

**Board of Health Meeting
Wednesday, January 4, 2012
MINUTES**

Members Present:

Donald Jelinek, Chair
Marcus Johnson, MD
Jane Weber
Ryan Burke
Bill Bronson

Staff/Visitors Present:

Alicia Thompson, MSW, Health Officer
Russell Klinkenberg, BBA, MS, Executive Director CHCC
Carol Benoit, Administrative Services Manager
Teddy Nault, Tobacco Prevention
Tanya Houston, Preparedness & Communication Officer

Dr. Jelinek called the meeting to order at 12:00pm and stated that a quorum was present.

ACTION ITEMS:

1. Approve Minutes from December Meeting-Dr. Jelinek- Dr. Johnson *made the motion to approve the minutes from the December meeting. Ryan Burke seconded the motion and with all in favor the minutes were approved.*

2. Election of 2012 Officers: Dr. Jelinek – Nominations for Jane Weber for Chair and Sue Warren for Vice-Chair were submitted via email by Sue Warren and presented to the Board for consideration. A request for additional nominations was request. Hearing none, the Board voted on the nomination as presented. All were in favor.

3. Welcome New City Commission Representative: Jane Weber – Bill Bronson, the new City Commission representative, was introduced to the group. Commissioner Bronson is replacing Mary Jolley. Discussion occurred over whether or not there would be a certificate presented to Mary Jolley and it was agreed upon that the group would have a certificate for her next month.

4. Introduction of Health Center CEO: Alicia Thompson- Russell Klinkenberg, the new CHCC CEO was introduced to the group. He proceeded to give the group a brief summary of his background.

5. Financial Report: Carol Benoit – At this time we are 41% through the fiscal year.

- Budget Performance for Health Department – still catching up from flu shot clinics so we may see some changes next month from adjustments that need to be made.
- FAS – Program just came back and the budget is in process. It is slated for next Tuesday.
- 2866 – Public Health Accreditation was a 2 year grant, the monies just came to us and remaining revenues were allowed to be carried over. The remaining monies were used for things like the Leadership Team Retreat
- 2966-316 – Now you see 471, that is the current contract for Montana Cancer Control Program

- 2966-316 – Carry over from previous funding which can be spent as long as it is in line with the intentions of the Montana Cancer Control Program. CCHD has been using the funds to move towards the Strategic Plan and Public Health Accreditation
- 2963 – How do we proceed when a budget goes over 100%, such as 2963-481? This budget went over due to a payout of salary for a PHEP employee who left. 2963-328 will be able to cover those expenses as it can be used to cover unexpected PHEP related costs.
- Early Head Start Budget – CCHD was given notice approximately 11/7/11 that they would not renew this funding. The program ran October through 12/7/11 without a contract. Appropriation was only for 1 year and since it went 2 months over there was no budget authority during that time. A budget override has been requested but we have not heard back as to whether or not it was approved. Jane indicated it would be best if that was ready for today’s work session. She does not want another Commissioner meeting to go by; she would like to have it resolved.

6. Clean Indoor Air Act Enforcement Update: Teddy Nault – Teddy shared photos of the Rest & Relax Lounge (R & R). These photos show the “smoke shack” that the R & R Casino constructed. From the pictures and Teddy’s observations, the room appears to be enclosed; therefore it does not comply with the MT Clean Air Act. A few details of note that Teddy shared:

1. One photo shows a large window. This is a glass window and not open to the air.
2. There are some objects that appear to be vents; however Teddy did not believe that they were actually open vents.
3. The only door to enter and exit the smoking area opens directly into the Casino, not to the outside.
4. There are gambling machines present. Teddy observed several individuals smoking and gambling during his visit there

Discussion occurred regarding the issue with smoking and gambling coexisting and how this cannot occur. However, they are in compliance with Gambling regulations (enclosed room) so it is not a violation for them. Montana Law states that the Local Health Department enforces the MCIAA by following an enforcement algorithm. With the 4th warning a fine can be imposed. The fine is \$100. Alicia then presented a couple examples of how Missoula County and Lewis and Clark County have provided guidance and local requirements for these smoking areas. The Board of Health agreed that a letter providing clear guidance such as the one from Missoula County would be the best way to proceed after CCHD has followed the process of enforcing the CIAA. Alicia indicated that a letter would be drafted following the same format as Missoula County and it will be reviewed by the County Attorney before being brought back to the Board of Health.

7. Board of Health Self Assessment: All Board Members – Alicia shared a *Worksheet for Assessing Local Boards of Health and Orienting New Members to Statutory Powers and Duties* with the group and the members proceeded through the worksheet with Alicia explaining some of the different parts. Some of the topics that were discussed included:

- a. CCHD has an Intrastate Mutual Aid Agreement with 18 other Montana Counties and Tribal Agencies. This MAA states that assistance can be requested from any of the listed agencies if assistance is needed from a local health department. Tanya Houston agreed to send out a digital copy of this MAA to the BOH members.
- b. CCHD has other MOUs in place with different programs like FAS and Get Fit Great Falls.
- c. CCHD is a City-County Health Department

- d. Staggering of Terms for BOH members – Members except for City our County Representatives do not have term limits. City and County representatives have a term limit; however this may not apply since the representatives on CCHD’s Board of Health are Elected Officials.
- e. There is no percentage of funding that must come from the City or County for the CCHD. The language states that support for CCHD must be appropriated in the same manner as other Departments. The City currently contributes \$250,000 per year.
- f. CCHD has 30+ different funding streams including City, County, fees for services and grants.
- g. CCHD’s total budget is approximately \$5 million, which includes the Community Health Care Center, Inc., since it is a division of CCHD.
- h. No other Boards/Agencies contribute funds to the CCHD Board of Health.
- i. The County Attorney is aware that they are the legal advisor to the board of Health.
- j. The Board of Health fulfills all duties identified in the worksheet as “shall do”.
- k. It was brought to the attention of the Board of Health the By-Laws have not been reviewed in quite some time. Bill and Ryan agreed to review the By-Laws and suggest updates. Alicia will facilitate this process.
- l. CCHD does not have a negative pressure room if there was a case of active Tuberculosis. Board of Health members believe that Benefis Health System may have one.
- m. CCHD’s multiple funding streams allow them to complete other duties.
- n. CCHD is in the process of implementing a new system called HDIS which will have many benefits including better collection of information.
- o. The group that will be going to the Center’s for Domestic Preparedness Public Information Course includes Tanya Houston, Jill Boetcher, Jenn Reichelt, and Kristal Kuhn.
- p. The MCA codes for the Board of Health “shalls” are 50-1-116 (1) (a) thru (k) and the “mays” are at 50-1-116 (2) (a) thru (d).

8. 2012 Board Schedule – July 4th Mtg: Alicia M. Thompson – The July meeting falls on July 4th which is a Holiday. The recommendation is to hold the meeting on July 11th instead of July 4th.

Dr. Johnson made the motion to move the July meeting to July 11th. Dr. Jelinek seconded the motion and with all in favor the motion passed.

9. Progress Report on Strategic Plan/CHIP: Alicia M. Thompson – Alicia shared that she will be sending out a required survey today to CCHD employees. This survey will measure staff’s current knowledge of Public Health Accreditation. Alicia will also send the link to Board of Health members so they can view the survey and complete it if they would like. Alicia is developing a training for staff on Accreditation.

10. Other/Public Comment- Alicia and Russell stated that they will both continue to attend the Board of Health meetings and the Clinic Board meetings.

Two agenda items were identified for the February meeting

- Continue reviewing the Worksheet
- Review what progress Ryan and Bill have made with the By-Laws

At 1:10 pm Bill Bronson made the motion to adjourn the meeting. Ryan Burke seconded the motion and with all in favor the meeting was adjourned at 1:10 pm.

Respectfully Submitted,

Jane Weber, Chairman

Date