

OFFICIAL RECORD OF PROCEEDINGS 

Missoula City-County Board of Health
March 16, 2006

Board Members Present: Chairman Bill Rossbach, Vice Chairman Garon Smith, and Board Members Dr. Alan Gabster, Sandy Kuntz, and Eileen Sansom

Board Members Absent: Jean Curtiss and Dick Haines

Health Department Staff Present: Health Officer Ellen Leahy, Director of Environmental Health Jim Carlson, Emergency Preparedness Specialist Dana McMurray (Health Promotion), and Administrative Aide Julie Mohr (Health Administration)

Legal Counsel Present: Marnie McClain

MEETING CALLED TO ORDER

Chairman Rossbach called the March Board of Health (BOH) meeting to order at 12:25 p.m.

ITEM 1. APPROVAL OF FEBRUARY 16 AND MARCH 10, 2006 BOARD OF HEALTH MINUTES

Minutes of the February 16, 2006 Board meeting were approved. Minutes of the March 10, 2006 special meeting of the Board were approved with the following corrections:

- Under Item 1, change “Director Leahy’s to “Director Leahy” and “meeting on March 1, 2006” to “meeting on March 16, 2006”.
- Under Item 3, in the second set of recommendations, change “Mission Statement and Core Values” to “Mission Statement and Guiding Principles”.
- Under Item 5, change “In May 2205” to “In May 2005” and “there is separate data” to “there are separate data”. Change “it could useful” to “it could be useful”.
- Under Item 6, change “that particular require” to “that particularly require” and “work connects to” to “work connect to” Change “, MCH for example, the connections are there, in others...” to “—MCH for example—the connections are there. In others...”.
- Under Item 8, change “at its March 16 meetings” to “at its March 16, 2006 meeting”.
- Under Item 9, underline the name of Attachment I.
- Under Item 10, in the last paragraph before the recommendations, change “draft document” to “draft documents”.

ITEM 2: LETTER OBJECTING TO CUTS TO URBAN INDIAN HEALTH CENTERS

Director Leahy introduced Peggy Cochran Seelye, Executive Director of the Missoula Indian Center. According to Ms. Cochran Seelye, in fiscal year 2007, President Bush proposes to cut all funding for the thirty-four Urban Indian Health Centers (UIHCs) located throughout the United States. She asked the Board to submit a letter of support to Congress on behalf of UIHCs and provided a draft letter for consideration. (See **Attachment A, Draft Board Letter Supporting UIHCs.**) Ms. Cochran Seelye also submitted a copy of the letter of support sent by the National Association of Community Health Centers, Inc. (NACHC) to President Bush. (See **Attachment B, NACHC Letter Supporting UIHCs.**) In addition, Board members received a brochure on the Missoula Indian Center. (See **Attachment C, Missoula Indian Center: Home/Health/Spirit.**)

Director Leahy indicated that Board Member Curtiss asked that this issue be brought before the Board for consideration. She and Ms. Cochran Seelye serve together on Partnership Health Center's Board. The Missoula Indian Center cooperates with Partnership Health Center (PHC).

Recommendation: Direct Leahy recommended that the Board submit a letter of support. Chairman Rossbach affirmed that he feels it is incumbent for the Board to do so.

Board Member Sansom supports the letter. As a liaison to PHC, she asked if the reference, "Many believe that Native Americans would not seek care at our local CHC because of cultural insensitivity issues." is an indicator that PHC needs to improve relations with Native American clients. If there are issues, PHC's Board needs to be aware of them in order to address them—if that is not already happening. Ms. Cochran Seelye indicated that the actual intent was to convey that the Missoula Indian Center is uniquely qualified to address and cross over the cultural barriers that often inhibit Native Americans from accessing medical care. Without such a resource, it is known on an anecdotal basis that many Native Americans will go back to the reservations rather than seek care at other community health centers. However, there are many barriers to accessing care on the reservations. Board Member Gabster asked if any complaints have been received about PHC. Ms. Cochran Seelye indicated there have not.

Recommendation: Vice Chairman Smith asked for the final paragraph to be corrected so that "Missoula City/County Health Department" correctly uses a dash, as in "Missoula City-County Health Department". Chairman Rossbach asked that the letter be rephrased to avoid the unintended implication that PHC is culturally insensitive to Native Americans. Then, the letter should be submitted to Ms. Mohr to format it and incorporate the appropriate letterhead.

Board Member Kuntz moved to accept the draft letter.

Public Comments: Chairman Rossbach called for public comment. None was given.

Motion: The motion to approve the letter supporting UIHCs—with the recommended changes—carried unanimously.

Follow-up: *Ms. Cochran Seelye will forward a draft with the required changes, which Julie Mohr will format. Ms. Leahy will review the second draft and forward it to Chairman Rossbach for final review. Thereafter, he will sign the letter on behalf of the Board.*

ITEM 3. FINALIZE BOARD STRATEGIC PLAN

Director Leahy noted that the group had a very effective special meeting on March 10, 2006. The revised Strategic Directions (**Attachment D**—revision date: March 16, 2006) and Mission and Guiding Principles (**Attachment E**—revision date: March 10, 2006) reflect the efforts of Ms. Leahy, Mr. McMurray, and Ms. Mohr to capture the language proposed at the planning meeting. The discussion and exercises performed on March 10, 2006 are documented in the meeting minutes and attachments for that session.

The group reviewed the March 10, 2006 revision of Mission and Guiding Principles (**Attachment E**).

Recommendations:

- Item 2: End the sentence “Assure debate...” after “community values”. Delete “—acknowledging that...resources.” This text is already correctly listed as Item 3.
- Item 6: Follow Vice Chairman Smith’s request to restore a broadened statement of incentives that includes more stakeholders. Follow Board Member Kuntz’s suggestion to incorporate it into Item 6. The revised item will read, “Promote partnerships with all stakeholders in an open, public process, creating incentives for optimal public health outcomes.”
- Item 9: Two choices of text were provided in support of the March 10, 2006 consensus that use of a cross-cutting approach should be incorporated as a guiding principle, rather than listing cross-cutting activities in Strategic Directions (**Attachment D**). The item accepted was Mr. McMurray’s text (with additional revisions) to now read, “Choose cross-cutting approaches that strengthen the impact of programs across the public health system.”

Vice Chairman Smith moved to adopt the mission and guiding principles with the recommended changes.

Public Comments: Chairman Rossbach called for public comment. None was given.

Motion: The motion to adopt the mission and guiding principles as reworded carried unanimously.

Follow-up: *Julie Mohr will complete the revisions as recommended and approved.* (See **Attachment F**, Mission and Guiding Principles (Revision date: March 17, 2006).

The group next examined the draft Strategic Directions dated March 16, 2006 (**Attachment D**).

Recommendations:

- Remove the vote totals wherever listed.
- Correct punctuation and replace “&” with “and” as needed.
- Under “Health Status of the Population”:
 - Accept Board Member Kuntz’s recommendation to have the first goal refer to infectious disease—in addition to chronic disease and injury. Accept Direct

- Leahy’s suggestion to retain “Improve STD prevention, detection, and treatment.” as a sub-goal because the item is important but does not readily fit elsewhere.
- o Accept Board Member Sansom’s recommendation to revise the fourth goal’s first sub-goal so that “(e.g., Medicaid acceptance).” also lists Medicare.
 - o Revise the final goal from “Assess and meet...” to “Assess and plan...” Accept Board Member Sansom’s suggestions to add two sub-goals, “Work with other community organizations to define the public health needs of elderly populations in Missoula County.” and “Determine potential collaborative efforts to address priority needs.”
- Under “Environmental Conditions”:
 - o Revise “new 2.5 standard” in the first sub-goal of the first goal to read, “new PM_{2.5} standard”.
 - o Revise “VNRP” in the first sub-goal of the second goal to read, “Voluntary Nutrient Reduction Program (VNRP)”. Correct the second sub-goal to read “inside”—rather than “in side”.
 - o Accept Director Leahy’s and Director Carlson’s suggestions to revise the sub-goal under the third goal. Delete “enhanced”. Revise “public access” to read, “public access to electronic inspection reports.”
 - o Change “vets” in the first sub-goal under the fifth goal to read “veterinarians”.
 - Under “Governance”:
 - o Revise the sub-goal listed under the second goal by replacing “Public Health Statute Modernization Act” with “public health modernization in the legislature.”
 - o Accept the Director Leahy’s March 10, 2006 recommendation for the Board to complete the governance assessment available through the National Public Health Performance Standards Program. Add “Complete the National Public Health Performance Standards Program (NPHPSP) self assessment tool: Local Public Health Governance Assessment Instrument.” as the second sub-goal of the second goal.
 - o Accept Director Leahy’s suggestion to add “Increase the capacity of essential public health services in those areas in which the Missoula County health system scored at less than 50% in 2005 on the Local Public Health System Performance Assessment.” as the third sub-goal under the second goal.

Vice Chairman Smith moved to adopt the strategic directions with the recommended changes.

Public Comments: Chairman Rossbach called for public comment. None was given.

Motion: The motion to adopt the strategic directions as reworded carried unanimously.

Follow-up: *Julie Mohr will complete the revisions as recommended and approved. (See Attachment G, Strategic Directions (Revision date: March 17, 2006).*

The work accomplished on March 10, 2006 and in today's meeting establishes the core of the strategic directions for the next three years. Following the approach used in previous years, in FY 2007, staff at the Health Department will produce progress reports on what does or does not happen. Management will then identify what should happen and pass that information to a committee of the Board, which will make recommendations to the Board as a whole. Director Leahy said that the final revision of the material reviewed today will be distributed with the FY07 budgets proposals submitted to the City and the County. The County specifically requested updates of all statements this year as part of the budget process.

Recommendation: Director Leahy suggested that Ms. Mohr make the changes—as already approved—and then distribute the documents to the Board by e-mail and mail for final review. The Board could approve acceptance of those documents today so that they need not be reviewed again at a meeting—unless additional corrections are identified.

Eileen Sansom moved to accept as final the upcoming revisions to the mission, guiding principles, and strategic directions documents that will be distributed upon completion of changes approved today.

Public Comments: Chairman Rossbach asked if there were any additional questions or comments regarding the strategic directions process and documents. No comments were given.

Motion: The motion carried unanimously to accept the forthcoming revisions of the mission, guiding principles and strategic directions documents as the final drafts.

Follow-up: *Ms. Mohr will make the requested changes and submit the documents to the Board.*

ITEM 4. REVIEW REQUESTED BUDGET ENHANCEMENTS

The County has not started its budget process. The full budget for the City will not be ready for Board approval until April. However, it is time for Director Leahy to submit requests for budget enhancements to the City. The requests are listed in **Attachment H, FY07 Health and Animal Control Requests to City**. Based on preliminary information, the budget will balance.

The City requires that requests be prioritized, regardless of the fund to which each request is tied. This creates unintended competition between Animal Control and the Health Fund. Another challenge occurs because the City's timing for budget activity is well ahead of the County. (Negotiations are not open and the Commissioners have not issued any parameters.)

- Priority 1: Health Fund raises and fringe increases are always ranked as the top priority. The requested amount is what is needed just to keep existing staff. To determine the amount, Director Leahy uses the amount of increase needed for raises, which is purely an estimate at this point, and the fringe increases and calculates what they would cost on the tax funded positions in the Health Department—public health nursing, environmental health, etc. The total would be very large if she calculated on all positions; however, seventy-five percent (75%) of the positions at the Health Department are not tax funded. Under Mayor Kadas, the City said that it would contribute sixty percent (60%)—based on the population of the Missoula.

- Priority 2: Similarly, Animal Control raises and fringe increases are always ranked as the second priority.
- Priority 3: The request for one Senior Community Health Specialist is in keeping with year-long discussions and the consensus reached at the March 10, 2006 strategic planning session that there is a growing need to address the obesity, fitness and nutrition problems in our community. This position request may be revised to request a community health specialist, not a senior CHS.
- Priority 4: Some members of the City Council will be asking for the requested Animal Control Officer. Jim Carlson (Environmental Health), Ed Franceschina (Animal Control), the Police Department, and Parks and Recreation are supportive of asking for this position because annexation generates more enforcement activity in order to deal with the growing population of dogs under ordinance. Director Leahy believes the need for the Senior Community Health Specialist to address the obesity epidemic is more important.
- Priorities 5 and 6: The problematic timing of the City and County budget processes caused an unusual situation last year. Director Leahy asked for a four percent (4%) increase for raises. The City approved the request but the County denied it. As a result, she gave back the approval to receive the City's portion. She did express the caveat that she would have to come back for that approval if the County reversed its decision. The County ultimately did give a three percent (3%) raise and gave the additional requested percentage in the amount of bonuses of \$300.00 for full time employees and \$150.00 for others. Consequently, she is now asking the City on a one-time-only basis to give back its share of the money for the raises. This will be listed as a lower priority request.

Director Carlson indicated that Environmental Health is evaluating its work load, its fee schedule, and the possibility of requesting approval to increase fees. Thus, there may be a request for additional staff but it would be funded by increasing revenue, rather than asking for increased tax money.

Board Member Kuntz advocated for the request for the Community Health Specialist to be approved at the senior level because it will be an important position in an area identified at the strategic planning session as the top public health concern for our community. Director Leahy shared that this is the first time in over nine years that a position has been asked for in the Health Fund, with the exception of a request for one part-time nurse.

Recommendation: Director Leahy asked the Board to modify, approve, or reject the request for budget enhancements based on her current budget estimates.

Board Member Kuntz moved to approve the request for budget enhancements.

Public Comments: Chairman Rossbach asked for public comment. None was given.

Motion: The motion to approve the request for budget enhancements carried unanimously.

ITEM 5. JOURNAL REPORT

Board Member Sansom will provide a journal report at the April meeting.

ITEM 6. MCH ADVISORY COUNCIL UPDATE

Sandy Kuntz indicated that the Council met this week. An update will be provided in April regarding obesity and breastfeeding.

ITEM 7. DIRECTOR'S REPORT

Director Leahy noted that three cases of pertussis have been reported in Missoula. She provided information on outbreaks in Montana during the past two years. The group discussed the new booster that is available after age seven, which is not required by the State.

She also distributed Priming the Pump (**Attachment J**), a handout describing the State's process proposal to market for modernization of public health statutes, such as Title 50. She will inform the Board of future developments.

At the State's March 13, 2006 meeting for health department officials, the discussion centered on the potential impact of President Bush's proposed deficit reduction act on public health in Montana. Health departments rely heavily on money provided by the Department of Public Health and Human Services, which it receives from the federal government. Our department is somewhat less dependent because of the tax money that is available.

Nursing Supervisor Trudy Mizner received an award for a \$35,000 competitive grant for fetal alcohol syndrome prevention. She is talking with the Missoula Indian Center to see if they can work together. Native Americans are certainly not the only population with this problem but the intent is to achieve two goals: 1) Currently, there are no Native Americans employed at the Health Department. People are not likely to utilize services in which their culture is not represented amongst the caregivers; and 2) Reduce the effects and impact of fetal alcohol disorders.

ITEM 8. DIRECTOR'S EVALUATION

Director Leahy inquired whether Board members received a recent letter from Steve Johnson, Missoula County's Director of Human Resources, regarding her 2005 evaluation. They did not. He was to send out a letter indicating that the evaluation is past due and that forms recently provided to the Board must be completed by March 31, 2006. (He received back only three completed forms.) She reminded the Board that her contract, while providing for an annual evaluation, provides separately for salary increases too. She last received a cost of living increase in July, 2004 and requested that the board not hold up salary increases when evaluations are not completed on a timely basis.

Recommendations: Director Leahy requested that the Board take the following actions on her behalf:

1. Approve a cost of living increase of three percent (3%), with the additional percentage as a bonus of \$300.00, retroactive to July 2005, as other employees received.
2. Assign a Board member annually to oversee that her evaluations and pay increase considerations are completed on a timely basis. Complete and submit the outstanding evaluation forms for her fiscal year 2005 evaluation to Steve Johnson by March 31st, per his request.

3. Assign a Board member to work with her to write goals by July 1, 2006 for her fiscal year 2006 evaluation.

Board Member Sansom asked for further clarification as to why Director Leahy did not receive the raise approved by the County in 2005. Director Leahy explained that the Board is required to take action to approve her raises. She requested mutual sharing by the Board and Director to get these annual actions completed.

Board Member Kuntz moved to approve and take care of all three recommendations, including immediately appointing a member to oversee the evaluation process.

Public Comments: Chairman Rossbach asked for public comment. None was given.

Motion: The motion to approve and act on the recommendations regarding Director Leahy's evaluations carried unanimously.

Chairman Rossbach asked Vice Chairman Smith if he would work with Human Resources on the evaluation process and assist Ms. Leahy to establish goals for fiscal year 2006. Vice Chairman Smith accepted.

Follow-up: *The fiscal year 2006 evaluation will be performed in a closed session at the end of the April Board meetings. Vice Chairman Smith will work with Ms. Leahy on goals for fiscal year 2006. Board Member Sansom asked to add the annual review as a standing item in June on every master calendar.*

The group added a brief discussion regarding the requirement under State law for the Conservation District Board to appoint an eighth member to the Water Quality District Board. Currently, there is no appointee attending. In addition, there is no liaison between the Board and the Water Quality Advisory Council.

Follow-up: *Chairman Rossbach asked that the April Water Quality District Board meeting include appointing a liaison between the Board and the Water Quality Advisory Council. Vice Chairman Smith asked to add an update from the Air Quality Advisory Council as a standing item on the Air Pollution Control Board agenda.*

ITEM 9. PUBLIC COMMENTS ON ITEMS NOT PREVIOUSLY DISCUSSED

Chairman Rossbach called for public comment on items not on the agenda. Tony Tweedale expressed his dissatisfaction with the response of both the Board and the Health Department regarding possible public health hazards that he has identified at past meetings. After approximately fifteen minutes, Chairman Rossbach invoked the rule under Board by-laws permitting him to limit time allotted to public comments. He encouraged Mr. Tweedale to bring concrete recommendations to the Board regarding the health issues that he wishes to discuss and to be more concise.

ADJOURNMENT

Chairman Rossbach declared the meeting adjourned and convened the Water Quality District Board.

Respectfully submitted,

Ellen Leahy
Health Officer

Bill Rossbach
Chairman