



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 28, 2010

Minutes

Board Members Present:

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

Members Absent:

Richard McLandress, M.D.

Staff Present

Jeanne Bock
Alana Anderson
Kathi David
Mary DeTienne
Jim Fenton
Mark Haigwood
Mashelle Kenney

Darrel Kirking
Dale Peck
Judith Scarborough
Cynthia Taggart
Kerren Vollmer
Lora Whalen

Others Present:

Nancy Stricklin, Attorney
Justin Muhlhauer, DOL
Mac Weaver, DOL

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

Amendment to the Agenda

Chairman Thompson asked for a motion to amend the agenda to add a discussion on Proposed Senate Bill No. 114 – Vested Rights and remove the Collections Policy, both under the Director's Report. The proposed bill was not available within the 48-hour timeframe to meet the agenda posting deadline.

MOTION: Dale VanStone moved to approve the amended agenda to include a discussion regarding Proposed Senate Bill No. 114 – Vested Rights, since Ms. Bock did not receive the proposed bill in adequate time to allow for corrections to the posted agenda to meet the 48-hour timeframe; and remove the Collections Policy pending legal/fiscal discussion; seconded by Walt Kirby. All were in favor of adopting the amended agenda; Agenda amended.

Public Comment Session

Chairman Thompson made three calls for public comment. There being no comment, the meeting proceeded.

Divisional Reports

MOTION: Walt Kirby moved to accept divisional reports into the record; seconded by Allen Banks. All in favor; motion passed unanimously.

Board Minutes— Marlow Thompson

Chairman Thompson asked if there were any corrections or changes to the minutes of the November 12, 2009, Board of Health meeting or the December 10, 2009, Special Meeting.

MOTION: Allen Banks moved to approve the minutes of the November 12, 2009, Board of Health meeting and the December 10, 2009, Special Meeting; seconded by Chris Beck. All in favor; passed unanimously. Minutes approved as submitted.

H1N1 Pandemic Recognition

Mr. Peck presented the H1N1 vaccine numbers to the Board. Some highlights of the presentation were:

- Relations with the media, public briefings, PHD's website, the phone hotline, and community partners were invaluable education, outreach and prevention methods.
- Total vaccinations given by PHD were 26,664. An additional 18,260 were distributed to 61 health care providers making the total vaccinations given 44,924.
- PHD hired 72 temporary staff for vaccination clinics and school vaccinations.
- PHD has approximately 15,000 doses of vaccine remaining in the event of a third wave.
- Federal funding was able to cover all PHD's costs associated with the H1N1 pandemic.

Administration
(208) 415-5100
Fax 415-5106

Environmental Health
(208) 415-5200
Fax 415-5201

Family & Community Health
(208) 415-5100
Fax 415-5101

Health Promotion
(208) 415-5130
Fax 415-5131

Home Health
(208) 415-5160
Fax 415-5161

Public Health Preparedness
(208) 415-5180
Fax 415-5181

- Ms. Bock recognized two temporary employees, Kathi David, the Nurse Manager who arranged the Points of Vaccination Clinics and school vaccination teams; and Kerren Vollmer, the Medical Reserve Corps Coordinator. Ms. Bock also recognized the Preparedness staff, Darrel Kirking, Mark Haigwood, Alana Anderson and Judith Scarborough for their dedication and long hours.
- **Department of Lands Fire Cache**
Ms. Bock thanked Department of Lands (DOL) staff Justin Muhlhauser and Mac Weaver for their partnership with PHD during the H1N1 activities. The Fire Cache's assistance was invaluable to PHD.

Fiscal Report – Jim Fenton

- **Monthly FY 2010 Financial Report**
Ending cash balance on December 31, 2009, was \$2,803,064. After subtracting the Institutional Controls Program funds and ASPR funds, there were approximately 2.6 months of cash reserves. As of today, the cash balance is \$3,159,000, an increase due to receipt of the second half of the state appropriation.
 - Year-to-Date Revenue: Licenses, permits and fees, mostly Environmental Health, are under budget by 4%; Health Services is under budget by 4%, which consists of Home Health revenue being under budget by \$82,000 and Family and Community Health being over budget by \$40,000.
 - Personnel Expenditures: Total personnel expenditures are under budget by 3%.
 - Operating Expenditures: Total operating expenses were under budget by 5%. The medical supplies purchased for the H1N1 activities are all reimbursable.
- **Home Health Cost Report – Jim Fenton and Mary DeTienne**
Mr. Fenton presented the Cost Per Visit by Discipline from the Home Health Annual Cost Report submitted to Medicare. The cost per visit increased mostly in skilled nursing and Home Health Aide. As the number of visits decline, the number of staff is adjusted to fit the declined visits. The Home Health division recently had to impose another Reduction in Force (RIF) by one LPN and has had a vacancy that has not been filled. These reductions will hopefully stabilize the numbers. Ms. DeTienne thanked the Board for their support of the Home Health programs during this time.
- **State Holdback**
Mr. Fenton reviewed the timeline of holdbacks for FY 2009. Holdbacks from the state appropriation in FY09 for District 1 totaled \$98,000.

FY 2010 started with another 6% holdback in October 2009, and recently, the Governor announced another 1.6% holdback. These two holdbacks for FY 2010 so far total \$95,000 for District 1. Mr. Fenton is unsure if there will be future holdbacks this fiscal year.

Director Report – Jeanne Bock

- **PAC Loan Repayment Penalty Update**
Shoshone County Commissioner Cantamessa, Benewah County Commissioner Buell, Ms. Bock and Mr. Fenton met with US Bank representatives to request a waiver of the penalty should PHD pursue early pay off of the St. Maries building loan. The bank agreed to consider leniency but not a complete waiver of the penalty. US Bank Regional President Rick Barton offered a 15% discount on the penalty.

Mr. Fenton reviewed the rate trends over the past few months and explained that penalty is fluctuating in accordance with the market rate. So as the market rate goes up, the penalty decreases. At the current market rate, the bank calculated a penalty of \$70,000. Deducting the 15% discount, the penalty would be \$60,000. Ms. Bock and Mr. Fenton recommend paying off the loan now before the penalty increases.

MOTION: Walt Kirby moved to authorize Mr. Fenton to proceed with paying the loan to US Bank off now; seconded by Allen Banks. All in favor of the motion; passed unanimously.

Mr. Fenton and Ms. Bock will proceed with the paperwork to pay off the loan. Mr. Kirby advised Mr. Fenton to proceed the best way he can with the least possible cost.

Chairman Thompson thanked Commissioners Cantamessa and Buell for their assistance with Ms. Bock and Mr. Fenton in meeting with the bank.

▪ **Holdback Response Options**

Ms. Bock presented the Board with a proposal to reduce expenses for FY 2010 and possibly save one FTE should future holdbacks occur. She requested that the Board authorize one furlough day per employee, only if needed. The proposed furlough day would reduce the FY 2010 budget by \$23,000. Ms. Bock hopes the furlough will not be necessary, however, she is requesting the Board's approval if it is needed.

Ms. Bock recommends closing the offices in April for the furlough day so employees can plan ahead, and scheduling and approval of the furlough will be consolidated. Mr. Kirby added that if the facility is closed for a day, there may be additional savings in utilities, gas, etc. The Board discussed closing the offices for one day versus employees staggering the furlough day at different times.

MOTION: Chris Beck moved to authorize the Director to implement a one-day furlough to all PHD employees at her discretion; seconded by Walt Kirby. All were in favor; passed unanimously.

▪ **Proposed Senate Bill No. 114 – Vested Rights**

Mr. Peck provided the Board with a chronological list of events leading up to the proposed Senate Bill No. 114 – Expansion or Replacement of a Structure with Existing Waste Disposal System (Vested Rights). The legislation is being proposed by Senator Gary Schroeder of Moscow as a result of a residence on Coeur d'Alene Lake owned by Carol Chipman.

Mr. Peck assured the Board that Ms. Chipman was very well aware of the requirement of removing the two existing structures as a condition of her building permit. The Board supported the action taken with Ms. Chipman to require that both existing cabins were to be demolished as a condition of construction of the new residence.

Senator Broadsword has been in communication with Ms. Bock and would like to see some type of change in the rule to make decisions more flexible. Mr. Peck distributed draft changes that would add a clause "250 more square feet or 10%, whichever is greater" to the rule. The rule-making process would be necessary to modify the rule. The Board was supportive of modifying the existing rule to make it less restrictive.

Ms. Bock will arrange a meeting with Senator Broadsword while she is in Boise on February 1 to discuss her recommendations. She will provide the Board with a report.

Executive Session to Discuss Personnel Matters - Pursuant to IC 67-2345(a)


MOTION: At 3:05 p.m., Chris Beck moved that the Board go into Executive Session to discuss personnel matters pursuant to Idaho Code 67-2345(a); seconded by Walt Kirby.

A roll call vote was taken: Chairman Marlow Thompson – Yes; Chris Beck – Yes; Jon Cantamessa – Yes; Dale VanStone – Yes; Allen Banks – Yes; Walt Kirby - Yes. Motion carried.

At 3:20 p.m., the Board returned to regular session. There being no further business, the meeting adjourned at 3:22 p.m.

The next regular Board of Health meeting is scheduled for Thursday, March 25, 2010.


Marlow Thompson, Chairman Date March 25, 2010


Jeanne Bock, Director and Secretary to the Board Date March 25, 2010