



**Public Health**  
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Panhandle Health District

# Panhandle Health District

*Healthy People in Healthy Communities*

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**DISTRICT 1 BOARD OF HEALTH**  
**8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835**  
**November 17, 2011**  
**Minutes**

**Board Members Present:**

Marlow Thompson, Chairman  
Allen Banks, Ph.D.  
Jon Cantamessa  
Walt Kirby  
Richard McLandress, M.D.  
Jai Nelson, RN  
Cornel Rasor

**Staff Present:**

Lora Whalen  
Mary DeTienne  
Jim Fenton  
Mashelle Kenney  
Dale Peck  
Cynthia Taggart  
Jen Ross

**Others Present:**

Judi Sharrett  
Commissioner Larry Yergler

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—September 29, 2011, Board of Health Meeting— Marlow Thompson**

Chairman Thompson called for approval of the minutes of the September 29, 2011, Board of Health meeting.

**MOTION:** Allen Banks moved to approve the minutes of the September 29, 2011, Board of Health meeting; seconded Jon Cantamessa. All were in favor; motion carried. Minutes approved as submitted.

**Divisional Reports**

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

- Mary DeTienne, Public Health Services Administrator, reported that the Pertussis cases for this time of year are about normal. There was a small group of positive cases that had a 30% vaccination rate. The WIC program received additional funding and will expand outreach clinics.
- Dale Peck, Environmental, Response and Technology Administrator, reported that the collaboration of IT with the Food program has resulted a more efficient and streamlined method of annual food establishment licensure. Environmental Health maintains a database for septic permits as well as food establishments, which can also be searched on PHD's website.

**A Day in the Life of..... Jen Ross**

Ms. Ross is the Community Resource Coordinator for the Child Care Resource Program. Services are provided for child care providers as well as parents for all of North Idaho. Ms. Ross' focus is on educating child care providers on how to provide quality care for children.

**Second School Inspection Fee Reduction - Dale Peck**

Mr. Peck explained that PHD contracts with the USDA to perform school kitchen facility inspections to ensure they meet USDA requirements. At present, schools can choose to have a second inspection by PHD to ensure they meet state requirements. The USDA will soon require that school kitchens complete the

additional health district inspection, thereby causing a second inspection fee to be paid. School kitchen inspections do not have the same standards as other food establishments. Corrective actions are not enforced by PHD, but are instead forwarded to the Department of Education. Mr. Peck calculated the actual time spent on school kitchen inspections and is proposing a reduction from \$305 to the actual cost of \$100 for the second inspection.

**MOTION:** Allen Banks moved to reduce the second school inspection fee from the current \$305 fee to the proposed \$100 fee; seconded by Walt Kirby.

**Discussion:** Ms. Nelson asked how this would affect the budget. Mr. Peck estimated that a reduction of the second inspection fee will reduce the overall budget by approximately \$5,700 per year. With the revenue from the increased number of food establishment licensures, the budget will likely even out over a short period of time.

All were in favor of the motion; motion carried.

### **Consent to Ratify Contracts for the Period of September 29 – November 17, 2011**

The following contracts were approved by Ms. Whalen and were presented to the Board (via e-mail) for ratification:

1. Women, Infants and Children
2. Epidemiology
3. Fit and Fall Proof Amendment 3
4. Title V Family Planning
5. ASPR Allotment X Amendment 1
6. CDC Public Health Preparedness Amendment 1
7. Women's Health Check Amendment 1
8. FDA Food Inspections
9. Family Planning Title X Amendment 1

Ms. Whalen appreciates the awareness that the contract review gives the Board about PHD programs.

**MOTION:** Dr. McLandress moved to ratify the above listed contracts; seconded by Jai Nelson. All were in favor of the motion; motion carried.

### **Fiscal Report – Jim Fenton**

#### **▪ Monthly Financial Report**

Mr. Fenton reported that the ending cash balance at the end of October 2011 was \$2,393,507, which is approximately 2.9 months of cash reserves. In September, cash decreased by about \$112,294 due to a three-pay-period month. In October, cash dropped another \$60,000, however, that is typical for the beginning of a fiscal year.

- Year-to-date Revenue: Permits and fees revenue was under budget by 5%. Home Health revenue was over budget 8% while Family and Community Health revenue was under budget by 15%. Grants and contracts revenue had a positive variance which was primarily related to the ICP payments in Kellogg. County revenue shows a 50% positive variance which is a result of the receipt of county contributions in October from all counties.
- Expenditures: Total personnel expenditures were under budget by 4%. Operating expenses were under budget by 6%. General services expenditures were over budget due to work done in the Institutional Controls Program which will be reimbursed. Insurance is also over budget because the entire payment was made for the year and will level out throughout the year.

### **Recruitment/Retention**

Ms. Whalen presented the Board with a change in compensation proposal for Licensed/Registered staff incorporating feedback received from the Board at the September Board meeting. She explained that recruiting and retaining registered licensed staff, i.e., nurses, EHSs, is becoming difficult and it has become a priority for her. In the last two years, PHD has lost nine RNs, two Nurse Practitioners, two LPNs and six Environmental Health Specialists. A primary reason for leaving is salary.

Costs of recruitment and training new licensed registered staff are significant. Area market wages for licensed/registered staff are considerably higher than what PHD offers incoming staff. Ms. Whalen presented a proposal for starting wages for licensed/registered staff and recommended that new licensed/registered staff be provided an increase after successful completion of a six-month probationary period. Current staff not at the proposed wages would be brought up to the wage as outlined in the proposal.

Salary and fringe costs would increase by \$56,449 for the 14 pay periods in the remaining fiscal year and increase by \$104,834 for FY 13. This increase would not require a budget revision for FY 12.

**MOTION:** Dr. McLandress moved that the Board accept the Director's Change in Employee Compensation proposal for licensed/registered staff to increase the starting wage and the wage after a six-month probationary period as presented on page 3 of Ms. Whalen's presentation effective immediately; seconded by Walt Kirby.

**Discussion:** Allen Banks stated that the economy affects everyone and if the County Commissioners approve increases for PHD staff, county employees in their counties may have concerns.

Dr. McLandress explained that some areas of economy are actually increasing, such as health care. Trained health care staff has been compensated to keep up with the demand.

Call for the Question: Five Board members were in favor of the proposal; Cornel Rasor abstained. Motion carried.

Ms. Whalen thanked the Board for their consideration and approval of the proposal.

The Board took a five-minute recess at 1:45 p.m. Dr. McLandress left at 1:45 p.m.

### **Director's Report – Lora Whalen**

#### ▪ **Building Needs Proposal**

Ms. Whalen explained that the parking lots in the Bonners Ferry, Sandpoint and Kellogg offices are all in need of repair. As Mr. Anderson presented at the September Board meeting, repairs to all three parking lots would cost approximately \$90,000. Ms. Whalen will be asking the Board to consider spending part of the building project funds to repair those parking lots in the spring. Commissioner Rasor will speak with his transportation department for options in Sandpoint.

#### ▪ **CY 2012 Board Meeting Calendar**

A revised CY 2012 Board meeting calendar was distributed for approval.

**MOTION:** Allen Banks moved to approve the CY 2012 Board Meeting Calendar (May meeting will be on May 24<sup>th</sup>); seconded by Cornel Rasor. All were in favor; motion carried.

Ms. Whalen ended her report by inviting all Board members to PHD's Christmas party on December 10 at River city Lanes in Post Falls.

**Board of Health Agenda Items for the January 26, 2012, Meeting**

- Annual Home Health Evaluation

**Executive Session Pursuant to IC 67-2345(1)(b) – To consider the evaluation of a public officer, employee, staff member or individual agent**


**MOTION:** Walt Kirby moved that the Board go into Executive Session to discuss personnel matters pursuant to Idaho Code 67-2345(1)(b); seconded by Jon Cantamessa. A roll call vote was taken:

Marlow Thompson, Chairman	Aye
Allen Banks	Aye
Jon Cantamessa	Aye
Walt Kirby	Aye
Jai Nelson	Aye
Cornel Rasor	Aye

At 2:25 p.m., the Board returned to regular session.

There being no further business, the meeting adjourned at 2:25 p.m. The next regular Board meeting is scheduled for January 26, 2012.

  
\_\_\_\_\_  
Marlow Thompson, Chairman      1/26/12  
Date

  
\_\_\_\_\_  
Lora Whalen, Director and      1/26/12  
Secretary to the Board      Date