

# Gallatin City-County Health Department

[www.healthygallatin.org](http://www.healthygallatin.org)

## BOARD OF HEALTH AGENDA

November 17, 2016

7:00am

Health Department Education Room  
215 W Mendenhall, Bozeman, MT

*Board Members Present:* Steve Custer, Dick Damon, Becky Franks, Laura Larsson, Jane Mahlow, Chris Mehl, Buck Taylor, Seth Walk

*Excused Member:* Joe Skinner

*Staff:* Lori Christenson, Jon Jetter, Matt Kelley, Tracy Knoedler, Toni Lucker, Stefanie Tassaro

*Public:* None

### A. Call to Order

Chair called the meeting to order at 7:06am

### B. Disclaimer for Audio Broadcasting

No audio broadcasting

### C. Public Comment on a Non-Agenda Item

No comments

### D. Consent Agenda

1. Board Meeting Minutes October 13, 2016
2. Contracts
  - a. LAUNCH Grant Task Order 1702PROS0254

### MOTION:

**Chris Mehl made a motion to accept the Consent Agenda**

### SECOND:

**Dick Damon seconded the motion**

### VOTE:

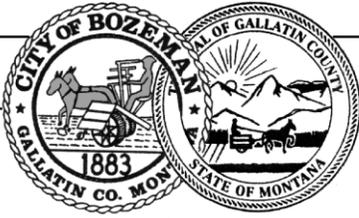
The motion passed unanimously

### E. Regular Agenda with Public Comment

At this point, the Board decided to discuss Agenda item #2 first since Buck Taylor had to leave by 8am:

#### **Discussion and decision to authorize Health Officer to make non-financial revisions to Project Launch MOU's**

Matt described the LAUNCH MOUs with the sub-recipients, which the Board approved at the last meeting. The task order is for funding coming to the Health Department from the state and passes through to the partner community agencies. Matt described that deliverable language may need to be updated to reflect a



## Gallatin City-County Health Department

change in the agency's process. Rather than stall the contractual procedure, Matt is asking for permission to make technical adjustments only.

Chris Mehl asked if the changes would be non-substantive and if so, summarized in the Health Officer Report.

### **MOTION:**

**Jane made the motion to authorize the Health Officer to make non-financial revisions to Project LAUNCH MOU's provided those updates are written and verbal to the Board.**

### **SECOND:**

**Dick Damon seconded**

### **VOTE:**

**The motion passed unanimously**

### **Strategic Planning Work Session**

Matt distributed the Strategic Plan binder to the Board and reported that planning is in process with a goal to finalize in February. He described the process, why it is important to us, how we use the plan, the proposed timeline and his request that the Board give informal consent that it is a good process and to move forward.

Matt reported that his intention is to have a half-day retreat with the Board and staff in late January to identify the larger strategic goals; and in February, return to the Board to finalize or to get Board comments for additional work.

Chris asked for some peer reviews or best practices documents for strategic planning. Matt referred the Board to the binder item 'Summary of Accreditation Strategic Plan Requirements' or PHAB.

The Board asked if there was another county Matt looked to for this activity. Matt noted Riverstone and Missoula counties are also in process and he will provide more information regarding this to the Board before the January meeting. Matt also noted that the last strategic plan (2013-2016) and Community Health Assessment are significant for the Board to review – good info from that.

Becky added prioritization is a good direction too. Chris noted how helpful it is to know what others are doing.

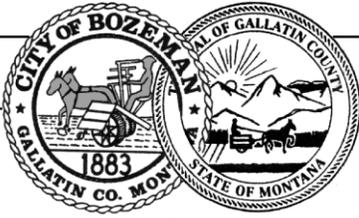
Jane commented that she reviewed the NACCHO site and saw our document referred to as exemplary.

Laura mentioned more health resources are available: draft data for oral health indicators for Gallatin County. Matt wants this data regardless of the strategic plan.

Matt continued to discuss how the 2013-2016 strategic plan was used to connect to programs and capacity:

He gave an example of how the strategic plan related to the MCH program objective. Each program meets 4 times a year to discuss progress towards goals in the performance plan towards the strategic plan.

Chris asked what occurs when something does not address the strategic plan – would Matt go to the Board or use his discretion. Matt discussed how attention to chronic disease, healthy eating and activity, required him to go to the Board to adjust for another staff member.



## Gallatin City-County Health Department

Does the strategic plan guide the department regarding money and how does it set priority? Growth of the county and cities in Gallatin County is a significant issue requiring us to address workload factors. This plan will see EHS prioritization to allocate our human resources and budget. Reserve some ability for Matt to use discretion.

Becky noted the strategic plan is a 3-yr plan so can revisit. PHAB has an annual update requirement, which is a good time to adjust the plan.

Matt reported on the first strategic plan accomplishments.

*Strategic planning 2016:* reaching out to community stakeholders, members and staff to figure out how the plan is helpful and is there room for improvement; staff satisfaction survey and discussions on how to make a better place to work. Sarah Acker hired to facilitate these meetings.

Matt is working with Dan Clark at MSU Government Center and Community Health Partners to facilitate a half-day retreat for staff and the Board at the end of January. Results from this and the stakeholders meetings would identify the big goal areas and objectives.

***Timeline: January 26th Board Meeting - Board and staff to meet off site for half-day discussions to identify priority areas and strategic goals.***

### **Goal today is board feedback on the strategic plan process**

Laura asked how subjective and objective community data informs this process, goals and strategies.

Community Health Assessment, to be held later, data coming from hospital, primary and secondary data on health, HRDC and continual round robin of assessments. Need to talk about growth. Compliance issues as example. Need to create capacity for the goals.

Laura is more interested about the survey data. Is staff informed of assessment results? How is staff re-oriented to data? Get this data out to share and staff is always looking at the data. Now prepare staff to share that analysis and context with the board. Always looking for ways to measure what we do and not doing. By our late January meeting, we will have the raw material discussion.

Becky asked about Project LAUNCH and Matt described that we are at the third of 5 years and that LAUNCH has its own strategic plan.

Becky asked if there were any changes expected to the Comprehensive Cancer program. In addition, where is the state going with the screenings and MTUPP regarding e-cigarettes? Update needed before we step in.

Matt reported that he solicited feedback from staff to identify their priorities. Comp Cancer sees a focus on enrollment, a need for screenings in the community and enrolling into health insurance.

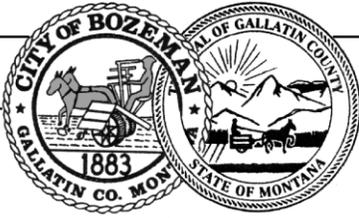
The Board discussed how with the new legislature and President, we could possibly major changes from government beginning October 1, 2017: less money, fewer strings, and more flexibility

This is a challenging time for this strategic plan due to unknown government changes.

7:50 Buck Taylor had to leave the meeting.

How do we proceed? Keep going ahead or postpone some planning due to upcoming changes?

Matt described the work camps EHS is seeing popping up in the county and asked how to deal with them. With so much growth in the county, EHS is deciding how best to use time. Resource allocations needed if we want to do more work.



## Gallatin City-County Health Department

Steve commented on the 2 year balance of the LAUNCH and the importance to think forward when it disappears. Now is the time to think about this issue. Steve wants this in the discussion.

Difficult question to answer; internally we have a home visiting nurse position tied to the grant; we are building capacity to generate resources outside of the grant. Within the community it is a bigger problem – how to bill for services that do not currently exist. Building relationships in the system so system can endure even when funding is gone.

Seth commented on resource generation.

What are our expectations; huge need in oral health – strategic plan to list community assessment of what is needed in that regard and what the community has available to address, rather than implementing a program.

Matt continued that our community is growing creating challenges for staff to address the issues. How do we adapt the work we are already doing? (EHS and the work camps; Public Health Nurse now present in a large pediatric clinic; identify needs and how to address the issues). Matt discussed the regulations and direct authority from the Board to address the work camps.

Steve observed that prioritization is necessary.

Matt made a decision in EHS to get to the septic permits when we can and not delay and ignore potentially immediate public health threats. (Currently, EHS is out 45-50 days in septic permit reviews versus 30-days).

Matt asked if the Board was interested to meet in smaller groups with conversation about expectations and concerns over the next 60 days to January meeting.

**Mayor and Chris Mehl want to meet with Matt and Becky.**

**Discussion set up with Dr. Damon**

Chris noted some uncertainties that require reevaluations and editing.

Becky noted prioritization is most important. She commented on a great job putting this together with a timeline and a strategic plan to guide us in our work!

Matt urged the Board to think about the staff and what priority to pursue. Please provide that guidance for them.

Dr. Damon added that in political change of climate it is an element of not knowing what will happen. So hard to make long range plans.

Constant re-evaluations with priorities

Seth asked if Matt has a worst-case scenario plan?

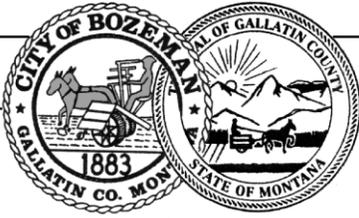
Chris noted it is here and prioritization will help cut as necessary.

Matt feels that we need to talk about millage increase from the County. We have reached our financial resource capacity.

Becky noted the need for prioritization is even stronger. Do differently or onto back burner.

Laura asked if February 23, 2017 is a scheduled Board meeting.

Matt noted we might also meet on December 15 if we have variances. Starting in January, the Board meetings will continue on every 4<sup>th</sup> Thursday of the month:



# Gallatin City-County Health Department

Jan 26; Feb 23; Mar 23; Ap 27; etc.

Toni to send out a survey to set aside half day January 26<sup>th</sup>, 7am – noon. Let Board know as soon as possible.

This meeting to be held in the community with a large enough space for 60 folks.

## F. Health Officer Report

Time spent on the strategic plan.

Lori working at EHS

Pursuing compliance actions

Licenses are coming in from the state and validation decisions to be made

Chronic Disease Prevention Program Manager candidate decision

Re-Accreditation

Flu shots

Department received a small grant, through the Ryan White program, that will increase outreach to vulnerable populations with HIV. Hiring of temporary, part-time staff to be done in order to get appropriate persons into testing.

MIECHV grant

Matt described how he is looking for more space for health department. (Currently the health department is housing County backup plats)

### *More Board discussion*

Steve asked about the work camps.

Alaska and Cameron Bridge Road

What to do?

Gateway complaint received from a couple – big house w/8 bedrooms with septic for 4 bedrooms

Gateway area parking trailers

Reached out to Chris Gray what is appropriate for work camps.

Related to road construction

Jane asked about Matt’s performance review, which is due in April and is on the calendar.

Meeting adjourned at 8:25am

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date