

**Board of Health Meeting
Wednesday, February 1, 2012
MINUTES**

Members Present:

Jane Weber, Chairman & Commissioner
Sue Anne Warren, Vice Chair
Bill Bronson, Member & City Representative
Cheryl Crawley, Member
Ryan Burke, Member

Staff/Visitors Present:

Amanda Bozarth, Administrative Assistant
Trixie Smith, Prevention Services Manager
Tanya Houston
Russell Klinkenberg, CEO, Community Health Care Center, Inc.

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

ACTION ITEMS:

1. Approve Minutes from the January Meeting: Jane Weber- Bill made the motion to approve the Minutes from the January Board of Health Meeting. Cheryl seconded the motion and with all in favor the Minutes were approved.

2. Review Contact Sheet: Jane Weber- The contact sheet for the Board of Health Members was passed around for everyone to update their information and make changes if needed. The master contact sheet will be updated and then emailed to all Board of Health Members.

3. Financial Report: Carol Benoit- Carol Benoit is out sick today so the Financial Report has been tabled until the March meeting.

4. Continue Self-Assessment: Alicia Thompson- This item has also been tabled due to Alicia's absence at the meeting.

5. BOH Manuals: Jane Weber- The Board of Health is trying to develop a commonality between all binders and notebooks. Currently some members don't have binders and others have two-one for their Minutes and one for policy statements, contact information, etc. The board members agreed that everyone would like one large notebook with all of the Board of Health materials in it. They also agreed to keep current materials for up to three years.

The Health Department will supply each Board of Health member with a 3 inch binder at the March 2012 meeting.

6. Environmental Health Updates: Sandy Johnson- This item has been tabled until the March meeting due to Sandy's absence and no new updates. The Board of Health would like Sandy to give a brief update of current environmental health issues at each Board of Health Meeting even if there are no new issues to report on.

MEMBER COMMENTS/OTHER: Cheryl and the rest of the Board Members would like to have a Prevention Services/Communicable Disease update on the agenda each month.

Jane has asked if the Board of Health would be interested in having the Get Fit Great Falls Committee give a presentation at one of the Board of Health Meetings. The Board of Health agreed that they would enjoy that so Jane will be asking them to give a presentation in April.

Ryan Burke and Bill Bronson have been talking about the by-laws and reviewing them but they have not yet scheduled a formal meeting. They will plan to schedule a formal meeting amongst each other before the March meeting.

Bill made a motion to adjourn the meeting at 12:30pm. Dr. Jelinek seconded the motion and with all in favor the meeting was adjourned at 12:30pm.

Respectfully Submitted,

Jane Weber, Chair

Date