



## Gallatin City-County Health Department

### Board of Health Document Review Subcommittee Meeting Notes

July 24, 2014  
8:00am – 9:30am  
**Conference Room 301**  
Gallatin County Courthouse

Present: Buck Taylor, Gretchen Rupp, Becky Franks, Matt Kelley

Meeting called to order: 8am

- **Document Review**

- **Communication Policy**

Discussion: Buck feels the policy is clear; Matt is our mouth piece. Matt noted that there is no protection written into the policy to say that if one speaks for the Board, one must have permission from the Board to do so. This protection is stated in the Guest Editorial Policy and would be lost if we do away with the editorial policy.

What about in the event that urgent situations come up often? Would communicate with HO?

Chair & vice chair will serve as spokespersons only with permission from the Board.

Becky referred to bullet point (a) Represent the Board's views or position - Need to speak on a timely basis so is there some way to email the Board and seek approval before speaking to the media? Also must remain consistent to the Board's view as stated in most recent board minutes.

Action: Add to the Communication Policy: "No board member, including the chair and vice-chair, shall represent his or her views as those of the Board of Health without prior approval of the full Board of Health.

- **Guest Editorial Policy**

The subcommittee agreed to do away with this policy.

- **Prevention Alliance (PA) Subcommittee Charters**

Discussion: Do we need? The health professionals on the Board are serving in that role on the other CHIP committees. The next CHIP rewrite will include a section on the formal duties of the Board. So scrap the PA.

Action: Make a recommend to the full Board to drop the PA as a standing committee.

- **Environmental Health Subcommittee Charter**

Discussion: Does the annual work plan of this subcommittee need to be approved by the full board? This charter is very general in scope. Buck feels the Board should have jurisdiction, which

lends protection when the work plan is approved by the full Board. This can be an annual agenda item.

Should we add a responsibility bullet to keep the local health code up to date? Seems like the de facto job of the committee but is not stated in the charter. Would like the experts to review this regularly.

Action: Add BOH consideration and approval of the work plan to the responsibilities section of the charter; add annual review of a work plan.

Gretchen will send Toni the marked up charter.

- **Board of Health By-Laws**

Discussions:

**Article Three:** Becky wants to update the by-laws to include the current MCA 50-2-116 actually listed to have in-hand. Unquote the code or match it.

Matt noted that if Chris Gray looked at it, he would want to go with what the code says: it is our duty to be consistent with the code.

Becky and Gretchen would like to have the code listed in front of them rather than having to look up the code. And do this on an annual basis.

Part (a): appoint a Health Officer seems antiquated but is in the code.

Action: Go into the current version of the code that lists the required duties. Replace Sections 1 and 2 with verbatim of the state code. ***Matt, Chris Gray and Becky would update this section.***

Discussion: Section 2 (a) is in addition to state code. The Board does not have a member on the West Yellowstone Solid Waste Board so delete.

Action: Delete reference to a member on the West Yellowstone Solid Waste Board.

Discussion:

Interlocal Agreement - This is the legal agreement between the city and county that created the BOH. It determined the composition of the Board. To change the composition of the Board, we must go to the city and county commissions to change the interlocal agreement.

**Article 4:** Board of Directors - Becky noted at least 5 persons with staggered terms is in the interlocal agreement. So if a member drops off and we had to operate with 8 or 7 members, that would be OK and we could wait until July to select a new member.

Action: Add to Section 1. Directors – ***The Health Board is composed of between five and nine directors . . .***

***And add that the composition of the Board meets MCA 50-2-106***

Discussion:

Section 3: Absences – the subcommittee would like to overcome the interlocal agreement and make changes. Matt will send to Chris Gray. Becky added that 2 consecutive absences are ok but change “shall” to “may” be informed . . . Specific absences vs several - concerned about chronic absences. Matt noted there is nothing in the interlocal agreement that deals with absences.

Buck suggested that two consecutive and unexcused absences were enough to warrant a replacement request. The member has a responsibility to inform the Board Chair of an upcoming absence versus no show. Does the interlocal agreement conflict with 50-2-106 (procedural regs)?

Becky suggested defining unexcused absence.

Actions: ***If a member has two consecutive absences . . . governing body “may” be informed . . .***

*Members who will be absent from a meeting shall notify the board chair and the board secretary before the meeting.*

Discussion:

Section 2. Terms

Action: *Each director is appointed for three (3) years with staggered terms as per section 50-2-106(3) MCA and as elaborated in the interlocal agreement.*

### **Article 5: Officers**

Discussion:

Discussed the Health Officer as the secretary but it is in statute.

Actions: **Section 4 (a): keep!**

### **Article 6: Meetings**

Discussion:

Section 1 – **add first quarter of FY as the annual organization meeting date.**

Section 3 – Special Meetings - is this in accordance with code?

Action: **Remove the last section regarding viewing places of potential health hazards**

Section 4 – Quorum

Action: **specify a quorum as 51% of board members present**

Section 5 – Manner of Action – discussed proxy voting. This addresses, for example, when a Board member is not present to hear testimony of a variance. The intent of open meeting laws is to achieve a quorum with open, transparent meetings.

Section 6 – Parliamentary Procedures - **agrees to addition of Robert's Rules of Order for all procedural matters.**

**Agrees to the addition of “a quorum of Board members” regarding reconsideration of any Board action.**

Section 8 – Open Meeting Requirements: Discussed citing the current state statute so can have available at hand and not have to go to the state statute.

Action: *Matt and Chris Gray will ensure that this is in conformity with current state statute.*

*Becky volunteered to itemize for Chris Gray review using track changes. Toni will email to Becky so she can plug in new language.*

Article 7: Hearings – Chris raised the question: is this section still viable?

Article 9 – Health Officer - Becky & Buck are fine with the change here

Article 13 - Approval of Bylaws

Discussion: Becky suggested listing each revision year (created on this date and then revised this date). But this was done in 2002 only. 1997 saw the creation of the current 9 member board. 2009 saw the media policy so add that date.

Action: *Annual update of bylaws at organizational meeting the first qtr of FY.*

August 28th is the next Board meeting and will try having an update for Board review.

*Toni will send the updated bylaws to Becky so she can add language.*

Discussion continued:

Nothing written in by-laws for Board members to serve on committees as a requirement – do we want to do this? Becky suggested to be listed in a job description. Later this year, the Board will look at writing a Board member job description.

Gretchen added that the unique knowledge of members whose work schedule may not allow for this type of flexibility, must be considered.

Meeting adjourned at 9am