



# PANHANDLE HEALTH DISTRICT

*Healthy People in Healthy Communities*

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

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

**Boardroom  
July 30, 2009  
Minutes**

**Board Members Present:**

Marlow Thompson, Chairman  
Allen Banks, Ph.D.  
Jon Cantamessa  
Walt Kirby  
Dale VanStone  
Richard McLandress, M.D.

**Members Absent:**

Chris Beck, Vice Chairman

**Staff Present:**

Jeanne Bock  
Mary DeTienne  
Jim Fenton  
Mashelle Kenney  
Dale Peck  
Cynthia Taggart  
Lora Whalen

**Others Present:**

Jerry Mason, Attorney

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

**Accept Divisional Reports**

Chairman Thompson thanked the staff for providing divisional reports.

**MOTION:** Walt Kirby moved to accept the divisional reports as submitted; seconded by Dale Vanstone. All in favor; passed unanimously.

**Review of Minutes—June 25, 2009, Special Meeting of the Board of Health – Marlow Thompson**

Chairman Thompson asked if there were any corrections or changes to the minutes of the June 25, 2009, Special Meeting of the District 1 Board of Health.

**MOTION:** Allen Banks moved to approve the minutes of the June 25, 2009, Special Meeting of the District 1 Board of Health; seconded by Jon Cantamessa. All in favor; passed unanimously. Minutes approved as submitted.

**Critical Materials Regulation (CMR) Program Update- Dale Peck**

Dale Peck is recommending a reduction of the CMR Biennial Inspection fee from \$450 to \$225, effective July 1, 2009. The Aquifer Protection District (APD) Budget and Policy Committee has made formal budget recommendations to the Kootenai County Commissioners; however, the Commissioners have not yet approved the APD budget. Mr. Peck recommends that the Board approve the fee reduction contingent upon the Commissioners' approval of the FY 2010 APD budget.

**MOTION:** Allen Banks moved to reduce the CMR Biennial Inspection fee from \$450 to \$225, effective July 1, 2009, contingent upon approval of the APD budget. Seconded by Walt Kirby.

**Discussion:** Dr. Banks asked if this was budget neutral. Mr. Peck stated that it is budget neutral and if it is approved, it will allow staff to inspect all facilities over the aquifer every two years. The Commissioners will meet on Tuesday, August 4, and discuss the issue. If the Commissioners don't approve the budget as submitted, Mr. Peck will need to make dramatic changes to the program and bring back a new recommendation.

All in favor; motion passed contingent upon the action of the Kootenai County Commissioners.

### **Fiscal Report – Jim Fenton**

- **Monthly and FY09 Financial Report**

Mr. Fenton reported that the ending cash balance at the end of June 2009 was \$2,653,688. In comparing with the cash history report, the cash balance is less than it was in FY 04 because FY 09 expenses were less than they were in FY 04.

Environmental Health fees were under budget by 22%; Home Health revenue and Family and Community Health revenue was slightly under budget. In total, Revenue was under budget by \$174,525; however, with Personnel Expenditures under budget, that helped offset the revenue shortfall with a \$13,000 difference.

Mr. Fenton explained that a holdback for health insurance was not calculated into the budget which added a positive variance for employee benefits. However, beginning with FY 10, agencies will be required to pay insurance premiums for employees that do not elect to receive health insurance benefits. This is an additional \$50,000 for District 1 that was not calculated in the FY 10 budget.

Total Operating and Capital Expenditures were under budget at the end of FY 09.

Mr. Fenton reported that the pay-off penalty on the PAC loan has increased from \$21,846 to \$37,596 due to a decrease in money market rates. However, the penalty is still less than a full year of interest at \$60,377.

- **Final FY 2010 Budget**

Mr. Fenton distributed the revised FY 10 budget summary which includes the 0.5% decrease in county support.

**MOTION:** Dale VanStone moved to approve the revised budget for FY 10 with the 0.5% decrease as presented; seconded by Allen Banks. All in favor; passed unanimously.

- **Identity Theft Prevention (Red Flag) Policy 4-4**

Mr. Fenton presented the draft Identity theft Prevention Policy 4-4 for the Board's approval. The policy is a requirement of the Federal Trade Commission to protect consumers from identity theft. The draft policy was reviewed by Nancy Stricklin and complies with federal rules. Mr. Fenton will implement a training program for district staff over the next few months. The policy will be reviewed annually for changes in procedure.

**MOTION:** Walt Kirby moved to accept the Identity Theft Prevention Policy 4-4 as presented; seconded by Dale VanStone. All in favor; passed unanimously.

### **Epidemiology Program Update (H1N1 Swine Flu) – Randi Lustig**

Ms. Lustig presented an update on the status of the H1N1 virus to the Board. Since the appearance of H1N1 in the U.S. 90 days ago, Idaho has had 187 confirmed cases of H1N1, with 8 of them in District 1. According to CDC data as well as district data, cases have not reduced over the summer like seasonal flu normally does.

Ms. Lustig reviewed some recent scenarios of group cases of H1N1 that included two buses of people traveling from San Diego to Bonners Ferry, carrying the virus with them. About half of the travelers became ill and they remained isolated until they were well enough to travel home. The other group involved a camp in Shoshone County hosting students from Washington, Florida and California. H1N1 also traveled with these students.

Ms. Lustig explained to the Board how antivirals are used and that some have been prepositioned in each county office throughout the district. Antivirals require a prescription and must be dispensed through a pharmacy.

Planning for the upcoming flu season for both seasonal influenza and H1N1 is underway. Ms. Lustig explained what will likely occur regarding the H1N1 vaccine, related supplies and prioritization of the population to receive the vaccine.

**Director Report – Jeanne Bock**

▪ **Employee Recognition and Retention Awards Policy 3-19**

For many years, PHD has awarded employees with recognition awards and retention gifts for achieving 5, 10, 15, 20 etc. years of service but has never had a policy in place for these awards.

**MOTION:** Allen Banks moved to adopt the Employee Recognition and Retention Awards Policy 3-19; seconded by Walt Kirby. All in favor; passed unanimously.

▪ **Mapstorm Auto Dialer for Drills and Emergencies**

Ms. Bock would like to add the Board to the automated calling system for drills and emergencies. The Board agreed that they should be placed in the system.

▪ **Public Comment Section for Board Agendas**

Dr. Banks would like to see a public comment period on Board agendas that would allow the public to come before the Board to be heard. Mr. Mason suggested that if the Board adds a public comment period on the agendas, a statement should also be included stipulating time implications; public record requirements and certain criteria that can and cannot be brought before the Board. Requests for Board action would be referred for an agenda item at a later meeting. Dr. McLandress agreed that it would be a good idea and asked Ms. Bock to develop a proposal for the next Board meeting. Ms. Bock will work with Mr. Mason and Ms. Stricklin.


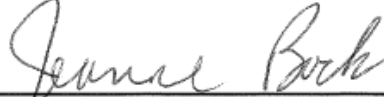
**MOTION:** Allen Banks moved to include a public comment period near the beginning of the Board meeting agenda to allow the public to express their views within stated parameters and restrictions which are required due to the nature of PHD business; seconded by Walt Kirby. All in favor; passed unanimously.

▪ **Land Board Conveyance**

Ms. Bock received the title and deed of the lots under the Sandpoint building.

The next meeting date is September 24, 2009. There being no further business, the meeting adjourned at 2:55 p.m.

**Adjourn**

   
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Marlow Thompson, Chairman                      Date                      Jeanne Bock, Director and                      Date  
Secretary to the Board