



Gallatin City-County Health Department

MINUTES

Board of Health

Budget Subcommittee Meeting

May 25, 2016

8:00AM

Madison Room at Bozeman City Hall

121 N. Rouse Ave., Bozeman, MT

Attendance:

Subcommittee Members: Becky Franks - Chair, Jane Mahlow, Chris Mehl

Finance Director: Ed Blackman

Staff: Matt Kelley, Tracy Knoedler, Toni Lucker, Tim Roark, Keith Wilson

Call to order

Becky called the meeting to order at 8:05am

- **Public Comment** - none

Regular Agenda

- **Review, Discussion and Decision on Proposed FY17 Budget**

Matt provided an overview of the proposed FY17 budget via a PowerPoint presentation. The proposed budget was sent to all Board members as part of their Board packets. Matt is asking the subcommittee to recommend the budget to the full BOH tomorrow.

Ed Blackman, Finance Director, was also present at the meeting and stated the budget would be finalized the last Tuesday in August and adoption by the commission would be in June. He also added the budget may look a bit different once the tax and cash are all in.

Matt continued to present the budget overview and discussed the most significant changes proposed regarding workload demand and a focus on areas most likely to impact public health.

EHS Administrative Staff Re-alignment

Matt described the rising workload in Environmental Health that is not sensitive to economy:

- Inspection Workload
- Septic Permits Issuance & Installation – Tom & Brittney
- Subdivision applications – Denise with a backlog of 20 applications in the hopper
- Community Inquiries / Complaints and Resolutions
- Scanned Septic Permits

The department hired a new sanitarian to help, but the subdivision reviews include delays due to response time from various agencies, which can take up to 3 years. In 2008, the office lost an administrative position affecting the scanning; a temporary, part-time person was hired to help catch up from the 3,500 yet to be scanned.

Question: Chris asked if the scan backlog is not being done, is this an administrative risk or a public health risk? Both - a customer service / admin risk, since the public cannot access the system information on the

web and a public health risk, since buyers and realtors cannot immediately access the information regarding a properly sized system or not.

Matt described the complexity of complaints received, especially wastewater. Now the office has an improved process and procedures for how to address these complaints, manage them, and to see patterns/trends. The office has built an opportunity to resolve complaints before reaching enforcement actions.

Matt described why wastewater complaints tend to be so time consuming.

Challenges ahead . . .

Matt described the need to have someone oversee this process in a way that prevents public health risk issues, especially in the future when Tim decides to retire and a replacement is hired. Matt is proposing realignment.

Question: Becky - given the new federal regulations for exempt vs non-exempt, will anything happen with different positions to adjust for this? Ed noted Cynde is looking into this and she believes to be handled w/minimum amount of change. The subcommittee discussed historical and current comp time accrual by staff.

- **Health Promotion Specialist**

Matt discussed why we have emphasis on this referring to the Community Health Assessment and the Community Health Improvement Plan. The hospital and CHP are part of a coalition that identified a need for coordinator for nutrition and physical activity to address behavioral patterns contributing to premature death. Missoula has a similar position.

This position would be funded through the cancer grant.

Question: Chris asked how stable the grant? Very!

- **Capital Projects**

Electronic Medical Record
Convert Annex Storage Space to Offices

- **Reclassifications**

Health Promotion Specialist Positions identified as lower than comparable positions in other counties, so requesting to raise salaries to the middle. Becky commented from her point of view as a nonprofit, that the current pay for this position is low.

Question: Chris asked if the grants were stable since monies would pay for salaries? Over time? Matt noted he needs to see the task order to know for sure, but he is confident it can be done.

WIC position also proposed reclassification to raise to the middle of Montana pack, which would be financed with retirement savings of a 24-year employee.

- **WIC in Park County**

Park County will begin to offer their own WIC services, which impacts WIC - WIC will lose about \$30,000. Based on this reduced funding, the vacant .6 FTE position will remain vacant until program participation increases.

Question: Chris asked about WIC expenditures, what is different? Matt explained the one time bump this year for \$39,000 but he is not confident that it would be on-going to fund. So allows wiggle room this year. And he asked for payout for the upcoming retiree of \$13,000.

New Grant funded Positions

Public Health Home Visitor
Part-time Admin Assistant/Breastfeeding Counselor

Questions:

The subcommittee discussed how to access emergency funds especially in the event of a CD outbreak and asked Ed what is the matrix used to trigger an emergency.

Matt suggested that the Board have a finance committee with Ed participating in the meetings to have these types of discussions to better understand how this works, i.e., mil levy.

Jane asked about the food inspection permit fees that were increased - did this create any extra revenues for EHS and is the income what your expected? Tim noted that in December he will know and does not expect a big change. If a slight increase we can handle, especially with proposed position in case it spikes.

Jane brought up the big discussion at BOH about septic permit fees in the county that should be paying the full amount. It was a strong discussion - is it worth continuing this year? Fees did change but maybe need more? Tim added that the BOH will have another opportunity to discuss fees for Health Codes 2 & 4. Matt will provide a report to the Board after FY about how it shakes out.

Chris: is there an option? BOH decision to raise the fees.

Ed discussed the starting budget for GCCHD, which saw a reduction in the number of mills levied for HD to pay a portion of the new county finance system. This is a 2-year allocation after which time will return to HD if the commission decides.

Ed also discussed availability of capital reserves as available to the HD in the event of an emergency. These would be used before touching the operating reserves. He gave the example of flooding in the county during the weekend – the commission declared an emergency, passed the resolution and approved at the next public meeting. So the process is easy.

Jane asked about debt service and Ed explained the health dept’s portion of the remodel of the building would expire in next few years providing \$59,300 extra revenue. And he explained intercap loan rates . . .

Matt asked the Budget Subcommittee for a motion to approve the proposed budget, if they felt comfortable and to authorize him to work with the county HR to make any adjustment by abiding to policy.

MOTION

Chris made a motion to recommend approval of proposed budget as submitted, contingent upon the HO working with county hr dept to clarify personnel issues.

SECOND

Jane seconded

Secretary Date

VOTE

Unanimous vote and motion passed.

Chair Date

Meeting adjourned at 9:35am