



# Public Health

## Idaho North Central District



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### MINUTES

#### Board of Health Meeting

#### August 24, 2023

#### Nez Perce County Office

#### Board Members Present:

Doug Zenner  
Greg Johnson  
Dr. Jefferson  
Tom Lamar (virtual)  
Connie Osborn(virtual)  
Mike Ryan  
Denis Duman

#### Staff Present:

Carol Moehrle  
Tara Macke  
Mike Larson  
Perri Larson  
Kayla Sprenger  
Sherise Bruce

#### Excused:

#### Guests:

Jake Garringer, Fld Dir., Gov. Office

The August 24, 2023, Board of Health meeting was called to order at 2:30 p.m. by Chairman Doug Zenner.

Public Health – Idaho North Central District has created a Board of Health email for public comment. Comments in response to an agenda item for a specific meeting date must be received 24 hours in advance of the applicable meeting for routing and board member review. No comments were received.

Chairman Zenner asked for approval of the May 25, 2023, Budget Hearing and Board of Health Meeting minutes as mailed.

**MOTION: Denis Duman moved, and Tom Lamar seconded the motion to approve the Budget Hearing and Board of Health meeting minutes as presented. Carried unanimously.**

#### FINANCIAL REPORT

##### June FY 2023 Financial Reports

June financial reports:

As of the June report, we are 100% of the way through this fiscal year. June revenue totaled \$392,770 with Year-to-Date revenue at \$6,479,413. This is 90.97% Actual incoming revenue of the budget for the FY. Personnel expenses totaled \$342,849 with Year-to-Date Personnel at \$4,244,610 of the budgeted amount for the FY. Operating Expenses for June are at \$55,705 with Year to Date at \$775,795, this is 72.08% of the budgeted amount.

**MOTION: Greg Johnson moved, and Denis Duman seconded the motion to approve the June Financials as presented. Carried unanimously.**

##### Write-Off Report

In Ms. JeanBlanc's absence, Ms. Moehrle presented the June write-off report of \$60. Discussion held.

**MOTION: Denis Duman moved, and Mike Ryan seconded the motion to approve the June write-off report. Carried unanimously.**

July Budget Reports are delayed due to LUMA.

### Opioid Settlement Funds

Ms. Moehrle reported receipt of \$57,130.96 in Opioid Settlement Funds.

## **Board Reports**

### Board & Administrator

Commissioner Johnson reviewed multiple articles to include New inexperienced board members may need primer on how committees work; Better change management skills are critical to nonprofit success during challenging times; While not federally required, whistleblower policies are still good business practice, experts say; and Don't assume you know the realities of the people you serve. Discussion held.

### Trustee Updates

Trustees met in June at the IAB meeting in Coeur d' Alene. Commissioner Johnson reported the value of meeting in person. IAB will be held in Idaho Falls next year.

### Election of Officers

Dr. Jefferson moved that we retain the Board of Health officers in their current positions; Chairman Doug Zenner, Vice Chairman Denis Duman and Trustee/Executive Council Greg Johnson.

**MOTION: Dr. Jefferson moved, and Mike Ryan seconded the motion to retain the Board of Health Officers in their current positions. Carried unanimously.**

## **Director's Report**

### Board Self-Evaluation

The board self-evaluation tool was reviewed. Each Board member will do this self-evaluation and report back any deficiencies or improvements noted.

### By-laws Review

Ms. Moehrle provided and reviewed the Board of Health By-laws. Discussion held.

**MOTION: Dr. Jefferson moved, and Tom Lamar seconded the motion to approve the Board of Health By-laws as presented. Carried unanimously.**

### Conflict of Interest

Conflict of Interest Disclosures were provided ahead to be reviewed and signed. All attendees signed and returned disclosures. Connie Osborn and Commissioner Lamar who attended virtually gave verbal consent to sign on their behalf.

### Buildings Update

Ms. Moehrle reported that the city of Lewiston notified Public Health that the annex building had a significant water leak. We are working to investigate and resolve the issues. Discussion held.

### Strategic Planning – Let's Get Started. Vision/Mission/SWOT Analysis

Ms. Moehrle asked that the Board participate in a SWOT analysis. Discussion held.

Ms. Moehrle provided and reviewed the current Mission and Vision of Public Health. Alternative options were also provided for possible revision. Due to lack of time, this discussion will continue at the next meeting.

### Family and Community Health

Kayla Sprenger, Program Manager, reported that the Health Educators are busy trying to schedule time in the schools. Discussion held.

### Communicable Disease

Mike Larson, Division Administrator, reported that according to the CDC the COVID-19 vaccination is

recommended for school age children, but not required. Discussion held.

Environmental Health

Sherise Bruce, Environmental Health Director, reported a significant increase in rabies testing. Discussion held.

Office Services

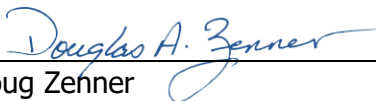
Ms. Larson reported that the Clearwater County office Office Specialist 2 has been filled by in-house candidate, Rhonda Lycan. Rhonda has been with Public Health for over 20 years in various roles making this an easy transition.

Human Resources

Ms. Macke reported receipt of unofficial news from PHAB that Public Health District 2 has been reaccredited.

**NEXT MEETING:** Thursday, October 5, 2023, at 2:30 p.m. at the Public Health office in Nez Perce County.  
The meeting will be available via ZOOM and in person.

**MEETING ADJOURNED:** 4:01 p.m.

  
\_\_\_\_\_  
Doug Zenner  
Board Chairman

Attest:   
\_\_\_\_\_  
Carol Moehrle, Director  
Secretary to the Board

*Board Minutes approved on October 5, 2022.*