



# Public Health

## Idaho North Central District

**Nez Perce County**

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**Latah County**

333 E Palouse River Drive  
Moscow, ID 83843  
(208) 882-7506  
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**Clearwater County**

105 115<sup>th</sup> Street  
Orofino, ID 83544  
(208) 476-7850  
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**Idaho County**

903 West Main  
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**Lewis County**

132 N Hill Street  
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### MINUTES

#### Board of Health Meeting

April 18, 2024

Nez Perce County Office

**Board Members Present:**

Doug Zenner  
Greg Johnson  
Dr. Jefferson  
Tom Lamar  
Denis Duman  
Connie Osborn

**Staff Present:**

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

**Excused:****Guests:**

The April 18, 2024, Board of Health meeting was called to order at 12:10 p.m. by Chairman Doug Zenner.

Chairman Zenner requested the agenda be amended to move the Program Reports ahead of the Director's Report.

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 February 22, 2024, Board of Health Meeting minutes as mailed.

**MOTION: Greg Johnson moved, and Denis Duman seconded the motion to approve the Board of Health meeting minutes as presented. Carried unanimously.**

**DRAFT Financial Report**

Ms. Moehrle presented the March FY 2024 DRAFT Financial Reports:

As of the March report, we are 76.92% of the way through this fiscal year. March revenue totaled \$4,212,666 with Year-to-Date revenue at \$2,653,908, this is 61.35% actual incoming revenue of the budget for the FY. Personnel expenses totaled \$3,355,443 with Year-to-Date Personnel at \$1,658,131 of the budgeted amount for the FY. Operating Expenses for March are at \$563,597 with Year to Date at \$384,403, this is 59.45% of the budgeted amount. These are DRAFT reports as we cannot validate them through LUMA, therefore, no motion for approval is needed.

**Write-Off Reports**

None at this time.

## **Budget Amendment**

This item moved for discussion and motion under Director's Report.

## **Board Reports**

### **Board & Administrator**

Mr. Johnson reviewed the article addressing 'revisit expense reimbursement: don't reimburse, reimburse upon request, or reimburse expenses for all members'. Discussion held.

## **Trustee Updates**

Mr. Johnson reported that the Trustees have not met.

## **Director's Report**

### **Draft Budget FY25**

Ms. Moehrle provided and reviewed in detail the DRAFT FY25 Budget for consideration by the Board. The proposed budget included a 3% increase from the counties. After budget review and discussion, the Board agreed to propose a 0% increase for the counties for FY25. This is a difference of \$53,203 in the proposed budget.

**MOTION: Tom Lamar moved, and Greg Johnson seconded the motion to support the DRAFT FY25 budget as presented with the exception of a 0% increase from the counties, and to have staff use committed funds of \$53,203 to balance the budget. Carried unanimously.**

Ms. Moehrle also shared that we currently have a subgrant for PH Workforce Development which will have some unspent funds at the end of the FY. We have been granted permission to use these funds for one-time bonuses to promote staff retention. Discussion held..

**MOTION: Tom Lamar moved, and Greg Johnson seconded the motion to approve one time Employee Retention Bonuses in this current FY24. Carried unanimously.**

Ms. Moehrle shared the bids as well as the ranking tool used by staff in evaluating new Environmental Health Software. Documents reviewed by the Board.

**MOTION: Tom Lamar moved, and Greg Johnson seconded the motion to amend the current FY24 budget to include a \$150,000 increase in capital outlay to cover the new Tyler Tech software for EH as well as upgrading EH computers. Carried unanimously.**

## **Program Reports**

### **Family and Community Health**

Kayla Sprenger, Program Manager, reported that the Community Health Needs Assessment has been completed. Discussion held.

### **Communicable Disease**

Mike Larson, Division Administrator, reported that the epidemiology staff continue to monitor respiratory viruses, such as influenza and RSV, making their way through our communities. Discussion held.

### **Environmental Health**

Sherise Bruce, Environmental Health Director, reported that both septic permits and food events are picking up due to the good weather.

### Office Services

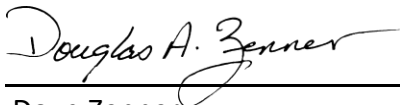
Perri Larson, Office Services Supervisor, reported that Brenda Meinen has been hired as the new Office Specialist in Kamiah.

### Human Resources

Ms. Macke reported that she is currently working with the State Controller's Office, PERSI and the Social Security Administration to set up training and education for staff regarding the vote addressing whether or not to remain in Social Security. This process will start in August and last 3 months. Discussion held.

**NEXT MEETING:** Thursday, April 18, 2024, at 12 p.m. at the Public Health office in Nez Perce County. The meeting will be available via ZOOM and in person.

**MEETING ADJOURNED:** 3:48 p.m.



Doug Zenner  
Board Chairman

Attest: \_\_\_\_\_



Carol Moehrle, Director  
Secretary to the Board

*Board Minutes approved on May 23, 2024.*