

Description	Gallatin County Community Room, 311 W. Main, Bozeman MT	
Date	1/22/2015	Location Board of Health
Time	Speaker	Note
6:53:26 AM		Board Members Present: Robin Corey, Steve Custer; Becky Franks; Tracy Knoedler, Gretchen Rupp; Joe Skinner, Buck Taylor, Carson Taylor; Excused Member: City-County appointment not yet made Staff: Lori Christenson, Matt Kelley, Toni Lucker, Jen MacFarlane, Tim Roark, Jill Steeley, Stefanie Tassaró, Keith Wilson Public: Eric Dietrich; Jane Mahlow <i>These log notes provide only a part of the official record. The remainder of the official record is in the audio recording of the meeting. Section 2-3-212 MCA. The audio recording is available upon request.</i>
7:01:28 AM		Meeting called to order
7:01:40 AM		Disclaimer for Audio Broadcasting
7:02:13 AM		Public comment on a non-agenda item - none
7:02:31 AM		Consent Agenda
7:02:51 AM	Gretchen Rupp	Gretchen requested to pull the Visual Grease contract and the four Board policies from the Consent Agenda onto the Regular Agenda
7:03:23 AM	Buck Taylor	Buck made a motion to approve the remaining consent agenda
7:03:32 AM	Robin Cory	Robin seconded the motion
7:03:34 AM	Vote	<u>Roll Call:</u> Robin - yes; Steve - yes; Becky - yes; Gretchen - yes; Joe - yes; Buck - yes; Carson - yes; Tracy - yes The motion passed unanimously.
7:03:42 AM		Visual Grease Contract
7:04:03 AM		Board discussed with Matt the edits found by the Board to the scope of the contract
7:04:58 AM		Matt described the Visual Grease contract
7:05:52 AM	Motion	Tracy made a motion to approve the contract with minor markups
7:06:13 AM	Second	Robin seconded the motion
7:06:16 AM	Vote	<u>Roll Call:</u> Robin - yes; Steve - yes;

		Becky - yes; Gretchen - yes; Joe - yes; Buck - yes; Carson - yes; Tracy - yes The motion passed unanimously
7:06:20 AM		Four Board Policies
7:07:14 AM		Gretchen and Matt discussed the County Attorney's advice to have the Board approve the health department's policies.
7:09:00 AM	Matt Kelley	Matt described the <u>Health Officer Powers & Duties</u>
7:09:34 AM		Matt provided an overview of the <u>Management Policy</u>
7:10:26 AM		Matt provided an overview of the <u>Variance Policy and Procedure</u> .
7:10:39 AM		Matt pointed to "Board Policy", which requires approval by the Board; "Procedures" are up to the Health Officer to determine.
7:11:06 AM		Matt described the <u>Budget Formulation and Approval Policy</u>
7:11:42 AM		Matt discussed that these policies, reviewed by the County Attorney, are part of a Board Policy and Procedure Manual.
7:12:31 AM		<i>Questions by the Board</i>
7:12:57 AM	Carson Taylor	Carson referred to the <u>Variance Policy</u> that states the hearing recordings shall be preserved for three years - why three years versus longer?
7:13:15 AM		Board discussion followed.
7:14:47 AM	Joe Skinner	Joe is confident that the County Attorney's office is aware of any statutory limits on record retention.
7:15:05 AM	Carson Taylor	Carson discussed the 5-year sunset for some variances and asked the department if there is a use for having the record.
7:15:39 AM	Matt Kelley	Matt is comfortable with changing that to 'in perpetuity'.
7:17:03 AM	Tim Roark	Tim provided insight regarding the variance permit which is sunset every five years and as a quasi-judicial Board along with previous legal council, the decision is a permanent and the hearing recordings kept permanently.
7:18:12 AM	Steve Custer	Steve agreed to save for a long time
7:19:17 AM	Carson Taylor	Carson suggested to preserve as long as the Board minutes
7:19:43 AM	Motion	Carson moved to amend the Variance Policy under Board Procedure, section b.) 'shall be preserved for that length of time which is required for normal Board minutes . . .'
7:20:06 AM	Second	Robin seconded the motion.
7:20:12 AM		Board Discussion
7:20:31 AM	Matt Kelley	Matt offered to discuss the change with the County Attorney and if there is a need

		to change it, Matt will bring it back before the Board to make the change along with several other policies.
7:20:53 AM	Carson Taylor	Carson suggested an alternative: to vote the motion down, ask attorney and bring back to the Board if the attorney agrees. Carson will vote for the change.
7:21:31 AM	Matt Kelley	Matt referred to the Bylaws that do not offer a timeline.
7:21:58 AM	Carson Taylor	The policy is inconsistent with the Bylaws and this will bring it into sync with one another.
7:22:19 AM	Joe Skinner	The variance discussions are kept in the minutes so they would be kept anyway.
7:23:33 AM	Vote	<u>Roll Call:</u> Robin - yes; Steve - yes; Becky - yes; Gretchen - yes; Joe - yes; Buck - yes; Carson - yes; Tracy - yes The motion passed unanimously
7:23:50 AM	Steve Custer	Steve asked why the variance criterion is not included in the variance policy.
7:25:11 AM	Matt Kelley	Matt referred to the ARM citation within the policy, which is the criteria.
7:25:24 AM	Gretchen Rupp	Regarding the <u>Health Officer Powers and Duties Policy</u> , Gretchen expressed she was pleased to see the three principles listed about how the Health Officer conducts himself. (Page 39 of the Board packet).
7:26:14 AM	Steve Custer	Steve asked about the definition of Directors in the <u>Management Policy</u> - who are they? He could not find this information, personnel listing or the organization chart on the Healthy Gallatin website. He feels it would be good to have.
7:29:19 AM	Gretchen Rupp	Gretchen agreed and would like to see the term 'Directors' defined.
7:29:59 AM	Becky Franks	Becky suggested defining "Directors" under the Purpose section of the policy to make it clear who we are talking about.
7:31:06 AM	Matt Kelley	Matt suggested to add Directors "of the Environmental Health and Human Services division of the department" . . .
7:31:43 AM	Jill Steeley	Under Personnel Issues section of the policy, Jill asked to change "The WIC Program Manager" . . . to "All Program Managers" . . .
7:32:26 AM		Jill suggested changes under the Performance Appraisals section.
7:34:33 AM		Matt synthesized Jill's changes under the Performance Appraisals section to read: "Performance appraisals will be written and discussed with staff by the Directors or Program Managers. In the case of appraisals, all Program Managers will write the appraisals for staff and give them to the Human Services Director. The Human Services Director and Environmental Health Director will write performance appraisals for their Program Managers."

7:34:37 AM	Becky Franks	Becky referred to the <u>Budget Formulation and Approval Policy</u> and asked if the department has a financial policy?
7:35:17 AM	Matt Kelley	Matt explained that this is a statement of what the Board is comfortable with regarding expenditure limits without prior consent.
7:36:21 AM	Gretchen Rupp	Gretchen and Matt discussed the policy dates of adoption.
7:36:42 AM	Matt Kelley	Matt suggested the dates be changed to January 22, 2015
7:37:40 AM	Motion	Steve made a motion to adopt the four policies as revised
7:37:54 AM	Second	Buck seconded the motion
7:37:59 AM	Vote	<p><u>Roll Call:</u> Robin - yes; Steve - yes; Becky - yes; Gretchen - yes; Joe - yes; Buck - yes; Carson - yes; Tracy - yes</p> <p>The motion passed unanimously.</p>
7:38:12 AM		Regular Agenda
7:38:15 AM		Resolution and Letter regarding Electronic Cigarette Sales to Children
7:38:51 AM	Matt Kelley	Matt introduced this issue of public health importance.
7:42:10 AM		Matt introduced Lori Christenson, Chronic Disease Prevention Program Manager; and Jen MacFarlane, Tobacco Prevention Specialist
7:44:26 AM	Lori Christenson	Lori presented information on electronic cigarettes
7:48:05 AM	Jen MacFarlane	Jen described local sales activity of electronic cigarettes to children
7:53:35 AM	Becky Franks	Becky spoke about SB66 that is a current bill requesting change to include e-cigarettes as a tobacco product.
7:56:17 AM		Public Comment - none
7:56:33 AM		Board discussion.
7:59:46 AM	Motion	Buck made a resolution to send both the resolution and the letter.
7:59:55 AM	Second	Becky seconded the motion
7:59:59 AM	Matt Kelley	Matt requested an amended motion so the letter could be addressed to any of the legislators and not just the legislators on the Business, Labor and Economic Affairs Committee.
8:00:11 AM	Amended Motion	Buck amended his motion

8:00:40 AM		Matt clarified the motion: the Board is voting to approve the resolution as well as the letter that may be addressed to any legislator currently in the legislature.
8:01:05 AM	Joe Skinner	Joe stated he would vote for the motion and expressed his hesitancy.
8:02:05 AM	Vote	<u>Roll Call:</u> Robin - yes; Steve - yes; Becky - yes; Gretchen - yes; Joe - yes; Buck - yes; Carson - yes; Tracy - yes The motion passed unanimously.
8:02:39 AM		Subcommittee Reports
8:02:43 AM	Steve Custer	Steve reported on the activity of the Environmental Health Subcommittee on Chapter 3 re-write.
8:05:24 AM	Matt Kelley	Matt added special thanks to staff and the County Attorney and expects to have a finished draft of Chapter 3 in February for public comment
8:06:43 AM		Matt reported that the Healthy Gallatin work group will meet on January 30 at the Bozeman Public Library from 2pm-4pm for progress in the community groups on the issues identified in the Community Health Improvement Plan. Becky, Buck and Robin are part of the work groups.
8:07:35 AM		Health Officer Report
8:07:39 AM	Matt Kelley	Matt described the issues he is tracking at the legislature: Immunization related bills such as immunization requirements (Measles, Pertussis); and
8:10:31 AM		The Montana Immunization Registry
8:11:50 AM		The Medicaid Expansion Bill; and
8:14:18 AM		Cottage foods - concern for the significant health consequences of raw milk
8:16:33 AM		Matt discussed the Accreditation site visit on March 24 & 25
8:17:50 AM		January 30, 2-4pm at the public library is the annual update to the Community Health Improvement Plan
8:18:02 AM		The Board-approved Kellogg Foundation grant was awarded and the recruitment process has started.
8:18:16 AM		Also received the contract for Project LAUNCH. Matt may ask the Board to come together before the next board meeting to approve the contract.
8:19:35 AM		Matt reported on communicable disease in the community - the Three Forks pertussis outbreak has ended
8:20:06 AM		Matt discussed the tough flu season and the flu vaccine
8:20:30 AM		Matt continued discussion about measles and the state's possible recommendations for re-immunization of adults due to wane of measles immunity.

8:21:44 AM		Matt discussed the busy schedule of Environmental Health Services dealing with the FDA food code change and the Chapter 3 re-write.
8:22:32 AM		Matt added that the department has hired Matt Rosenthal as Sanitarian-in-Training
8:23:07 AM	Steve Custer	<i>Board discussion followed</i> Steve commented on referring to code within Chapter 3 rather than re-stating it
8:24:50 AM		Steve asked about imMTrax - what is it?
8:25:52 AM	Gretchen Rupp	Gretchen asked about the on-site visit of PHAB - is there an opportunity for the department to show off the sushi training?
8:28:02 AM	Becky Franks	Becky mentioned HB125 in the cancer world to ban tanning beds for those under 18.
8:29:13 AM		Becky also mentioned the Governor's presentation of the Healthy Montana Plan and he also stated that Montana had \$400 million of uncompensated care last year.
8:30:03 AM	Gretchen Rupp	Gretchen discussed the bipartisan funding for augmenting mental health services
8:31:35 AM		meeting adjourned