Pharmacy for entry into the controlled substances prescription database.

MOTION: Dr. McLandress moved that District 1 be included in the letter of support from the Trustees on IDAPA 27.01.01, but remain neutral on HB 0001; seconded by Mr. Kirby. All were in favor of the motion; motion carried.

- The Joint Finance Appropriations Committee (JFAC) presentation this year is scheduled for February 10, 2011, at 10:00 a.m. and the Idaho Association of Counties is on February 9 and 10. Commissioners Rasor and Cantamessa will both attend the presentation.
- Mr. Beck reported that the environmental health work completed over the summer has answered many of the legislators' questions and he does not anticipate that there will be environmental issues as there were last session.

Resolution to allow District Director Authority to Enter into Contracts in Which the District Provides Services – Lora Whalen

Idaho code 39-414 requires the district boards to approve contracts with other governmental or public agencies. Due to the quick turn-around time in approving contracts, Ms. Stricklin recommends that the Board allow the District Director to sign contracts and bring them before the Board for ratification at the next regular Board meeting.

MOTION: Mr. Kirby moved to authorize the Director to execute day-to-day operational contracts on behalf of Panhandle Health District that need to be executed prior to the next Board meeting, so long as those contracts are brought before the Board for ratification at the next regular meeting of the Board; seconded by Mr. Beck.

Discussion: Mr. Beck asked what the purpose of ratification would be if the Board gives the Director authority to sign contracts. Ms. Stricklin explained that it meets state law to give authority to the Director. If the Board decides not to ratify a certain contract after the Director has signed it, the Director would have the contract withdrawn.

Mr. Razor is concerned about "rubber stamping" and not meeting the intent of the law.

Call for the question: Four voted yes; Dr. Banks abstained; and Mr. Razor voted no. Motion carried.

Emergency Office Closure Policy 1-21

Ms. Whalen explained the need for the policy that will address emergency closures in all district offices.

MOTION: Mr. Razor moved to approve Panhandle Health District Emergency Office Closure Policy 1-21 as presented; seconded by Dr. Banks. All were in favor; motion carried.

Dr. McLandress left the meeting at 2:45 p.m.

Director Report – Lora Whalen

▪ **District Director Contract Amendment**

Ms Whalen presented Amendment 1 to her employment contract for the Board's approval.

MOTION: Mr. Beck moved to approve the Director's contract amendment to delete the severance pay portion and remove the portion that that Panhandle Health District will pay Rotary dues; seconded by Dr. Banks. All were in favor of the motion. Motion carried.

- Ms. Whalen thanked the Board for their input into the strategic plan at their October retreat. She shared that the staff has also had input into the goals/objectives and that she will report back to the Board on the progress made with the strategic plan.
- Ms. Whalen informed the Board that she has been approached by parties interested in potentially leasing unutilized space in the St. Maries and Hayden offices. She will keep the Board informed as conversations continue.
- Ms. Whalen asked the Board members interested in attending IAB in Caldwell June 9-10 to RSVP to Ms. Kenney. She also made the Board aware that the National Association of Local Boards of Health (NALBOH) will be in Coeur d'Alene this year, September 7-9.

There being no further business, the meeting adjourned at 2:55 p.m. The next regular Board meeting is scheduled for March 24, 2011.


Marlow Thompson, Chairman Date

 3/24/11
Lora Whalen, Director and Date
Secretary to the Board