

**Anaconda-Deer Lodge County**  
**Commission Work Session**  
**6:00 p.m. Tuesday, September 22, 2015**  
**Courthouse Courtroom**

Present: Commission Chair Hart, Commissioner Mulvey, Commissioner Lux-Burt, Commission Vice-Chair Vermeire, Commissioner Smith, CEO Ternes Daniels, and County Attorney Krakowka

Others Present: Julie Hoffman, Clerk of Commission; Kathie Miller, Anaconda Leader

Commission Chair Hart called the meeting to order at 6:05 p.m. and explained the Commission Rules of Procedure.

Commission Chair Hart announced that a Special Meeting will take place after the Work Session to take action on two items.

**Presentation – Anaconda-Deer Lodge County Board of Health Update**

Margaret Osika, Ph.D., Vice-Chair of the Anaconda-Deer Lodge County Board of Health gave an overview of the Board's activity over the last six months (March 24, 2015 through September 22, 2015).

The major highlights included the following (see attachment to minutes):

- Changes in Board Membership
- New Health Officer
- New School Nurse
- Approval of Strategic Goals for 2015
- Review of Ordinance 185-A and Bylaws
- Improved Individual Board Orientation Education
- Broader Recruitment Strategies
- Local Board of Health Training – September 2015
- Community Partnership with local youth
- Formation of 4 Work Groups: Policy Development and Legal Authority; Resource Stewardship; Partner Engagement/Community Education; Continuous Improvement/Education

Dr. Osika thanked Rose Nyman for suggesting more youth input. She noted the Board of Health has rearranged its meeting to be a two-hour meeting with the first hour devoted to business matters and the second hour consisting of a work session. In the future, the Board of Health hopes to continue to work on the incomplete pieces of the Strategic Plan Goals (see attachment to minutes).

CEO Ternes Daniels thanked Dr. Osika and the Board of Health for the update. She informed the Commission she attended the training and it was very worthwhile. CEO Ternes Daniels stated ADLC has some unique challenges with its Board of Health since we have a consolidated form of government.

She noted a disaster drill took place at the training and emphasized we do become a bit complacent about our roles in an emergency.

Rose Nyman – 121 E. 3<sup>rd</sup>: Ms. Nyman informed Dr. Osika and the Commission she read an article in the Missoulian regarding doctors issuing prescriptions for produce to help combat diabetes and chronic

illnesses. It was not clear if the patient paid for the produce or if the coupon covered the cost. She believes this is an innovative concept that may well be worth following up on.

Commissioner Lux-Burt stated the Board of Health is doing a good job and the training was very good. Dr. Osika hopes the Board of Health can continue holding trainings in the future to include more Commissioners and Board Members. She believes it is beneficial to get a broader view from the State as the Board sometimes feels a bit adrift when trying to determine what is and is not their responsibility.

**Discussion – Amendment No. 1 to BETA Contract for Anaconda 2015 Capital Improvements Plan (CIP)**

CEO Ternes Daniels informed the Commission the CIP has not been updated since 2002. Additional work and travel has been necessary to complete a draft of the CIP. Therefore, Alden Beard has submitted the Amendment No. 1 in the amount of \$3303.80 to cover the additional costs. CEO Ternes Daniels informed the Commission the draft should be done by October at which time a public hearing will take place and the Commission may move forward and adopt the CIP.

Commissioner Lux-Burt is looking forward to reviewing the report.

CEO Ternes Daniels noted the CIP is critical for grant funding. Often times, when asking for CDBG or TSEP funds, a CIP is required with the grant application.

Item placed on the agenda.

**Discussion – Lease Agreement between Anaconda-Deer Lodge County and GJ Walker for Property Adjacent to Sunnyside Road**

CEO Ternes Daniels requested more time to research and do an assessment of the lease. She informed the Commission some more questions have arisen with this lease as well as some other ones.

Commission Chair Hart agreed with CEO Ternes Daniels' request and will wait to hear back from her before moving forward.

**Discussion – Agreement between Anaconda-Deer Lodge County Head Start and Jeananne Murphy, LCPC for Mental Health Counseling and Training Services for the School Year 2015-2016**

CEO Ternes Daniels informed the Commission nothing has changed in the agreement.

Gail Mickey, Head Start Director, informed the Commission this is the third year Head Start is contracting with Jeananne Murphy. Ms. Murphy charges \$50.00/hour and provides thirteen (13) hours of services per month.

Commissioner Vermeire informed the Commission the Head Start Policy Council voted to recommend accepting the agreement at its last meeting.

Item placed on the agenda.

**Discussion – Award of Bid for the Materials for the Construction of the Willow Glen Road Pedestrian Bridge (two bids were received by RTI Fabrication, Inc. and TrueNorth Steel – TrueNorth Steel is the apparent low bidder at \$28,500)**

CEO Ternes Daniels informed the Commission this is the bid for the materials for the pedestrian bridge as ADLC is putting in the bridge. TSEP funds will be used for this portion of the project.

CTEP

Commission Chair Hart noted TrueNorth's bid was approximately \$4000 less than RTI's bid.

Item placed on the agenda.

**Discussion – Call for Bids for the Construction of the Benny Goodman Park Bathrooms Renovation Project**

CEO Ternes Daniels spoke with the engineer at WWC who assured her that the bathrooms renovation projects (Benny Goodman, Washoe Park and Legion Field) are good winter projects which will be completed by the spring.

Commissioner Lux-Burt is glad to see these projects moving forward.

Item placed on the agenda.

**Discussion – Call for Bids for the Construction of the Washoe Park Bathrooms Renovation Project (includes Legion Field bathrooms)**

See comments above.

Item placed on the Agenda.

**Discussion – Call for Bids for a 2015-2016, ½ Ton, 4x4 Chevy or GMC Pickup Truck for the Anaconda-Deer Lodge County Water Department**

CEO Ternes Daniels informed the Commission the need for vehicle upgrades was discussed at the budget hearings. Upon approval, letters will be sent to all local auto dealers.

Item placed on the Agenda.

**Discussion – Call for Bids for a 2013-2014, 4-Wheel Drive Pickup Truck for the Anaconda-Deer Lodge County Coroner's Department**

CEO Ternes Daniels informed the Commission the Coroner currently has a Suburban. She noted there is no separation between the driver and the bodies, and the vehicle needs to be more in line with what it is used for.

County Attorney Krakowka agreed with CEO Ternes Daniels. He stated our County is located in a rugged area and our coroner needs a vehicle that can get to awkward locations, but also needs separation from the corpse(s).

Commissioner Lux-Burt noted the need for new vehicles was repeated in multiple budget sessions.

Commission Chair Hart noted the coroner needs a vehicle with a specialized topper with doors that open out. He added that the County needs to have proper equipment for its employees.

Item placed on the agenda.

**Discussion – Agreement with the Hearst Free Library Board for Records Management**

CEO Ternes Daniels informed the Commission Sam Walters, Director of the Hearst Free Library, is also contracted with the County through June 2016 to perform Records Management. In order to continue to meet the records management needs of the County, she is proposing an agreement between ADLC and the Library Board. The agreement would stipulate that any records management work done by Mr. Walters on behalf of the County will be paid by the County. The Library Board is amenable to this. County Attorney Krakowka will assist in drafting the agreement to take to the Library Board.

Sam Walters, Director of the Hearst Free Library urged the Commission to approve this agreement. He believes great work has been accomplished thus far and he would hate to lose momentum on it. He does not see any conflict of interest combining records management with his library director duties.

CEO Ternes Daniels informed the Commission she will prepare a draft agreement for the Library Board in time for its October 5<sup>th</sup> meeting.

Item placed on the agenda.

**Discussion – Job Description for Public Health Office Manager**

CEO Ternes Daniels informed the Commission this job description is a rough draft. However, this position is more than a secretarial position and will require a bit more expertise and require some certifications.

Item placed on the agenda.

**Discussion – Job Description for Public Health Nurse**

CEO Ternes Daniels informed the Commission many of the nursing positions were written for specific programs. The Public Health Nurse job description is being updated to be more general in order to fit the needs for the department. She announced a RN is coming on board September 28<sup>th</sup>. The new RN has nineteen (19) years of nursing experience which includes extensive experience in public health.

Item placed on the agenda.

**Discussion – Agreement between Restorical Research, LLC and Anaconda-Deer Lodge County for Cost Recovery Assistance**

CEO Ternes Daniels informed the Commission this proposal came about from local citizens who had a conversation with Ben Pariser of Restorical Research, LLC. His company researches old insurance policies prior to 1984 to determine if any exist and if any cost recovery is available.

Commission Chair Hart informed the Commission he spoke with Mr. Pariser and the cost would be \$3000 for the initial investigation and the expenses would be limited to \$400. He believes it may be worthwhile to see if anything could be recoverable.

Item placed on agenda.

**Discussion – Appointment to the Anaconda-Deer Lodge County Tax Appeal Board (one vacancy; 3-year term – Kristy McKay has requested appointment)**

CEO Ternes Daniels informed the Commission that Kristy McKay is the Vice-President/Branch Manager at Glacier Bank and is a good selection for the Tax Appeal Board.

County Attorney Krakowka supports Ms. McKay for the Board and believes she is a good selection.

Commissioner Lux-Burt believes Ms. McKay will be excellent on the board.

Commission Chair Hart stated Ms. McKay will do a fine job on the board.

Item placed on the agenda.

**Discussion – Special Event Permit for the Anaconda High School Homecoming Parade**

CEO Ternes Daniels informed the Commission everything is in order for the permit. She requested this be placed on the Special Meeting Agenda for approval.

Item placed on the Special Meeting agenda.

**MISCELLANEOUS**

Commissioner Lux-Burt informed the Commission she received a phone call from a citizen who expressed concern that the new duck pond is not fenced in.

CEO Ternes Daniels stated she received the same call from the same citizen. She informed the Commission his biggest concern is dogs going after the ducks. However, dogs are supposed to be on leashes. If it becomes a problem, the County will have to rethink erecting a fence at the pond.

Commissioner Lux-Burt told him the same thing and noted that a lot of communities are building duck ponds in the same fashion.

CEO Ternes Daniels informed the Commission she attended a West Valley Construction meeting last week. Afterwards, she and Commissioner Lux-Burt went out with Wayne Wendt, Road Foreman and toured all of the road/bridge projects. She informed the Commission Wayne will arrange a tour if any of them is interested.

County Attorney Krakowka went out to the duck pond and it looks fantastic.

**PUBLIC COMMENT**

Rose Nyman – 121 E. 3<sup>rd</sup>: Ms. Nyman informed the Commission she was shown a photo of the vandalism at Washoe Park that occurred over the weekend. She asked if the damage done to the sod was extensive and whether it will need to be replaced.

Commission Chair Hart informed Ms. Nyman the sod was pulled up, the tire tracks were raked, and the sod was put back. He informed her that the people doing the landscaping were responsible for the damage.

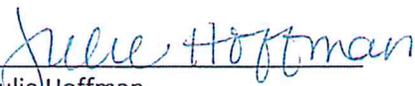
Ms. Nyman stated she found that to be very discouraging. She went on to inform the Commission that the work party to re-stain the gazebo at Durston Park got rained out on Saturday. On Sunday, Justice of the Peace, Larry Pahut, stained the gazebo. She asked that the Commissioners thank him when they see him.

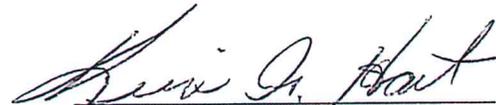
**ADLC PUBLIC MEETING CALENDAR**

Commission Chair Hart read the ADLC Public Meeting Calendar.

**Meeting adjourned:**

Commissioner Lux-Burt moved to adjourn the meeting. The meeting adjourned at 7:01 p.m.

  
Julie Hoffman  
Clerk of the Commission

  
Kevin A. Hart  
Commission Chair

### **Highlights of Board of Health Activities**

- **Changes in Board Membership:** 2 resignations (Dan Haffey, Katherine Basirico); 3 new members (J.D. Anderson, Sandy Bivins, Carol Ann Durham-Ex-Officio).
- **New Health Officer:** Cindy Reed, DNP-C
- **New School Nurse,** Ashley Phillips, RN
- **Approval of Strategic Plan Goals for 2015.** See attached for Progress Report.
- **Review of Local Ordinance 185-A, and By-laws.** Working on revisions.
- **Improved Individual Board Orientation Education** including individual applicant meetings and mentoring of new members
- **Broader Recruitment Strategies:** Development of guidelines for prospective Board Members per National Association of Local Boards of Health (NALBOH) recommendations, and use of print and social media.
- **Local Board of Health Training 2015,** on September 3<sup>rd</sup>, presented by the State Department of Public Health and Human Services.
- **Community Partnership:** Local Youth Involvement in Training
- **Formation of 4 Work Groups** based on NALBOH's 6 Functions of Governance:
  1. Policy Development and Legal Authority
  2. Resource Stewardship
  3. Partner Engagement and Community Education
  4. Continuous Improvement and Evaluation

### **Future Directions**

- Continuation of current Goals and Objectives
- Improvement in communication between the BOH, County Commissioners, and agencies involved in health related activities.

<b>2015 BOH Goals and Objectives</b>	<b>Progress</b>
<p><b>Goal 1:</b> To insure that the ADLC BOH remains consistent with the laws and rules (local and state) to which it is subject, the BOH will conduct a self-evaluation of policies and guidelines, and make revisions as necessary.</p> <p><b>Objective 1.1.</b> By the August 16, 2015 meeting the BOH will review and suggest revisions, as necessary, to the current Ordinance, Vision and Mission statements, and By-Laws of the ADLC BOH.</p> <p><b>Objective 1.2.</b> By the October 17, 2015 meeting the BOH will approve and adopt revised Vision and Mission statements, and By-laws of the ADLC BOH.</p> <p><b>Objective 1.3.</b> BOH will restructure and consolidate its meeting format in conjunction with the By-Laws of the BOH by October 16, 2015, in an effort to increase effectiveness and provide more active work and discussion time among board members on issues of quality improvement.</p> <p><b>Objective 1.4.</b> BOH will prepare a current organizational chart depicting the Board's relationship to the County Commissioners, and the Department of Public Health by July 2015.</p>	<p>SPS Group has focused on this goal and the full Board of Health continues to review these issues. Newly formed <i>Policy Development and Legal Authority Work Group</i> will address these issues.</p> <p>To date we have reviewed the Montana Code Annotated, the local ordinance, and the board by-laws and found several inconsistencies. We continue to work on revisions to these documents and will draft proposals for changes in the near future. We understand that any revisions will need to be reviewed by the county attorney, and the commissioners, and in the case of the ordinance will need to be brought forward in a public hearing. We have not completed these objectives by their projected dates, but we are well on our way to completing them.</p> <p>BOH has made changes that include written reports from reporting groups, and changes in our meeting structure to focus the first hour on business, and the second hour on issue discussions. We have also formed four work groups, which board members will serve on in order to more effectively focus on each area of board governance, as well as to involve each board member as an active participant.</p> <p>Incomplete. We have not yet begun this task.</p>

<p><b>Goal 2:</b> In order to enhance BOH members understanding of the roles, responsibilities, obligations, and functions of the governing board, the health officer, and Public Health Department staff, BOH will provide education opportunities for BOH members, County Commissioners, and Public Health Agency staff, by December 17, 2015.</p> <p><b>Objective 2.1:</b> BOH will provide one speaker from the State Department of Public Health and Human Services to provide a presentation about local Public Health Governance to the BOH, County Commissioners, and Public Health Agency staff.</p> <p><b>Objective 2.2:</b> BOH will develop and conduct new board member orientation training for all 2015 newly appointed board members.</p> <p><b>Objective 2.3:</b> At least one (1) board member will attend a statewide, regional, or national public health conference by December 2015. Board member will present written and verbal report about conference, relaying pertinent information to local BOH.</p>	<p>Newly formed <i>Partner Engagement and Community Education Work Group</i> will focus on this goal.</p> <p>BOH hosted a very successful training which was well attended(15 attendees) by the target groups, and by local high school students who are members of a health career group. This training raised many questions about the role of the BOH, and emphasized the need for improved communications between the BOH, the County Commissioners, and agencies involved in health related activities.</p> <p>BOH has conducted improved new board member orientation, through individual meetings with applicants, and assignment of mentors for newly appointed members. We are also working on updating the board manuals.</p> <p>Incomplete. While this has not happened to date, there is an upcoming <i>Montana Healthy Communities Conference</i> in Helena, that at least one of us may be able to attend.</p>
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<p><b>Goal 3:</b> In order to assure the availability of adequate resources (legal, financial, human, technological, and material) the BOH, in conjunction with the Director of Public Health, will conduct a preliminary resource evaluation of the ADLC Public Health Department by the July 2015 board meeting.</p> <p><b>Objective 3.1:</b> Secure a description of the overall jurisdiction of the ADLC Department of Health, current budget, all active grants, personnel job descriptions, list of current personnel; organizational chart of the personnel</p> <p><b>Objective 3.2:</b> Assess technological and material resources and needs of Public Health Department.</p> <p><b>Objective 3.3:</b> Based on assessments conducted in Obj. 3.1&amp; 3.2, advocate for necessary funding to sustain appropriate activities of the Department of Health.</p>	<p>Newly formed <i>Resource Stewardship Work Group</i> is focusing on this goal.</p> <p>Incomplete. Due to organizational work on the two previous goals, these objectives have only recently started to be addressed. We have received a listing of the grants currently received by the Public Health Department. Work Group currently focused on meeting deliverables for current grants.</p> <p>Incomplete.</p> <p>Incomplete.</p>
<p><b>Goal 4:</b> The BOH will self-evaluate the accomplishments of 2015, and will participate in a BOH needs assessment and the development of a 2- year strategic plan for the years 2016 and 2017.</p> <p><b>Objective 4.1</b> SPS will identify an evaluation process and conduct evaluation with entire board by November 19, 2015.</p> <p><b>Objective 4.2</b> SPS will develop a preliminary 2 year strategic plan to present to the BOH at the December 17, 2015 board meeting.</p> <p><b>Objective 4.3</b> After discussion &amp; input from the entire BOH, SPS will incorporate decisions made by the board into the 2016–2017 strategic plan by January 2016.</p>	<p>Newly formed <i>Continuous Improvement and Evaluation Work Group</i> will focus on this goal.</p> <p>Incomplete. Process begun through ongoing evaluation of progress on goals.</p>