



Public Health
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Panhandle Health District

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Healthy People in Healthy Communities

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DISTRICT 1 BOARD OF HEALTH 8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835

July 28, 2011

Minutes

Board Members Present:

Marlow Thompson, Chairman
Jon Cantamessa, Vice Chairman
Walt Kirby
Jai Nelson, RN
Cornel Rasor

Members Absent:

Allen Banks, Ph.D.
Richard McLandress, M.D.

Staff Present:

Lora Whalen
Jim Fenton
Dale Peck
Cynthia Taggart
DeNene Banger
Dick Martindale
Mashelle Kenney

Others Present:

Nancy Stricklin, Attorney
Larry Belmont
Shirley Greene
Jane Kirby

Chairman Thompson called the Board of Health meeting to order at 12:30 p.m.

Public Comment Session

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

Review of Minutes—May 26, 2011, Board of Health Meeting— Marlow Thompson

Chairman Thompson called for approval of the minutes of the May 26, 2011, Board of Health meeting.

MOTION: Walt Kirby moved to approve the minutes of the May 26, 2011, Board of Health meeting; seconded by Jai Nelson. All in favor; motion carried. Minutes approved as submitted.

Divisional Reports

Chairman Thompson thanked the division directors for their reports.

MOTION: Cornel Rasor moved to receive divisional reports into the record; seconded by Jon Cantamessa. All in favor; motion carried.

A History of Public Health in Idaho – Larry Belmont

Ms. Whalen introduced Larry Belmont and gave the Board a synopsis of his background. Mr. Belmont was the first Public Health Director for District 1. He served as District Director for 27 years from 1971 to 1998.

Mr. Belmont gave the Board an overview of the history of public health units and the formation of district health departments in Idaho. He explained the role of public health and responsibilities of public health vs. individual health.

The Board appreciated the historical perspective Mr. Belmont presented.

National Association of Local Boards of Health (NALBOH) – Shirley Greene

Ms. Whalen introduced Shirley Greene, Board of Health Member in District 2 and member of NALBOH.

Ms. Greene encouraged board members to attend the Annual NALBOH conference, September 7-9, in Coeur d'Alene. Conference attendees will tour Burke Canyon and the Bunkerhill Superfund site.

Consent to Ratify Contracts for the Period of May 20 – July 28, 2011

The following contracts were approved by Ms. Whalen and were presented to the Board for ratification:

1. Seat Belt Survey
2. Epidemiology MCH Amendment 2
3. Physical Activity and Nutrition Amendment 3
4. HIV/STD Amendment 1
5. Immunizations Amendment 1
6. Adolescent Pregnancy Prevention
7. Women's Health Check
8. Physical Activity and Nutrition
9. Tobacco Prevention Amendment 1
10. Family Planning Title X
11. Oral Health
12. ASPR
13. Susan G Komen
14. General Epidemiology
15. Bunker Hill Community Relations Amendment 9

Chairman Thompson explained that the role of the Board is to evaluate the outcome of the contracts vs. the process. It is the Director's responsibility to define the process for which contract deliverables are carried out. The Board's responsibility is to ratify contracts approved by the Director.

MOTION: Walt Kirby moved to ratify the above listed contracts; seconded by Cornel Rasor.

Discussion: Chairman Thompson read each contract in the list for discussion.

Mr. Kirby called for the question; all were in favor of ratification of the contracts; motion carried.

Fiscal Report – Jim Fenton

▪ **Monthly Financial Report**

Mr. Fenton provided the May and June, 2011, end-of-month cash reports. Cash from May to June increased about \$160,000 which resulted in more cash at the end of the fiscal year than expected. The cash balance at the end of the fiscal year was at \$2,213,381 which is approximately 2.6 months of cash reserves.

- May 31 Budget to Actuals: Total Revenue was under budget by about 3%; Personnel expenditures were under budget by 3%; Total Operating Expenditures were under budget by 10%; Total Capital Expenditures were under budget by 17%; and Total Trustee/Benefit Payments were under budget by 13%.
- June 30 Budget to Actuals: Total Revenue was under budget by less than 1%; Personnel expenditures were under budget by 3%; Total Operating Expenditures were under budget by 9%; Total Capital Expenditures were under budget by 12%; and Total Trustee/Benefit Payments were under budget by 13%.

Mr. Fenton explained that the increased end-of-year cash reserves was mostly attributed to the increased revenue in Environmental Health and Home Health.

Mr. Fenton provided a detailed spreadsheet to Ms. Nelson of expenses for ASPR funds.

Director Report – Lora Whalen

▪ **Panhandle Health District Purchasing Policy 4-7**

Ms. Whalen presented the District Purchasing Policy 4-7 for approval. Ms. Stricklin reviewed the policy and recommended some minor edits.

MOTION: Cornel Razor moved to approve PHD Purchasing Policy 4-7 as amended; seconded by Jai Nelson. All in favor; motion carried.

Ms. Whalen will include a corrected copy of the policy in the next packet.

▪ **PHD Logo**

Ms. Whalen presented the draft logo for the Board's approval. The new logo incorporates the national identity for public health developed by the National Association of City and County Health Officials with PHD's name prominently placed under the logo. All approved of the new logo.

▪ **Hayden Building Conference Room Names**

Ms. Whalen asked for the Board's approval to name the five major conference rooms in the Hayden facility after the five northern counties.

MOTION: Jon Cantamessa moved to approve naming the conference rooms in the Hayden office after the five northern counties; seconded by Jai Nelson. All in favor of the motion; motion carried.


▪ **American Cancer Society (ACS) Resolution**

The Board discussed the ACS resolution. Their preference by consensus is to not support the placement of the Public Health Districts' logo on the ACS resolution.

▪ **All District Staff Meeting – August 11, 2011**

Ms. Whalen provided an agenda for PHD's August 11 All District Staff Meeting and announced that it will be at Lake City Church.

There being no further business, the meeting adjourned at 2:10 p.m. The next regular Board meeting is scheduled for September 29, 2011.

 Sept. 29, 2011
Marlow Thompson, Chairman Date

 9.29.11
Lora Whalen, Director and Date
Secretary to the Board