



## Gallatin City-County Health Department

Board of Health

### **Budget Subcommittee Meeting**

May 19, 2015

1:30pm

Health Dept Ed Room

Board Members Present: Steve Custer, Jane Mahlow, Buck Taylor

Excused Board Member: Becky Franks

Staff Present: Matt Kelley, Toni Lucker, Tim Roark, Keith Wilson

### **Review and Discussion on the Proposed FY16 Budget**

Matt opened the meeting at 8:05am. He acknowledged the more streamlined budget format that also enhanced transparency and the work by Jill Steeley and Keith Wilson.

Steve asked about the budget and discussed his thoughts on keeping county funds separate from contracts with other agencies and city funds. Matt referred the subcommittee to the summary sheet and page 82 (for the grants) that addressed Steve's concern.

Matt discussed three ways the department brings in revenue:

1. Local taxes (level);
2. Non-tax revenues (fees coming into EHS – which are up dramatically - and the immunization clinic); and
3. Grants/contracts.

This year the revenues were skewed to contracts due to the Launch grant. Both the Launch and Kellogg grants were folded into this budget. No big reduction in revenues from grants;

This budget was reviewed with Ed Blackman, who could not be here today.

### Overview of budget

Matt described the key principals used to create a sustainable and affordable budget. Respond to growing demand and assure sustainability. WIC and EHS also generate revenues.

### **EHS**

#### Septic Permits Issued

Proposing a new sanitarian-in-training position

Expect permit applications to rise this year

#### Subdivision Reviews

Need help for the increasing subdivision submittals

Matt described that one EHS position was eliminated in July 2010. The proposed Sanitarian-in-Training (SIT) would help recover staffing capacity lost in 2010.

### **WIC**

### Proposing a new position

The trend in 2014 was that 2.5 FTEs (CPAs) could handle the workload but there is no coverage in the event someone is sick, so another FTE would help with stability.

Matt and Jill compared WIC staffing relative to other comparable county WIC offices and Gallatin outpaces them. Funding is directly proportional to the number of clients served. The 237 additional clients necessary to fund the new position is doable.

Matt is worried that WIC may be under-serving our population – policy is to serve pregnant women and kids within 10 days.

These two new FTEs could be funded without a request for increase in tax dollars.

### ***Communication/Web developer***

A position not funded is a communications position/web developer. Based on accreditation, the department needs to communicate more effectively and timely.

Proposing a .75 FTE or perhaps as a contract.

In discussions, Matt learned the commission might be interested in this position also providing services to the county.

### **Funding offsets**

Matt described the trend at EHS of the increased volume of permits, subdivision reviews and, this year, license fees

Jane asked for clarification about the fees in DPHHS statute. Matt and Tim described that fees are determined in statute so would need an act of the legislature to increase the fees. This year, the cottage food legislation included decision making be removed from statute to regulations and the state could increase fees. A possible fee increase from the state is not built into this budget. 90% of the revenue created by EHS restaurant inspections comes to the department from the state. The local level cannot add additional fees.

Steve acknowledged the difficulty of keeping up with the increased subdivision reviews and keeping up with other services to be provided.

WIC: new Kellogg grant; additional WIC funding from DPHHS; long term increase in annual WIC grant allocation tied to participation

Buck asked about the Kellogg grant and what it is for. Matt responded that the grant is designed to improve breastfeeding rates, particularly in rural areas.

Steve acknowledged that an increase in staff would add more clients

Web developer/communications: re-allocate from contracted services

Matt discussed how GCCHD will afford positions without asking for county resources: EHS' non-tax revenues are going up; wastewater treatment systems (WWTS) permits issued are driving increased revenues.

By source:

WWTS (wastewater treatment systems) permits have the largest incoming revenues with proposed budgets based on the increased work.

WWTS registration fees are increasing.

Kellogg & Launch grants with indirect costs. Dept will recoup additional 17K offsetting grant administration.

WIC reallocated revenues to Sept 30 to use. (carryover award)

Matt reviewed new revenues FY16 @ \$136,333 and the cost of two new positions @ \$101,883

Buck asked about the SIT (sanitarian in training) and what it means. SIT has to take the State test to become an Environmental Health Specialist. Is there reciprocity between states? Not yet.

### **Long Term Revenues**

Increase in food service revs from ARM revision

WIC grant allocation is \$192/participant / year

Depends on participation (proportional to other counties)

Number of clients needed to fund .25 FTE is 59.46

### *Net fund assets*

Keith described net fund assets: a measure of how much the department is spending vs. revenues. Keith noticed that the unassigned balance grows every year, creating concern from Ed. This is largely due to our conservative budgeting. Ed prefers that we make revenues match expenditures as much as possible.

Buck asked if fed \$ could be used for outbreak response? PHEP budgeted cap reserves for rainy day. Keep 20% committed is what Ed likes. MCH and WIC will need from local tax \$ to keep those in the black.

Matt discussed value of Keith: He brought visibility to this.

### *Communication position*

Increased usership – Matt discussed the new visitor page views by month. Two spikes in November and April reflects the quarterly blog re: new inspection reports put onto web site.

Restaurant inspection db

Search for septic permits – can also be researched on line

Matt also envisions other information on the website, i.e., Interactive guides for local food sellers; list of affordable activities for families; healthy food options at local restaurants; recipes; volunteer opportunities, etc

Matt stated that GCCHD needs the time and expertise of the position – we are outsourcing currently, contracted services. Matt is conflicted – commission saying hard to attract to this position and keep. We have no one to coordinate organizationally. Matt wants that possibility.

Buck has same challenge at CHP.

Matt continued that our previous contractor was also a writer and now we have a contract with a web developer, who is not a writer. Matt feels worth requesting. The Commission is also looking to do more of this and asked if we would be open to sharing.

Steve observed – good improvement of web site; help folks understand what they can find; also PR to help folks know this is here. Website could be run from this dept and hooked to other depts. Steve also suggests an education component for the public.

Improve social media outreach would be the responsibility of this position also.

Steve is personally **in favor of** reaching out ~~to~~ **through** social media and is a WIC proponent. He thinks the decline in WIC numbers could be related to people getting work so they do not need WIC.

Money into contracted services.

**Discussion**

Buck asked about the Follow Me program reimbursement – are we doing this? It is now home visitation. Staff explains that Follow Me title is a relic of home visiting grant, i.e., page 80 line #343130 - old names to be phased out? Launch grant currently carries the old name line item number as Aid to Dependent Children – will change. Budget strings federal and non-federal consideration.

Keith described the transfers into 3 programs.

Staff explains that capital reserves is designed to save for future capital expenses, cushion. Goal is to keep capital reserve level.

When is the budget due to the commission? May 26<sup>th</sup>. Today we need a recommendation to the board for approval.

Buck notes that he likes the new format and have budgeted conservatively.

**Motion:**

Buck made a motion that this subcommittee recommends approval of the FY16 budget to the full board

Steve agrees and added that the budget formatting makes it hard understand and is confusing. He discussed having a layout situation with blue and green (expenditures and revenues) adjacent to each other for easier comparison. Presentation helped Steve a lot. Matt described the complexity of the budget. He will try to present in a more digestible way.

Jane agreed with the discussions.

This Thursday, the Board will discuss fee increases – if the Board decides not to increase fees, this budget will be out of balance. The department assumed from what the Board discussed and approved last month.

Buck asked that the slides be provided ahead of time next year along with the budget.

Steve discussed the increase of WIC participation and other counties declining. Matt described the focus on the increase of participation and unclear about the decline.

West Yellowstone's case load dropped since the stores there do not accept WIC vouchers; also a drop in Belgrade's case load - some families may now have work and do not need WIC. A survey reveals that families do not like being in a waiting room with sick people and parking are issues.

**Second:**

Steve seconded the motion

**Vote:**

Jane – yes;  
Buck – yes;  
Gretchen – yes; and

Steve - yes

The motion passed unanimously.

Jane likes pie charts to show the money from each grant; Comfortable about the information they are getting.

Board members discussed wanting more information about the help / assistance groups in the community that provide to those in need. Jane noted that she attended GCCHD navigator group. Steve said he could benefit from this too. Directs service provider to better knowledge of how the various agencies work. Matt has something to give to Jane and Steve to help them – ECCC community resource guide.

Steve added the Chronicle could report on each organization and the linkages so the community can see the infrastructure. Buck described the struggle he has with obtaining money for direct services and spending it to educate the public. The public seem to find by word of mouth versus the formal communication channels.

Meeting adjourned 2:55pm

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Secretary

\_\_\_\_\_  
Date

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Chair

\_\_\_\_\_  
Date