

**Minutes of Meeting  
Panhandle Health District  
May 3, 2022  
10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, County Assistance Manager Shelly Amos, BOCC Administrative Supervisor Leighanna Keiser, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Panhandle Health District (PHD) Director Don Duffy and PHD Financial Manager Christine Crummer. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 10:07 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

**Annual Panhandle Health District Review – Don Duffy/District Director (Discussion)**

Panhandle Health District (PHD) Director Don Duffy reported that the official PHD Budget Hearing would be held May 26, 2022 at the PHD office. He said PHD would be asking for a 3% increase, or about \$37,133, which would be divided between all five contributing counties. He reminded those present that the division of the expense was based upon each county’s population and valuation numbers. He said that Kootenai County’s share of the increase would be \$30,159, due to its larger population and values.

Mr. Duffy stated that there would be an 8% salary increase and explained that PHD had been losing staff to other entities with higher pay rates. He said they hoped this increase would increase recruitment and retention. He called attention to the current inflation rate, increased gas costs and increase in the price of supplies as reasons. He described PHD’s efforts to reduce costs where possible and increase revenues from other sources.

Mr. Duffy listed the many services PHD provided to Kootenai County and the number of times each was provided to county residents, including septic permits, food inspections, child care inspections and monitoring of public water systems.

**FY23 Panhandle Health District Budget Request – Christina Crummer/Financial Manager (Discussion)**

Chairman Chris Fillios entered the meeting at 10:16 a.m.

PHD Financial Manager Christine Crummer provided details of the FY23 budget request. She reminded those present that the allocation derived from the counties was 70% based on population numbers and 30% on property valuation. She said that PHD’s FY22 budget had begun at \$14,190,985 and had been revised by \$150,000 during a Board of Health

meeting last week, bringing it to \$14,340,985. She stated that the FY23 budget was planned at \$13,029,778, a decrease of \$1,311,000.

Ms. Crummer provided a comparison of expenses between FY22 and FY23, with all COVID-19 response funding set aside. She noted that Personnel costs would increase by 8%, Operating costs would go down by about \$71,000 and Capital Expenditures would go down by about \$178,574.

Ms. Crummer reported that they expected their grant funding for FY23 to remain level. She remarked that they were not yet sure how much would be received from the Opioid Settlement, so that had not been included at this time. She said that prices for licenses and fees would be increased and they expected income from services such as home health to rebound to pre-COVID levels. She listed other revenue sources and estimated incomes for each. She also described the impact that House Bill 316 would have on the amount of money the counties would provide PHD.

Commissioner Leslie Duncan commented that the Board would have to review budget data and determine how to divide the available money. She noted that the County was only allowed to increase its property tax level by 3% each year. She asked if Mr. Duffy could provide a breakdown of the 8% pay increase, showing how it was allocated between line staff as compared to supervisors.

Mr. Duffy said he would provide that information.

Chairman Fillios confirmed that no motion was required at this time.

**D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 10:34 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk