

COMMISSIONER'S AGENDA

10:00 AM

January 5, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of Dec. 31, 2014 Minutes: Deb motioned to approve. Joe 2nd the motion and all were in favor. The motion passed.

1. Consider approval of Resolution 1-2015, a resolution to approve a Chair and Vice-Chair for the Toole County Commission for 2015. **Joe motioned to approve. Deb 2nd the motion and all were in favor. The motion passed.**
2. Consider approval of Resolution 2-2015, a resolution to approve meeting dates for regular Commission meetings in 2015. **Deb motioned to approve. Joe 2nd the motion and all were in favor. The motion passed.**
3. Consider approval of Resolution 3-2015, a resolution to approve travel and per diem rates for Toole County employees for 2015. **Joe motioned to approve. Deb 2nd the motion and all were in favor. The motion passed.**
4. Consider approval of Resolution 4-2015, a resolution appointing the Commissioners to represent Toole County on boards and committees for 2015. **Deb motioned to approve. Joe 2nd the motion and all were in favor. The motion passed.**

RESOLUTION 1-2015

A RESOLUTION TO ELECT THE CHAIR FOR THE BOARD OF TOOLE COUNTY COMMISSIONERS FROM JANUARY 2015 THROUGH DECEMBER 2015.

WHEREAS; the board of county commissioners must elect one of its members as the chair at the beginning of each calendar year according to 7-4-2109, Montana Code Annotated and also appoint commissioner liaisons to county boards, and

WHEREAS; the chair must preside at all meetings of the board and in case of his/her absence or inability to act, the members present must by an order select one of their number to act temporarily as chair,

NOW THEREFORE BE IT RESOLVED; that the Chair of the Board of Toole County Commissioners is Allan Underdal, commencing January, 2015 through December, 2015. Commissioner Deb Brandon is designated as Vice-Chair, and will preside over the meetings in case of the Chair's absence or inability to act.

BOARD OF TOOLE COUNTY COMMISSIONERS, dated January 5, 2015

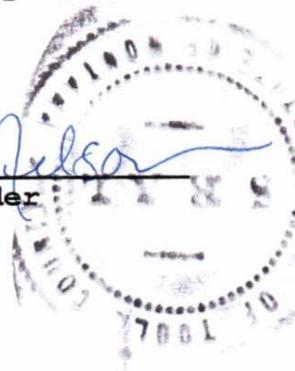
Allan Underdal
Chair

Deb Brandon
Commissioner

Joe Pehan
Commissioner

Attest:

Treva Nelson
Clerk & Recorder



RESOLUTION 2-2015

A RESOLUTION SETTING COMMISSIONER MEETING DATES FOR THE CALENDAR YEAR JANUARY 1, 2015 THROUGH DECEMBER 31, 2015.

WHEREAS; the governing body of the county shall establish by resolution a regular meeting date and notify the public of that date, according to 7-5-2122 of the Montana Code Annotated; and

WHEREAS; the agenda for the regular Toole County Commissioners' meeting of January 5, 2015 was posted two days prior to the meeting, notifying the public of Resolution 2-2015, an agenda item setting meetings of the board of Toole County Commissioners for 2015; and

NOW THEREFORE BE IT RESOLVED; that the Toole County Commissioners will hold their regular Board Meetings at 10 AM on Monday and Thursday of each week that they have an agenda of business posted. These meetings will be conducted in the office of the Toole County Commissioners in the Toole County Courthouse at 226 1st Street South, Shelby, Montana, commencing January, 2015 through December, 2015; and

NOW THEREFORE ALSO BE IT RESOLVED; that the meeting agenda will be posted two days prior with the place, time and date in which public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

BOARD OF TOOLE COUNTY COMMISSIONERS, dated January 5, 2015.

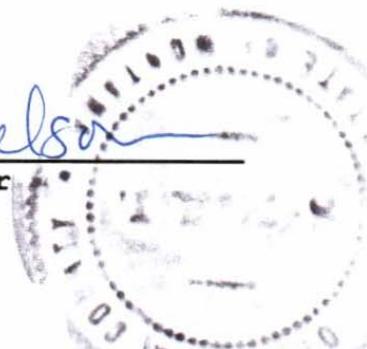
Allan Underdal
Chair

Deb Brandon
Commissioner

Joe Pehr
Commissioner

ATTEST:

Anna Nelson
Clerk & Recorder



RESOLUTION 3-2015

A RESOLUTION TO ADOPT TRAVEL/PER DIEM RATES FOR TOOLE COUNTY.

WHEREAS, travel/per diem rates are set by the State of Montana, according to 2-18-501 and 2-18-502, Montana Code Annotated; and

WHEREAS, the State may at any time during the year change these rates and the counties are notified; and

WHEREAS, Toole County has usually followed the travel/per diem rates of the State of Montana and for out of state travel, the maximum standard federal rate per day; and

WHEREAS, on January 2, 2014, Toole County changed the per diem rate for breakfast to \$6 and lunch to \$7 for a total daily rate of \$25; and

NOW THEREFORE BE IT RESOLVED; that the Board of Toole County Commissioners have elected to use the travel/per diem rates allowable by the State of Montana with the exception of meal reimbursement changed to \$25 per day and to follow the federal standard travel/per diem rates for out of state travel/per diem, except when specifically amended by the Commissioners.

BOARD OF TOOLE COUNTY COMMISSIONERS dated January 5, 2015.

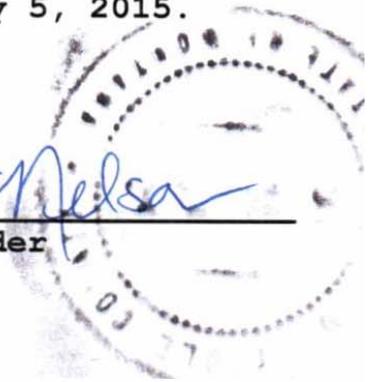
Allan Underdal
Chair

Deb Brandon
Commissioner

Joe Pehan
Commissioner

ATTEST:

Anna Nelson
Clerk & Recorder



RESOLUTION 4-2015

A RESOLUTION TO APPOINT THE TOOLE COUNTY COMMISSIONERS TO BOARD, COMMITTEE, AND ADVISORY ASSIGNMENTS FOR JANUARY 2015 THROUGH DECEMBER 2015.

WHEREAS; the Toole County Commissioners have many obligations and responsibilities to represent Toole County on different boards, committees, and in other advisory capacities; and

WHEREAS; to properly represent Toole County on these boards, the duties need to be distributed out to the three commissioners, as the meeting times and dates sometimes conflict; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TOOLE COUNTY COMMISSIONERS; that the board, committee, and other appointments are assigned to the three Toole County Commissioners as follows:

Joe Pehan

- Road/Weed Board
- Opportunities Inc.
- Museum Board
- Fair Board
- RC & D
- Toole County Planning Board
- STC Cemetery Board
- Toole County Transit
- Shelby Mosquito Board
- LEPC
- Northern Transit Interlocal (Alternate for Allan)
- MMC Board
- Airport
- Toole County Board of Health

Allan Underdal

North Central Area Agency on Aging
Toole County Council on Aging
Prison Advisory Committee
MMC Board
Toole County Health Foundation Board
MHC Condo Board
NETA
Public Safety Commission
Northern Transit Interlocal
Toole County Transit
Shelby/Toole County Transportation Safety Committee
Northern Tier Interoperability Consortium

Deb Brandon

NTC Cemetery Board
The Center for Mental Health - Governing Board
The Center for Mental Health - Advisory Board
Regional Juvenile Detention Board
Toole County Safety Committee
Toole County Transit
Toole County Health Foundation Board (Independent)
Sweetgrass Development
Northern Transit Interlocal
Shelby Senior Center Board
Kevin/Sunburst Senior Center Board
Shelby/Toole County Transportation Safety Committee
Prison Advisory Committee
MMC Board

BOARD OF TOOLE COUNTY COMMISSIONERS, dated January 5, 2015.

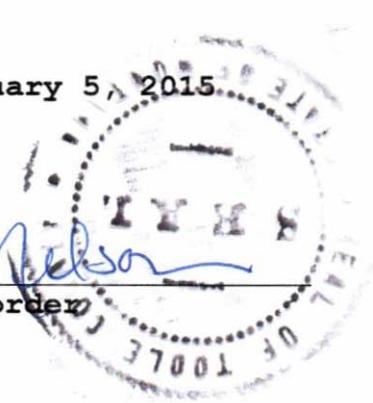
Allan Underdal
Chair

ATTEST:

Deb Brandon
Commissioner

Treva Nelson
Clerk & Recorder

Joe Pehan
Commissioner



COMMISSIONER'S AGENDA

10:00 AM

January 8, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of January 5, 2015 Minutes: Deb motioned to approve. Joe 2nd the motion and all were in favor. The motion passed.

1. Consider appointments of Sheriff Donna Whitt as primary voting member and Sgt. Jeff Jergens as secondary voting member for the Northern Tier Interoperability Consortium. **Joe motioned to approve. Deb 2nd the motion. The motion passed.**
2. Consider approving a change in the Workers' Compensation Insurance carrier from MACO/JPA to the Montana State Fund in order to reduce costs by approximately \$100,000 per year. The major portion of savings would be in hospital classification rates. **Deb motioned to approve the change in Workers' Compensation Insurance carriers effective April 1, 2015. Joe 2nd the motion and the motion passed.**

COMMISSIONER'S MINUTES
11:00 AM
January 21, 2015
Marias Medical Center Board Room

Present: Penny Jacobson, Diana Adamson, Barb Cole, Terry Tomsheck, Rex Tomsheck, Alice Benjamin, MMC Financial Controller Jessica Brusven, Barb Donahue, MHSI CEO Jamie Brownell, MMC CEO Bill Hartley, MMC CFO Randy Nightengale, Executive Assistant Renae Manley,

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Meeting called to order at 11:09 a.m.

Approval of Minutes from 12-11-2014, 12-12-2014, and 12-18-2014: Motion to approve the minutes was made by Brandon and seconded by Pehan. Motion carried unanimously.

Motion to approve agenda was made by Pehan and seconded by Brandon. Motion carried unanimously.

1. Public Comment
 - a. Welcome Joe Pehan, new Toole County Commissioner. Introductions made.
 - b. Rock Svennungsen, OD – joined the meeting at 11:25. Dr. Svennungsen is invested in vision and eye care in the community. He feels the facility and community have benefitted greatly from having the opportunity to have an eye surgeon (currently Dr. Boes) coming to the facility for the past 20 years or so. If there is a way the board can thank him for his years of service, Dr. Svennungsen would appreciate the recognition. Brandon asked if there had been any negative feedback, and Svennungsen said no.
2. Action items:
 - a. Audit – **Motion to accept the audit was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - i. November 2014 financials reviewed. See attached. The work comp change in April will bring a substantial savings. **Motion to approve the financial report was made by Brandon, and seconded by Pehan.** Motion carried unanimously.
 - b. RFP for Audit Firm – Nightengale would like to research audit firms that work specifically with health care facilities. The commissioners will submit an RFP.
 - c. Resolution for Bank Signature: CEO – **Motion to authorize the new CEO, John Short to be on the financial records was made by Pehan, and seconded by Brandon.** Motion carried unanimously. Education was given regarding the new interim CEO through KRMC as approved at a previous meeting.
 - d. Life Safety Survey – Hartley reported on the Fire, Life, Safety Survey from the state held at the end of December. Citations were minor and most issues have been corrected. The plan of correction will be submitted by the end of the week, and a revisit will be scheduled sometime in February.
 - e. OB Remodel – Hartley reported the remodel of the suite is ongoing.
 - f. IT Proposal: VDI SAN Proposal – Nightengale reported on the request for Virtual Desktop Implementation (VDI). Proposal attached. This was budgeted in this year's budget. **Motion to spend \$17,621 for VDI SAN was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - g. Nursing Home Price Increase – Hartley reported the analysis has been made of potential rate changes, and was found to not be beneficial. Empres will be coming in February to survey the facility and visit with pertinent people regarding a management proposal of the nursing home.

Chair Underdal adjourned the meeting at 12:22 p.

COMMISSIONER'S AGENDA
10:00 AM
January 26, 2015

PRESENT: Allan Underdal, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of January 8, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion carried.

1. Consider approval of Resolution 6-2015, a resolution providing for the adoption and enforcement of "The State Building Code", establishing procedures for practice and enforcement and providing for a

Board of Appeals. **Joe motioned to approve Resolution 6-2015. Allan 2nd the motion and the motion carried.**

2. Consider the appointments of Joe Pehan and Allan Underdal to “The State Building Code” Board of Appeals with terms to end 12/31/2015. **Joe motioned to appoint Joe Pehan and Allan Underdal to the Board of Appeals, term ending 12/31/15. Allan 2nd the motion and the motion carried.**
3. Consider the appointments of Rob Tasker and Bill Brandon to “The State Building Code” Board of Appeals with terms to end 12/31/2016. **Joe motioned to appoint Rob Tasker and Bill Brandon to the Board of Appeals. Allan 2nd the motion, the motion carried.**
4. Consider re-appointment of Bill Halver to “The State Building Code” Board of Appeals with a term to end 12/31/2017. **Joe motioned to re-appoint Bill Halver to the Board of Appeals. Allan 2nd the motion and the motion carried.**
5. Consider re-appointment of Steve Osgood to the Public Safety Commission with a term to end 12/31/2018. **Joe motioned to re-appoint Steve Osgood to the Public Safety Commission. Allan 2nd the motion and the motion carried.**
6. Consider re-appointment of Jeanne Wigen to the South Toole County Cemetery Board with a term to end 12/31/2017. **Joe motioned to re-appoint Jeanne Wigen to the STC Cemetery Board. Allan 2nd the motion and the motion carried.**
7. Consider approval of purchase of Toole County Airport property from the MT Dept. of Transportation in the amount of \$2,350.00. This property was surveyed incorrectly when Interstate 15 was constructed. **Joe motioned to purchase the Airport property from MT Dept. of Transportation. Allan 2nd the motion and the motion carried. Allan mentioned that he did research on this and there was an issue. A deed will need to be drawn up.**
8. Consider re-appointing Jurgen Wigen and Dave Sandon to the Road/Weed Board as recommended by the Board. Their terms run through 12-31-18. **Joe motioned to re-appoint Jurgen Wigen and Dave Sandon to the Road/Weed Board. Allan 2nd the motion and the motion carried.**
9. Consider re-appointment of Dottie Moss and Becky Gard to the Kevin/Sunburst Senior Center Board. Their terms will run through 12-31-17. **Joe motioned to re-appoint Dottie Moss and Becky Gard to the Kevin/Sunburst Senior Center Board. Allan 2nd the motion and the motion carried.**

Other Business: A quote for the Sunburst Library roof has been received. Joe motioned to go with the 24 gauge steel at the price of \$14,856. Allan 2nd the motion and the motion passed. Allan is waiting for proof of insurance and Workers Compensation exemption.

RESOLUTION 6-2015

A RESOLUTION PROVIDING FOR THE ADOPTION AND ENFORCEMENT OF THE “STATE BUILDING CODE”, ESTABLISHING PROCEDURES FOR PRACTICE AND ENFORCEMENT AND PROVIDING FOR A BOARD OF APPEALS.

BE IT RESOLVED BY THE TOOLE COUNTY COMMISSIONERS, TOOLE COUNTY, MONTANA

Section 1.

ADOPTION OF CODES. Those certain codes known as: “The State Building Code” (referred to in Section 50-60-203, M.C.A.) are hereby adopted by Toole County for the purposes of regulating non-residential buildings in Toole County and protecting the health and safety of the County’s citizenry, which codes consist of:

- a. The International Building Code (hereinafter referred to as “IBC”), 2012 Edition as described in and amended by Section 24.301.131, 1 through 3, of the Administrative Rules of Montana (hereinafter referred to as “A.R.M.) and A.R.M 24.301.146, 1 and 2 and including IBC Appendix C (Group U- Agricultural Buildings) and Appendix H.
- b. The International Energy Conservation Code (hereinafter referred to as the IECC) 2012 Edition, as amended by Section A.R.M. 8.70.204(1).
- c. Uniform Plumbing Code, 2012 Edition - Effective: December 1 2014.
- d. International Mechanical Code, 2012 Edition - Effective: December 1, 2014.
- e. International Fuel Gas Code, 2012 Edition - Effective: December 1, 2014.

These codes are hereby adopted and incorporated herein as if fully set out in their entirety herein.

Section 2.

BUILDING PERMITS.

- a. Any person wishing to obtain a building permit shall submit a completed application to the Building Inspector.
- b. The building inspector shall specify the manner in which said application shall be completed. At a minimum, the application shall contain:
 - i. A description of the land which it will affect;
 - ii. The present use of any existing structures;
 - iii. Plans and specifications indicating the entire scope of work.
- c. The applicant shall furnish such other documents as the building inspector deems relevant and necessary, at his/her discretion, for review of the proposed work.
- d. The building inspector may, at his/her discretion, waive any of the requirements hereunder when the proposed work is of an insubstantial nature of effect.

Section 3.

PLAN REVIEW.

- a. The building inspector shall be responsible for coordination of building plan review and for issuance of building permits.
- b. Upon application by any person for a building permit, the building inspector shall review the plans for compliance with this code. The building inspector shall submit the plans to any other affected county department for review and approval by the department(s) before issuing a permit.
- c. Building plan review shall be completed by the building inspector within sixty (60) working days of submission of a completed application.
- d. The building inspector may, in certain cases, request the building codes division, other state agencies or design professionals to aid in the plan review process. In such cases, the building inspector may lengthen the completion of time for review by twenty (20) working days when necessary.
- e. One such approved set of plans and specifications shall be retained by the building inspector as a public record, for a period of not less than ninety (90) days from the date of completion of the work covered therein, one set of approved plans and specifications shall be given to Toole County for

permanent record according to the Montana Local Government Retention and Disposition Schedule, MR6 section 2, and one set of approved plans and specifications shall be returned to the applicant, which set shall be kept on such building or work site at all time during which the work authorized thereby is in progress and shall be open to inspection by public officials. Such approved plans and specifications shall not be changed, modified or altered without authorization from the building inspector and all work shall be done in accordance with the approved plans.

Section 4.

INSPECTIONS.

- a. Inspections shall be conducted by the building inspector. Where other departments require inspection, the building inspector shall ensure they are conducted within the time frame allowed in **section 4-1-2**. Final inspections and issuance of certificates of occupancy shall be conducted in accordance with the I. B.C.

Section 5.

INSPECTOR QUALIFICATIONS AND DUTIES.

- a. The building inspector shall possess adequate knowledge of the building trade and such other qualifications as may be prescribed by the county commissioners from time to time.
- b. As building inspector, his/her duties shall include those set forth in the I.B.C. and in Montana Code Annotated title 50, chapter 60, 2013, as now or hereinafter amended.

Section 6.

FACTORY BUILT BUILDINGS.

- a. Factory Built buildings bearing an insignia issued by the Montana Building Codes Division, Department of Labor and Industry, shall be subject to local government zoning, utility connections, building permit and subsequent inspections for foundations and appurtenances to the structure (landings, stairs, decks, covered porches, etc.).
- b. Applications to Toole County for the erection and utility connection shall be in accordance with the I.B.C.

Section 7.

PERMIT FEES.

- a. Building permit fees shall be set and established by the County Commissioners from time to time by appropriate resolution.

Section 8.

TERRITORIAL APPLICATION.

- a. The jurisdictional area of the county shall be commercial buildings and structures and permits therefore within the county boundaries of Toole County.

Section 9.

BOARD OF APPEALS.

- a. In order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the provisions of the I.B.C., there shall be and is hereby created a board of appeals, consisting of five (5) members, who are qualified by experience and training to pass upon matters pertaining to building construction. The members shall appoint one of their own to act as secretary to take the minutes of all meetings. The Board of Appeals shall be appointed by the county commissioners and shall hold office for three (3) year staggered terms, without term limits. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings, in writing, to Toole County, with a duplicate copy to the applicant. The board may recommend to the commissioners such new legislation as is consistent herewith.

Section 10.

VIOLATIONS AND PENALTIES.

- a. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, raze, convert, demolish, equip, use, occupy or maintain any building or structure in the county, or cause or permit the same to be done, contrary to, or in violation of, any of the provisions of this chapter.
- b. Any person, firm or corporation violating any of the provisions of this code shall be deemed guilty of a misdemeanor and each such person shall be deemed guilty of a separate offence for each and every day during which any violation of any of the provisions of this code is committed, continued or permitted and upon conviction of any such violation, such person shall be punishable by a fine of not more than three hundred dollars (\$300.00) or by imprisonment for not more than ninety (90) days or by both such fine and imprisonment.

Section 11.

COPY ON FILE.

- a. One copy of each of the code mentioned above shall be on file with Toole County for inspection by the public.

Section 12.

EFFECT ON FUTURE AMENDMENTS TO THE "STATE BUILDING CODE".

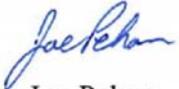
- a. Each and every provision of this resolution shall be amended by resolution of Toole County within ninety (90) days of notification of changes adopted by the Department of Labor and Industry, Building Codes Bureau, when and as any future amendments are made to the codes referred herein above so as to conform to future amendments.

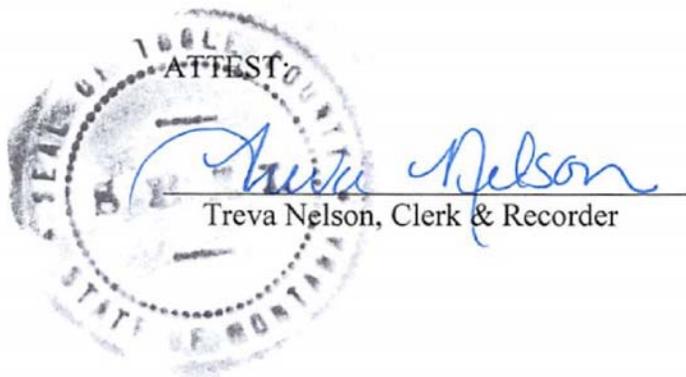
Read and adopted by the Toole County Commissioners at its regular meeting held the 26th day of January, 2015.

TOOLE COUNTY BOARD OF COMMISSIONERS


Allan Underdal
Commission Chair


Deb Brandon
Commissioner


Joe Pehan
Commissioner



COMMISSIONER'S AGENDA
10:00 AM
January 29, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of January 26, 2015 Minutes: Joe motioned to accept as submitted. Allan 2nd the motion. The motion carried.

1. Public Hearing on proposed Resolution 5 Allan opened the Public Hearing and asked for public comment. No comment was made.
2. Consider approval of Resolution 5-2015, a resolution to close the Toole County Courthouse on Friday, November 27, 2015. Deb motioned to approve Resolution 5-2015. Joe 2nd the motion and all were in favor. The motion passed.
3. Consider approval of the proposal by JLC Construction for a metal roof installation for the Sunburst Library. Installation includes a synthetic underlayment and 24 gauge snap lock standing seam roofing panels with a 40 year energy star paint. Removal and disposal of the old cedar shakes are also included in the project cost of \$14,856. Deb motioned to approve the proposal for the Sunburst Library. Joe 2nd the motion and all were in favor. The motion passed.
4. Consider approval of the proposal by Actuaries Northwest to provide the required 2014/2015 GASB 45 valuation at a project cost of \$8,000. Deb motioned to approve Actuaries Northwest to provide the GASB 45 valuation. Joe 2nd the motion and all were in favor. The motion passed.

RESOLUTION 5-2015

RESOLUTION TO CLOSE THE COURTHOUSE AND OTHER COUNTY OFFICES, EXCLUDING ESSENTIAL SERVICES OPEN 24 HOURS PER DAY, FOR THE FOLLOWING DAYS THROUGH December 31, 2015.

WHEREAS: 7-4-102 MCA 2013 provides for a Public Hearing and Resolution setting the office hours of County Offices; and

WHEREAS: Toole County would like to provide its employees an opportunity for a long week-end when certain holidays fall on a Tuesday or Thursday or there are other special circumstances; and

WHEREAS: A Public Hearing was set and notice published in the Shelby Promoter January 14 and 21, 2015 and a Public Hearing was held on Thursday January 29, 2015 at 10:00 AM in the Commissioners' office of the Toole County Courthouse; and

WHEREAS: Those employees taking advantage of the following days off work will be utilizing their own accrued vacation time; and

WHEREAS: A contact person(s) will be available for each essential office for the public to reach in case there is necessary business to conduct on the days of closure and their phone numbers will be listed on the front and back doors of the Courthouse; and

WHEREAS: The phones in each essential office will have a voice message advising the public of the number to call to reach an employee able to conduct necessary or emergency business; and

NOW THEREFORE BE IT RESOLVED by the Board of Toole County Commissioners in a meeting held on January 29, 2015, that the Toole County Courthouse and other County Offices, excluding essential services open 24 hours per day, will be closed to the public on the following day: Friday November 27, 2015.

TOOLE COUNTY BOARD OF COMMISSIONERS

Allan Underdal

Allan Underdal
Commission Chair

Deb Brandon

Deb Brandon
Commissioner

Joe Pehan

Joe Pehan
Commissioner

Attest:

Treva Nelson
Treva Nelson, Clerk & Recorder

FEBRUARY 4, 2015

The Board of Directors of Marias Medical Center met on the above date at 11 a.m.

Directors Present: Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None.

Management Present: John Short, Randy Nightengale and Renae Manley

Guests Present: Barb Donahue, Arlene Lager, Gene Flesch and Ted Hirsch

- 1) Call to Order. Chair Underdal called the meeting to order at 11:02 a.m.
- 2) Approval of Agenda. **Motion to approve the agenda as posted was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- 3) Public Comments on agenda items. After the public comment session is over, please address the Chair and you will be called upon. John Short, Interim CEO is here and we welcome him. Flesch asked how to present an issue and get onto the board's agenda. He presented an issue with a patient being discharged from the facility and passing away a short time later.

Flesch left the meeting at 11:12 a.m.

- 4) Approval of Minutes. **Motion to approve January 21, 2015 meeting minutes with correction was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 5) Discussion on Monitoring Reports
 - a) Standing Committees. None.
 - b) Special Committees. None.
 - c) Medical Staff Report. Manley reported credentialing is ongoing and the February meeting was changed to February 18 to accommodate an absence for training.
 - d) CEO Report. Short reported he has been working on getting to know the community and issues over the past seven days. The financial situation will be detailed by Nightengale. Human Resources and Compliance are departments he plans to work closely with expanding. Team building and consistency within the management structure will include selection, disciplinary process, and wage codes. Growth will also be focused on in several areas. Short has been impressed with the organization and is looking forward to working with everyone.
 - e) CFO Report. Attached. Nightengale wanted to thank Jessica Brusven for her efforts in payroll and accounts payable this month. Refinancing the long-term debt is still being researched. **Motion to approve the financials was made by Pehan, and seconded by Brandon.** Motion carried unanimously.
- 6) Board Education Reports/Quality Assurance
 - a) Report to the Board. Respiratory Therapy, Laboratory and In Service/Infection Control/Risk Management. Reviewed. A couple of capital equipment items in Respiratory Therapy will be: storage costs for cardiac testing at approximately \$20,000, and approximately \$26,000 would be needed for stress tests to become wireless. CLIA conducted a survey of the lab and found a deficiency that resulted in a plan of correction being instituted. We're still waiting on the printed report. Several programs exist that could assist Risk Management in tracking incident reports.
 - b) Patient Survey Summaries. Reviewed. Low volume of surveys returned.
- 7) Board Actions Required
 - a) None.
- 8) Other
 - a) Correspondence. Acknowledgement of appreciation for visiting providers was discussed. The potential for a joint letter from medical staff and board of commissioners was discussed. Manley will coordinate with Lee on potentially doing something for Doctor's Day.
- 9) Adjournment. Chair Underdal adjourned the meeting at 12:08 p.m.

Regular meetings will be held the **fourth Wednesday of each month at 10 a.m.**, so the next regular meeting of the board will be **February 25, 2015 at 10 a.m.**

Respectfully submitted by,

Renaë Manley, Executive Assistant

Date approved

COMMISSIONER'S AGENDA

11:00 AM

February 17, 2015

PRESENT: Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of January 29, 2015 Minutes: Joe motioned to approve. Deb seconded the motion and both were in favor.

1. Consider approval of Resolution 7-2015, a resolution to appoint Stephen Gannon, Chouteau County Attorney, as Special Deputy Toole County Attorney to prosecute certain cases for Toole County. **Joe motioned to approve Resolution 7-2015. Deb 2nd the motion and all were in favor. The motion passed.**
2. Consider approval of a bid from JLC Construction to replace the roof on the Shelby Senior Center with a steel roof. **Joe motioned to approve the bid from JLC Construction with a change in the gauge of steel to 24 gauge. Deb 2nd the motion and all were in favor. The motion passed.**
3. Consider approval of the following board appointments:
 - Shelby Rep to NCAAA Advisory Board
 - Re-appoint Darlene Sherrard – term ends 12-31-17
 - Marias Fair Board

Re-appoint Jeff Habets – term ends 12-31-17
Re-appoint Todd Howell – term ends 12-31-17
Compensation Board
Re-appoint Mac McDermott – term ends 12-31-17

Joe motioned to approve all of the above board appointments with terms ending 12-31-2017. Deb 2nd the motion and the motion passed.

Resolution No. 7-2015

WHEREAS the Toole County Attorney may have a conflict of interest or require assistance in a case, specifically dependent or neglect cases, Toole County DN-14-004, DN-14-005 and DN-14-006; and

WHEREAS at those times, the Toole County Attorney's Office requires the services of an outside disinterested party to review, evaluate, prepare charging document, try and resolve a case involving these events for the State of Montana in Toole County, Montana; and

WHEREAS Stephen Gannon, Chouteau County Attorney, Fort Benton, Montana, has agreed to act as Special Deputy Toole County Attorney for the purpose of prosecuting these Youths in Need of Care matters for Toole County, Montana.

WHEREAS Stephen Gannon, Chouteau County Attorney, Fort Benton, Montana, has agreed to act as Special Deputy Toole County Attorney for the purpose of prosecuting these Youths in Need of Care matters for Toole County, Montana.

THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

IT IS RESOLVED that Toole County Board of Commissioners hereby appoints Stephen Gannon, Chouteau County Attorney, Fort Benton, Montana as Special Deputy Toole County Attorney prosecute this matter for Toole County, Montana, and that all expenses of such prosecution and investigation shall be paid from the Toole County Attorney's budget.

ADOPTED this 17th day of February 2015.

TOOLE COUNTY BOARD OF COMMISSIONERS

Allan Underdal
Chairman

Deb Brandon
Vice-Chairman

Joseph Pehan
Member

COMMISSIONER'S AGENDA

10:00 AM

February 23, 2015

PRESENT: Allan Underdal, Joe Pehan, Page Nagy and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of February 17, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion passed.

1. Consider approving the coordination plan and grant application to the MT Dept. of Transportation's Transit Program for operational funding in the amount of \$74,044.44 for Northern Transit Interlocal for FY 15-16. **Joe motioned to approve coordination and grant application in the amount of \$74,044.44. Allan 2nd the motion and all were in favor. The motion passed.**
2. Consider approving the coordination plan and grant application to the MT Dept. of Transportation's Transit Program for operational funding in the amount of \$78,869.61 for Toole County on behalf of Glacier County Transit, Pondera County Transit and Toole County Transit for FY 15-16 and a capital funding request for a 13 passenger bus in the amount of \$58,008.60. **Joe motioned to approve the operational funding in the amount of \$78,869.61 and the capital funding in the amount of \$58,008.60. Allan 2nd the motion and all were in favor. The motion passed.**

The Board of Directors of Marias Medical Center met on February 25, 2015

Directors Present: Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None.

Management Present: John Short, Randy Nightengale and Renae Manley

Guests Present: Barb Donahue, Penny Jacobson, Diana Adamson and Ted Hirsch

1. Call to Order. Chair Underdal called the meeting to order at 10 a.m.
2. Approval of Agenda. **Motion to approve the agenda with correction was made by Brandon and seconded by Pehan.** Motion carried unanimously.
3. Public Comments on agenda items. None
4. Approval of Minutes. **Motion to approve February 4, 2015 meeting minutes was made by Brandon and seconded by Pehan.** Motion carried unanimously.
5. Discussion on Monitoring Reports
 - a. Standing Committees. None.
 - b. Special Committees. None.
 - c. Medical Staff Report. See attached minutes.
 - d. CEO Report. Short reported the current marketing report. The focus is to put out a positive message. Lee has been asked to utilize a diverse strategy for multi-media. The second part of the strategy is to educate staff and validate the message. Karen McNenny has been invited back to educate the management team and assist in developing a set of values for the staff to exhibit. Empres will bring a proposal for the Care Center on Friday for review.
 - e. CFO Report. Attached. Nightengale provided education regarding use of Patient Business Services to make payment plans and monitor accounts receivable. **Motion to approve the financials was made by Pehan, and seconded by Brandon.** Motion carried unanimously. The cardiac monitoring software is dated. Yarn has researched software and figures are approximately \$26,000.
 - f. Other/County report. The CEO search is on hold for now.
6. Board Education Reports/Quality Assurance
 - a. Report to the Board. Heritage Center and Information Systems. Reviewed. Brandon will research options for sharing the van purchased for the senior center, as a van is listed in the future items needed for the Heritage Center.
 - b. Patient Survey Summaries. Reviewed. Lee is working to increase the number of surveys returned. The focus is on an "excellent" responses and working with employees.
7. Board Actions Required
 - a. Medical Advocacy Services of Healthcare, Inc (Mash) contract. **Motion to approve the contract as presented was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - b. Epiphany Healthcare Data Management contract. **The cost will be \$17,500. Motion to approve the expenditure was made by Brandon and seconded by Pehan.** Motion carried unanimously.
8. Other
 - a. Correspondence.
 - b. Executive Session – entered at 10:54 a.m. Public left the meeting. Returned to open session at 11:35 a.m.
 - i. Credentialing. **Motion to appoint John David Walker, MD to Consulting Staff with associated privileges was made by Pehan and seconded by Brandon.** Motion carried unanimously. **Motion to appoint Terry Smith, DO to Courtesy Staff with associated privileges was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - ii. **Motion to send a letter to Dr Clary after consultation with attorney regarding staff category was made by Brandon, and seconded by Pehan.** Motion carried unanimously. Second letter was reviewed. Dr Stewart has stated his interest in remaining on the Active Staff.
9. Adjournment. Chair Underdal adjourned the meeting at 11:40 a.m.
The next meeting will be **March 11, 2015 at 11 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

March 9, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of February 23, 2015 Minutes: Joe motioned to approve with the following corrections to the agenda and minutes. Allan 2nd the motion and all were in favor. The motion passed.

Consider approving the coordination plan and grant application to the MT Dept. of Transportation's Transit Program for operational funding in the amount of \$74,044.44 for Northern Transit Interlocal for FY 15-16. A capital funding request for a 13 passenger bus in the amount of \$58,008.60. Joe motioned to approve coordination and grant application in the amount of \$74,044.44 and capital funding request for \$58,008.60. Allan 2nd the motion and all were in favor. The motion passed.

Consider approving the coordination plan and grant application to the MT Dept. of Transportation's Transit Program for operational funding in the amount of \$78,869.61 for Toole County on behalf of Glacier County Transit, Pondera County Transit and Toole County Transit for FY 15-16. Joe motioned to approve the operational funding in the amount of \$78,869.61. Allan 2nd the motion and all were in favor. The motion passed.

1. Review of Planning Board recommendations and possible action on proposals for planning services for the development of the Toole County Growth Policy. **The Planning Board recommended to the commissioners WWC Engineering or Cossitt Consulting. Both proposals came in at a cost of \$25,000. Joe motioned to approve Cossitt Consulting to develop the Toole County Growth Policy. Deb 2nd the motion and all were in favor. The motion passed.**
2. Consider approval of Memorandum of Understanding with the North Toole County High School to use the Sunburst facilities for a Mass Inoculation Center or Disaster Shelter in case of a large scale disaster occurrence. **Deb motioned to approve the MOU with North Toole County High School. Joe 2nd the motion and all were in favor. The motion passed.**
3. Consider approval of Resolution 8-2015, a resolution renewing open burning regulations for Toole County. **Joe motioned to approve Resolution 8-2015. Deb 2nd the motion and all were in favor. The motion passed.**

RESOLUTION 08-2015

A RESOLUTION BY THE BOARD OF TOOLE COUNTY COMMISSIONERS RENEWING OPEN BURNING REGULATIONS AND PERMISSION POLICY FOR TOOLE COUNTY, STATE OF MONTANA, PURSUANT TO SECTION 7-33-2205, MCA.

WHEREAS, Section 7-33-2205, MCA, provides that the County governing body may in its discretion establish fire seasons annually during which no person may ignite or set any forest fire, slash-burning fire, land-clearing fire, debris-burning fire, or open fire within the county protection area on any forest, range, or croplands subject to the provisions of this section without having obtained an official written permit or permission to ignite or set a fire from the recognized protection agency for that protection area; and

WHEREAS, in order that the county officially establish fire seasons annually and enforce the above referenced section of law, the Board of Toole County Commissioners have, by this reference, established an Exhibit "A" - a set of county-wide open burning regulations and permission setting forth specific guidelines for burning; and

WHEREAS, Toole County has two rural fire departments which have agreed to comply with and adhere to the said open burning regulations and whose fire chiefs recognize their responsibility for the enforcement of said regulations and permission, namely:

1. North Toole County Fire Department
2. South Toole County Fire Department

WHEREAS, pursuant to Section 7-33-2206, MCA, any person who ignites or sets any forest fire, slash-burning fire, land-clearing fire, debris-burning fire, or open fire within any forest, range, or cropland subject to the provisions of this part without first having obtained a written permit or permission to ignite or set such fire is guilty of a misdemeanor; and

WHEREAS, starting January 1, 2007 permission shall be obtained by calling the Toole County Sheriff's Department with your name, phone number, and location of your intended controlled burn; and

WHEREAS, failure to call in and obtain advance permission for your controlled burn from the Toole County Sheriff's Department may result in your local fire department being called out, your burn put out, and a charge for services will be allotted based on the following rates:

- Class six engines, fifty dollars (\$50) per hour
- Class one engines, three hundred dollars (\$300) per hour
- Water tenders, two hundred fifty dollars (\$250) per hour; and

WHEREAS, persons living in towns and cities should check with your fire departments before burning as it may not be allowed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Toole County Commissioners hereby establish and adopt Exhibit "A"¹¹ - Toole County Open Burning Regulations and Permission pursuant to Section 7-332205, MCA, which permission shall be issued under the compliance of all pertinent fire regulations of

Toole County and the State of Montana. Open burning season years shall run from March 1 to March 1 of each ensuing year.

FURTHER, that the above referenced fire departments shall comply with and adhere to said regulations and permit and whose fire chiefs shall be responsible for the enforcement of said documents. Any violation of Section 7-33-2205, MCA, shall be punishable pursuant to Section 7-33-2206, MCA, and Sections 50-63-102, 50-63103, MCA.

BY ORDER of the Board of Toole County Commissioners meeting in regular session this 9th day of March, 2015, at Shelby, Montana.

Allan Underdal, Commission Chair

EXHIBIT "A"
TOOLE COUNTY OPEN BURNING REGULATIONS

PERMISSION

No person shall cause, allow, or permit the open burning of any material unless he/she has received prior permission for such open burning from the TOOLE COUNTY SHERIFF'S DEPARTMENT.

DEFINITIONS

Open burning: Open burning as used here is defined as the burning of a quantity or large area of allowable material outside of a container or small enclosed area.

Local Fire Authority: The Fire Chief and Fire Line Officers of the fire department in the area where burning is anticipated.

NOTIFICATION

The Sheriff's office must be notified of the intent to initiate burning within 24 hours prior to the actual burning by calling 406-434-5585 and giving your name, phone number, and location of the proposed bum. The initiator of bum is responsible and liable for damages and expenses incurred due to his/her neglect.

PENALTIES

The violation of these regulations is a misdemeanor. Failure to call in and obtain prior permission for your controlled bum may result in your local fire department being called out, your bum being put out, and a charge for services will be allotted based on the following rates:

- Class six engines, fifty dollars per hour
- Class one engines, three hundred dollars per hour
- Water tenders, two hundred fifty dollars per hour

RESTRICTED BURNING SEASON

Fire control authorities retain the right to restrict the burning season in the event of excessively dry or hazardous conditions.

PRECAUTIONS

1. Take every precaution to prevent the spread of your fire or particulate emissions from it beyond your property. Have on hand the necessary materials and personnel to keep your fire in control at all times.

2. Burn only clean dry materials in a small enou _____ and controlled at all times.

Allan Underdal the fire at all times *Joe Pehan* _____
Deb Brandon, Commissioner Joe Pehan, Commissioner

5. Do not burn in a period of high wind or excessively dry conditions.

Deb Brandon ere wind drift is such that smoke from your fire will create a hazard on a _____
Deb Brandon, Commissioner cility or otherwise create a public nuisance.

7. Do not burn animal droppings, garbage, dead animals (except when required by ARM for disease control with permission), tires or any rubber materials, oil, or any type o _____ es, tarpaper, plastic materials or toxic wastes.

ATTEST: *Treva Nelson*
Treva Nelson, Toole County Clerk and Recorder

8. Do not burn at night!

Fire control authorities retain the right to enter private property to investigate and/or suppress fires if deemed necessary.

Board of Directors of Marias Medical Center
Minutes
11:00 AM
March 11, 2015
Marias Medical Center Board Room

Present: Allan Underdal, Deb Brandon, Joe Pehan, Randy Nightengale, Penney Jacobson, Kent Hannewalt, Julia Drishinski and Renae Manley

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Chair Underdal called the meeting to order at 11:01 a.m.

- 1. Public Comment
- 2. Action items:

- a. CEO, CFO and Financial Controller account access. **Motion to provide ability for Jessica Brusven to sign claims was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- b. Labor Negotiation representation. **Motion to approve the contract with Crowley Fleck to hire Dan Johns at an hourly rate for labor negotiations was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- c. Credentialing.
 - i. Executive session entered at 11:05. Members of the public and Manley left the meeting.
 - ii. Open session reentered at 12 noon. **Motion to appoint Richard Moore, MD to Courtesy Staff with associated privileges was made by Pehan and seconded by Brandon.** Motion carried unanimously.

Chair Underdal adjourned the meeting at 12:02 p.m.

COMMISSIONER'S AGENDA
10:00 AM
March 16, 2015

PRESENT: Allan Underdal, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of March 9, 2015 Minutes: Joe motioned to approve the minutes. Allan 2nd the motion and all were in favor. The motion passed.

1. Consider approval of Memorandum of Understanding with Glacier County for coordination of transit operations. **Joe motioned to approve the MOU with Glacier County. Allan 2nd the motion and all were in favor. The motion passed.**
2. Consider approval of appointment of Linnet Doane to the Marias Fair Board with a term to end 12/31/2017. **Joe motioned to approve Linnet Doane to the Marias Fair Board. Allan 2nd the motion and all were in favor. The motion passed.**
3. Consider approval of bid by JLC Construction for a steel roof replacement of the Shelby Library. **Joe motioned to approve the estimated bid of \$20,946 for the roof of the Shelby Library. Allan 2nd the motion. Discussion followed that it was only an estimate because the \$700 price of the synthetic seal may change. All were in favor and the motion passed.**

The Board of Directors of Marias Medical Center met on March 25, 2015

Directors Present: Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None.

Management Present: Randy Nightengale, Renae Manley, Jamie Brownell, Tressa Keller and Jodi Habets.

Guests Present: Barb Donahue, Penny Jacobson, and Ted Hirsch

- 1) Call to Order. Chair Underdal called the meeting to order at 10:05 a.m.
- 2) Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- 3) Public Comments on agenda items. None
- 4) Approval of Minutes. **Motion to approve February 25, 2015 meeting minutes was made by Brandon and seconded by Pehan.** Motion carried unanimously. **Motion to approve March 11, 2015 meeting minutes was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 5) Discussion on Monitoring Reports
 - a) Standing Committees. None.
 - b) Special Committees. None.
 - c) Medical Staff Report. Nightengale stated there was nothing to report at this time.
 - d) CEO Report. Nightengale reported expansion of sleep lab services is being researched. The architect from KRMC has been over and reviewed the site. The equipment can examine two patients for the same cost as the equipment for one, and the tech could monitor both patients. Two rooms at the end of the nursing home near the rehab department could potentially be used. The lab director, Dr Walker has resigned, and Dr Webber of Kalispell will become the new, permanent director. One of the lab techs is applying for additional schooling. She will incur the student loan and will be reimbursed according to a contract that will be reached with her to repay the loan. We continue to experience a shortage in nursing. Temporary agencies are also short-handed. Staffing OB is critical due to the requirement for one on one care. An update on the discussions with Empres regarding the Nursing

home was provided.

- e) CFO Report. Attached. Nightengale reported that days cash on hand are -14, but has improved substantially since last month. Days in accounts receivable and unbilled are both significantly improved as well. The MASH contract signed last month is being implemented. Supply expenses are up due to patient volume and usage. **Motion to approve the financials was made by Brandon, and seconded by Pehan.** Motion carried unanimously.
 - f) Other/County report. Underdal reported the interest rate on loans went from 1 to 1.25 percent, so was fairly insignificant. He spoke with Jean Faure and McCready regarding selling the bonds to a bank, and that option is available. Montana Facility Finance Authority provided the approval for the bonds in the past, but would not be involved at this stage. Refinancing would be an approximately six to eight week process, but would reduce the number of years in repayment. The workman's comp insurance carrier change from MACo to State Fund will take effect April 1, with a savings for the hospital of approximately \$200,000 per year.
- 6) Board Education Reports/Quality Assurance
- a) Report to the Board. Social Services and Compliance/HIT. Keller gave a presentation to the board regarding the role and responsibility of the Board, along with a Quick Reference Guide from QHR, *Hospital Trustee*. The updated Compliance Policy and Procedure was given to the commissioners for review, with a request for a decision by Friday. Current communication, education and training activities were also presented. Quarterly reports will be provided to the Board from Compliance. Habets reported on the PI/QA committee and departmental reporting responsibilities. (Minutes of the March, 2015 meeting will be emailed to them today by Manley.) Habets will be reporting to the board monthly for the next three months, then quarterly after that. Safety and Quality will work together to ensure monitoring and reporting for the Plan of Correction from the recent survey. Social Services report reviewed.
 - b) Patient Survey Summaries. Reviewed. Pertinent information is shared directly with relevant departments and providers.
- 7) Board Actions Required
- a) MMC-MHSI Annex/Storage contract. **Tabled until April.**
 - b) MMC-MHSI Emergency Room Physician contract. **Tabled until April.**
 - c) Master Sight Plan. **Motion to explore options for bids and proposals for a plan was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - d) Workplace Productivity Assessment. **Motion to contract with QHR for a Workplace Productivity Assessment at a cost of \$33,725 was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- 8) Other
- a) Correspondence. Cards for Doctor's Day passed around and signed by commissioners and management. The hospital purchased an online research base for the providers as a gift of appreciation.
 - b) Executive Session
- 9) Adjournment. Chair Underdal adjourned the meeting at 11:25 a.m.
The next meeting will be **April 22, 2015 at 10 a.m.**

COMMISSIONER'S AGENDA
10:00 AM
March 30, 2015

PRESENT: Allan Underdal, Deb Brandon and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of March 16, 2015 Minutes: Allan motioned to approve. Deb 2nd the motion and the motion carried.

1. Consider selection of MACo Health Care Trust's health plans for FY 2015-2016. **Deb motioned to approve the same health plans for FY 2015-2016 as the county had for FY 2014-2015. Allan 2nd the motion and the motion carried.**
2. Consider Toole County's contribution toward health insurance costs for FY 2015-2016. **Deb motioned for Toole County to contribute up to \$625 toward employee health insurance costs for FY 2015-2016. Allan 2nd the motion and the motion carried.**
3. Consider approval of a commitment to the Data Center Feasibility study in partnership with the City of Shelby. **Deb motioned to approve the commitment to the Data Center Feasibility study dependent on receiving funding from Opportunity Link in the amount of \$10,000. Allan 2nd the motion and the motion carried.**
4. Consider approval of an agreement for "Transfer of Entitlements" through the Federal Aviation Administration. Funds in the amount of \$15,806 (held over from FY 2012), will be loaned to Liberty County to be utilized for a Liberty County Airport project. **Deb motioned to approve. Allan 2nd the motion and the motion carried**

COMMISSIONER'S AGENDA

10:00 AM
April 2, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of March 30, 2015 Minutes: Deb motioned to approve the minutes with the following correction on agenda item 3. Deb motioned to approve the commitment to the Data Center Feasibility study dependent on receiving funding from Opportunity Link. Joe 2nd the motion and the motion carried.

1. Consider approval of Task Order #15-07-01-139-0 with the MT Dept. of Public Health and Human Services. Funding in the amount of \$15,000, with no match from Toole County, will be used to assist in the completion of a comprehensive community health improvement plan, a strategic plan and development of Memorandum of Understanding with local health care providers. **Deb motioned to approve Task Order #15-07-01-139-0. Joe 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 AM
April 9, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan, Pat McDonough and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of April 2, 2015 Minutes: Joe motioned to approve the minutes. Deb 2nd the motion and the motion carried.

Commissioner Underdal asked for any public comment. Pat McDonough wanted to address the construction bids. He took a look at all of the bids and has concern over the price and time frame difference. Deb said they had asked about the time frame and Talcott Construction will be working in the area on another job. They might do the Courthouse entrance and then do the Library bathroom later. Pat is concerned that there will be change orders, which will increase the price Talcott quoted.

1. Consider approval of a partial tax abatement in the amount of \$217.46 as requested by Tax Payer # 504527 for real property located at Geo 4424-27-4-03-11-4001-Lot 10A in the Industrial Park. **Deb motioned to turn down the request and not approve the tax abatement. Joe 2nd the motion and the motion carried.**
2. Consider approval of re-appointment of Larry Munson to the Toole County Tax Appeal Board with a term ending 12/31/17. **Joe motioned to reappoint Larry Munson. Deb 2nd the motion and the motion carried.**
3. Consideration and possible action on bid proposals for courthouse ramp project and bathroom remodel at the Toole County Library. **Deb motioned to award the bid for the Library bathroom remodel and the Courthouse ramp project to Talcott Construction, per the recommendation of Schutz Foss Architects. Joe 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 AM
April 16, 2015

PRESENT: Deb Brandon, Joe Pehan, Treva Nelson and Arlene Lager

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of April 9, 2015 Minutes: Deb motioned to amend the motion on agenda item 1 of the April 9, 2015 minutes to read:

Consider approval of a partial tax abatement in the amount of \$127.46 as requested by Tax Payer #504527 for real property located at Geo 4424-27-4-03-11-4001-Lot 10A in the Industrial Park. Deb motioned to turn down the request and not approve the tax abatement because the tax payer in question did not follow the appeal process within the allotted time frame.

Joe 2nd the motion and the motion to correct passed.

1. Consider approval of proclamation declaring May 2015 as Community Action Month in special recognition of the hard work and dedication of Toole County's Community Action Agency, Opportunities, Inc., and the dozens of local social services agencies that similarly serve our Toole County communities. **Joe motioned to proclaim May 2015 as Community Action Month. Deb 2nd the motion and the motion carried.**
2. Consideration and possible action on a contract with EmpRes Healthcare Management, LLC for management of the nursing home. **No action taken.**

The Board of Directors of Marias Care Center met on April 22, 2015

Directors Present: Commissioner Chair Allan Underdal, Deb Brandon and Joe Pehan. Directors Absent: None
Management Present: Kent Hanawalt, Kathy Danielson, Randy Nightengale, Julia Drishinski and Renae Manley.
Guests Present: Kristen Aguirre, Maritza Martinez and Cynthia Haskell from Vivage, and Ted Hirsch

1. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m. Today is the first meeting of this board. Underdal related that the Commission was directed by the State to form a separate administrative board as a result of the April 6, 2015 annual survey of the Nursing Home and related abatement plan.
2. Approval of Agenda. **Motion to approve the agenda with additions was made by Brandon and seconded by Pehan.** Motion carried unanimously.
3. Public Comments on agenda items. Introductions were made.
4. Informational Items
 - a. Administrator Report – Hanawalt reported the Plan for Abatement was accepted. The CMS-2567 statement of deficiencies will be received and will give direction for a Plan of Correction (PoC). They typically give 90 days to correct any deficiencies. Vivage will assist the facility with writing the PoC. Implementation and Monitoring is another service that they offer, but would extend past the initial contract ending date of May 2, 2015. These are components of a PoC that take more time and support.
 - b. Quality Assurance/Performance Improvement – Hanawalt reported on several ongoing QA/PI projects:
 - i. Participation by the medical director. He has been in contact with the Hospital's QI director (Habets), to get historical participation from the Care Center.
 - ii. Pain management.
 - iii. Regular bathing and documentation of same. Routine groups were assigned to the task, and accountability has shown results.
 - iv. Diabetic management. Evening snacks was another recognized component that was discovered prior to the survey. A new process has been implemented to include snacks with medication carts prior to residents being put to bed at night. One recommendation is to have the registered dietician review the snacks for individual needs so that the snack can be dedicated to that patient and charted appropriately. Charts are reviewed daily by Danielson.
 - v. Medication errors.
 - c. The quality plan summary and reviews will be brought to the board periodically to show improvement and implementation. Weekly meetings will be held on Wednesdays at 9 a.m. indefinitely, to be reevaluated as needed. The commissioners asked how staff compliance and the discipline process is to be handled. The process must be compliant with county policy and under MACo attorney direction. Physician failure to respond was a citation that was received. Response times from the physician are critical for lab results and other similar issues. Vivage has forms to use to show follow-up with changes to resident's health. Staff levels are being looked at. Charge nurses are to be supervising the CNAs for preventative treatments. Daily nursing meetings to discuss issues will be implemented; known as "Stand up Huddles"; the concept is to have a meeting near the nurses' station, so that nurses can return to work quickly. CNA staffing levels are being discussed specific to time of day and activities.
 - d. Board Education – Provided above with QA/PI projects.
 - e. Contract with Hanawalt for Care Center Administrator – **Motion to accept the contract as presented with Kent Hanawalt as Care Center Administrator was made by Pehan and seconded by Brandon.** Motion carried unanimously.
 - f. MOU with Medical Director, Todd Gianarelli, MD. **Motion to accept the MOU signed by Dr. Gianarelli and Kent Hanawalt was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - g. Contract with Marias Healthcare Services, Inc for services. **Motion to form a contract with Marias Healthcare Services, Inc to employ the Medical Director for the Care Center was made by Brandon and seconded by Pehan.** Motion carried unanimously.
5. Adjournment – meeting was adjourned at 9:55 a.m.

The next meeting will be **April 29, 2015 at 9 a.m.**

Respectfully submitted by, Renae Manley, Executive Assistant

The Board of Directors of Marias Care Center met on the above date at 9 a.m. April 29, 2015

Directors Present: Commissioner Chair Allan Underdal, Deb Brandon and Joe Pehan.
Directors Absent: None
Management Present: Kent Hanawalt, Kathy Danielson, Randy Nightengale, Julia Drishinski and Renae Manley.
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
 2. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.**
Motion carried unanimously.
 3. Approval of Minutes. **Motion to approve the minutes from April 22, 2015 was made by Pehan and seconded by Brandon.** Motion carried unanimously.
 4. Public Comment on agenda items. None
 5. Informational Items
 - a. Administrator Report – Hanawalt reported surveyors are here for the fourth week in a row. They are here for a follow-up on complaints. These particular surveyors seem to be researching the complaints in a fair manner. They are planning to exit midmorning today. The CMS-2567 was distributed to the board prior to this meeting. The Plan of Correction (PoC) has been created and education is ongoing with assistance by Vivage. Oxygen administration education is ongoing. Since a lot of changes in behavior and education have been implemented, monitoring is going to need to be constant until the behaviors become standard. Stressing the importance of the standard is critical to the Care Center staying open. The Board is expecting professionalism and high quality performance of the staff, and will support the Administrator and DON in whatever discipline process necessary to meet this standard. Brandon suggested making this acknowledgement during a stand-up meeting and making the expectations and chain of command very clear to all staff. Additional staff may be required to facilitate the required snack pass in the evening. Having dietary help pass the trays would help, and Emerson has expressed willingness to assist. Danielson and Hanawalt will talk to her today to get this implemented. Some additional training could be provided to dietary to enable them to help, but this option is still being researched. Reassignment of duties to the appropriate level of training and licensure will assist with efficiency of the facility.
- 9:30 Julia Drishinski joined the meeting.
6. Quality Assurance/Performance Improvement – Hanawalt reported on several ongoing QAPI projects: pain management, meals, infection prevention and oxygen administration.
 7. Action Items
 - a. Approval of Vivage Contract. **Motion to approve the Vivage contract previously signed by the CEO was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 8. Adjournment – meeting was adjourned at 10:00 a.m.
 9. The next meeting will be **May 6, 2015 at 9 a.m.**
 10. Respectfully submitted by, Renae Manley, Executive Assistant

COMMISSIONER'S AGENDA
10:00 AM
April 30, 2015

PRESENT: Allan, Joe, Deb and Judy Richman

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of April 16, 2015 Minutes: Deb made the motion to approve; Joe seconded the motion, and the motion carried.

5. Consider a request to deviate from vacation policy.
After discussion with the employee requesting a pay-out of 2014 earned vacation, Deb made the motion to approve a pay-out of ½ of vacation overage hours (87.875 hours) and an extension until December 31, 2015 to use the remaining hours as recommended by the Marias Medical Center Interim CEO. Joe seconded the motion, and the motion carried.
6. Consider approval of contract with Marias Health Care Services, Inc. for 24-hour on-call emergency physician coverage for Marias Medical Center for the period of 7/1/15-6/30/16 in the amount of \$62,966 per month.
Joe made the motion to approve, Deb seconded and the motion carried.
7. Consider approval of lease with Marias Healthcare Services, Inc. for the hospital storage space. The lease will be for a period of two (2) years (7/1/15-6/30/17) in the amount of \$425.00 per month.

Deb made the motion to approve, Joe seconded and the motion carried.

8. Consider approval of Gateway Community Services as Toole County's Chemical Dependency Service Provider. The designation of Gateway Community Services, the only state approved Chemical Dependency Service Provider for our area, is for the period of 7/1/15 through 6/30/16.
 - FY13-14 Statistics: 21 adults and 1 youth from Toole County received State-approved chemical dependency treatment services. Of these 22 people, 5 were women with dependents or pregnant.
 - FY12-13 Statistics: 13 adults and 4 youths from Toole County received State-approved chemical dependency treatment services. Of these 17 people, 2 were women with dependents or pregnant.

Deb made the motion to approve, Joe seconded and the motion carried.

9. Consider approval of contract with James Talcott Construction, Inc. for construction of the courthouse accessibility ramp (\$56,175.00) and Shelby library restroom remodel (\$10,900.00).

Joe made the motion to approve the construction contract, Deb seconded and the motion carried.

COMMISSIONER'S AGENDA

10:00 AM

May 4, 2015

PRESENT: Allan, Joe, Deb and County Attorney, Merle Raph

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of April 30, 2015 Minutes: Deb made the motion to approve the minutes; Joe seconded and the motion carried.

1. Consider a petition for the creation of the Nine Mile County Water/Sewer District and possible action to begin the public hearing process. Discussion to include verification of all landowners within the district so we have a method to certify the percentage of landowners who signed the petition.

County Attorney Raph presented the petition to Chair Underdal for the Nine Mile County Water/Sewer District with an attached map. The Clerk & Recorder's office will now need to go through the petition and verify ownership of the land in the proposed district. The verification is either 10% of the registered voters of the proposed district or 100% of the owners of real property.

Joe motioned to accept the petition as presented and to set a public hearing pursuant to MCA 7-13-2205. The notices will be placed in the paper on May 13 and 20, 2015, with a public hearing to be held on Thursday, May 28, 2015 at 10:00 a.m. in the Commission Office. Deb seconded the motion and the motion carried.

2. Consider approval of the transfer of title on a 1998 Ford F150 (VIN # 2FTZX18W9WCA67554) to Duke Gardipee to satisfy a storage debt. **Deb made a motion to approve; Joe seconded and the motion carried.**

With no further business, the meeting was adjourned at 10:29 a.m.

The Board of Directors of Marias Care Center met on May 6, 2015 at 9 a.m.

Directors Present: Commissioner Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None

Management Present: Kent Hanawalt, Kathy Danielson, Randy Nightengale and Renae Manley.

Guests Present: Cynthia Haskell from Vivage

Call to Order. Chair Underdal called the meeting to order at 9:02 a.m.

1. Approval of Agenda. **Motion to approve the agenda with the addition of the Crowley Fleck Engagement letter was made by Pehan and seconded by Brandon. Motion carried unanimously.**
1. Approval of Minutes. **Motion to approve the minutes from April 29, 2015 with correction was made by Brandon and seconded by Pehan. Motion carried unanimously.**
2. Public Comment on agenda items. None
3. Informational Items
 - a. Administrator Report – Hanawalt summarized the Plan of Correction (PoC) action plan and an outline was distributed to members. (A copy is attached to these minutes.) Care plans will be audited frequently. A diabetic policy has been implemented. Stop and Watch forms are being used along with Walking Rounds to encourage staff to pay attention to grooming, positioning and oxygen regulators for dependent residents. A couple of the residents could benefit from Wound Vac care for their pressure ulcers. Wound Rounds will be held Monday mornings at 6:30 a.m. and involve nursing and rehab therapy to review each resident with a wound. The medical director will also be asked to visualize all residents

with pressure ulcers on a weekly basis. Fender's time spent with Wound Care will be documented. Meal monitoring will include snacks offered, refused and/or consumed in addition to regular meals. Administration and Governing Body tags were rectified by the creation of this board and additional onsite hours for Hanawalt. The PoC was submitted Friday. Brandon recommended sharing the outline with staff to increase accountability and responsibility for each member, and also for education on current expectations and standards of care. Mandatory meetings are being held tomorrow to reach each member of the staff, and this will be shared then. A Manager on Duty listing of responsibilities was passed around and is attached to these minutes. This includes duties for managers on call over weekends. The surveyors last week said they may be issuing a new citation for lack of documentation of PRN medications. Education for this will be held with the nursing staff later today. Dietary had previously offered to serve the trays in the dining room and this has not been followed up as of this meeting. Danielson and Hanawalt will follow up with Emerson today.

- b. Quality Assurance/Performance Improvement (QA/PI) – Hanawalt reported increased involvement and implementation of monthly meetings. A Care Center QA/PI meeting will be held next Tuesday and the commissioners will be invited via email to Manley. The improved staff involvement and subsequent care for the patients is all positive for the community as well as the facility. Vivage staff will be here on an alternating basis for the next several weeks to assist with implementation of the PoC.
4. Action Items
 - a. Crowley Fleck Engagement letter. **Motion to accept the Crowley Fleck engagement letter for representation by them and Lovell Communications during CMS Remedies for the Care Center was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 5. Executive Session
 - a. None needed.

Adjournment – Meeting was adjourned at 10:15 a.m.
The next meeting will be **May 7, 2015 at 3:00 p.m.**

The Board of Directors of Marias Care Center met on May 7, 2015 at 3 p.m.

Directors Present: Commissioner Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None

Management Present: Kent Hanawalt, Randy Nightengale and Renae Manley.

Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 3:35 p.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes from May 6, 2015 with corrections was made by Brandon and seconded by Pehan.** Motion carried unanimously.
4. Public Comment on agenda items. None
5. Action Items
 - a. Empres Management Contract. **Motion to approve the EmpRes Healthcare LLC Agreement to Provide Limited Management Services was made by Pehan and seconded by Brandon.** Motion carried unanimously.
6. Adjournment – Meeting was adjourned at 3:45 p.m.
The next meeting will be **May 13, 2015 at 10:30 a.m.**

The Board of Directors of Marias Care Center met on May 13, 2015 at 10:30 a.m.

Directors Present: Commissioner Chair Allan Underdal, Deb Brandon and Joe Pehan.

Directors Absent: None

Management Present: Kathy Danielson, Randy Nightengale, Julia Drishinski and Renae Manley.

Management Absent: Nursing Home Administrator Judy Melin

Guests Present: None

- 1 Call to Order. Chair Underdal called the meeting to order at 10:46 a.m.
- 2 Approval of Agenda. **Motion to approve the agenda with addition of Action Item was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- 3 Approval of Minutes. **Motion to approve the minutes of May 7, 2015 with corrections to add the term "limited" to the EmpRes management contract was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 4 Public Comment on agenda items. None
- 5 Informational Items
 - a. Administrator report – Judy Melin is out today.

- b. Quality Assurance/Performance Improvement. Danielson provided education on ongoing Quality Improvement projects, such as glucose monitoring. The commissioners' meeting with the leadership team will occur after these meetings weekly. Danielson is currently struggling with call-offs and open positions, and is working with travel companies. The ad hoc QAPI meeting was held this morning. Vivage staff identified compliance champions within the staff as an internal means to improve the quality of care. Dietary has not been assisting with deliver of trays for meals, and Danielson will follow-up on this. Danielson has Melin's license for display, and the State has been notified. The CNA training program for the Care Center has been discontinued for two years. A waiver application can be made due to the rural setting of the facility, although substantial compliance needs to be achieved prior to making that request. Nightengale and County Attorney Raph are reviewing the leasing contract with EmpRes, with a tentative start date of July 1, 2015.

6 Action Items

- a. Approval of Nursing Home Administrator contract with Judith Melin. **Motion to affirm the Friday, May 8 approval of the change of Nursing Home Administrator from Kent Hanawalt to an engagement with Judith Melin based on a recommendation from EmpRes was made by Brandon and seconded by Pehan. Motion carried unanimously.**

7 Adjournment – Meeting was adjourned at 11:32 a.m.

The next meeting will be **May 20, 2015 at 9:00 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

May 14, 2015

PRESENT: Deb Brandon, Joe Pehan, Donna Whitt and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of May 4, 2015 Minutes: Joe motioned to approve the minutes. Deb 2nd the motion and the motion carried.

1. Consider approval of an intergovernmental transfer to the State in the amount of \$293,005.30. Marias Care Center will then receive \$412,612.06. **Joe motioned to approve. Deb 2nd the motion and the motion carried.**
2. Consider appointment of Colleen Lee, Cheri Hirst and Dave Berkebile to the DUI Task Force with terms to end 12/31/2016. **Joe motioned to appoint. Deb 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 AM

May 18, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of May 14, 2015 Minutes: Joe motioned to approve. Deb second the motion and the motion carried.

1. Consider approval of Task Order 16-07-5-01-051-0 between DPHHS and Toole County for Maternal and Child Health (MCH) services for the period of 7/1/2015 - 6/30/2016. **Deb motioned to approve. Joe second the motion and the motion carried.**
2. Consider approval of auditing contract with Denning, Downey & Associates, P.C. in the amounts of \$19,120 (07/01/14-06/30/15), \$19,885 (07/01/15-06/30/16), and \$20,680 (07/01/16-06/30/17). **Joe motioned to approve. Deb 2nd the motion and the motion carried.**
3. Consider approval of non-auditing engagement services with Denning, Downey & Associates, P.C. for the fiscal years ending June 30, 2015, June 30, 2016, and June 30, 2017. **Joe motioned to approve. Deb 2nd the motion and the motion carried.**

The Board of Directors of Marias Care Center met on May 20, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal and Joe Pehan

Directors Absent: Deb Brandon

Management Present: Nursing Home Administrator Judy Melin, Kathy Danielson, Randy Nightengale and Renae Manley

Management Absent: None

Guests Present: Vivage consultant Kristen Aguirre

1 Call to Order. Chair Underdal called the meeting to order at 9:05 a.m.

2 Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal. Motion**

carried unanimously.

3 Approval of Minutes. **Motion to approve the minutes of the May 7 and 13, 2015 minutes was made by Pehan and seconded by Underdal.** Motion carried unanimously.

4 Public Comment on agenda items. None.

5 Informational Items

a. Administrator report – Judy Melin reported having had several residents' families stop to see her in recent days. May 11 was her start date, and her efforts so far have been to get acquainted with residents, families and staff including physicians. In addition, she's diligently working with Vivage on the audit process and feels that good progress is being made. Issues have been identified that still need to be addressed, and they are working diligently on them. American Medical Technologies, a wound and skin care specialty company, has been contacted as a resource and an agreement with them is being considered. A job description and pay schedule with Dr. Gianarelli as medical director is in the process of being finalized. The QAPI meeting will be held today at 10 a.m. The families Melin has spoken with have expressed confidence that everything will be ok. Two admits are coming in this week. Notification came yesterday that the PoC was accepted. Surveyors are expected back at any time, and revisit binders have been put together. Melin is confident that the work that has been done will show compliance. Nightengale reported he is expecting communication from Crowley Fleck regarding the hardship for fines. The goal is still to keep the Care Center open and provide excellent care to the residents.

b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing and follow-up and audits are in the binder. The QAPI meeting will follow this meeting.

6 Action Item. None.

7 Adjournment – Meeting was adjourned at 10:00 a.m.

The next meeting will be **May 27, 2015 at 9:00 a.m.**

The Board of Directors of Marias Care Center met May 27, 2015 at 9:00 a.m.

Directors Present: Vice Chair Deb Brandon and Joe Pehan

Directors Absent: Chair Allan Underdal

Management Present: Nursing Home Administrator Judy Melin, Kathy Danielson, Randy Nightengale and Renae Manley

Management Absent: None

Guests Present: EmpRes representative Jeff Stepanski

1 Call to Order. Vice Chair Brandon called the meeting to order at 9:00 a.m.

2 Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.

3 Approval of Minutes. **Motion to approve the minutes of the May 20, 2015 minutes was made by Pehan and seconded by Brandon.** Motion carried unanimously.

4 Public Comment on agenda items. None.

5 Informational Items

a. Administrator report – Judy Melin reported having spent the weekend meeting families of residents. One common concern is still the uncertainty of having to move residents. The audit books are being utilized. An agreement regarding wound care with American Medical Technologies has been sent. Dr. Gianarelli has signed the Medical Director job description, but the pay schedule is yet to be determined. The QAPI meetings will be scheduled with him. Two admits were taken last week. The surveyor came yesterday to complete the follow-up on both the Health and Life Safety Surveys to ensure substantial compliance. The Intermountain Biomedical Services agreement will be looked at by the supervisor of the Environmental Services at the State. The morning meal had a good review today. The staff have all been receptive to the positive changes, and are taking ownership and pride in doing a good job. Dr Berdecia-Rodriguez shared concerns with her about wound care, the age of the beds in the Care Center, and praised the professionalism and quality of the nursing staff. The Foundation dedicated \$749.56 toward oxygen regulators that sounded alarms, although Danielson said that Respiratory Therapy has provided them. They may look at ones that have lights rather than noise alerts.

b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing.

6 Action Item. None.

7 Adjournment – Meeting was adjourned at 9:20 a.m.

The next meeting will be **June 4, 2015 at 9:00 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

May 28, 2015

PRESENT: Allan Underdal, Deb Brandon, Merle Raph, Lisa Kearns, Mike Wallewein and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of May 18, 2015 Minutes: Deb motioned to approve. Allan 2nd the motion and the motion carried

1. Public Hearing: Nine Mile County Water/Sewer District Petition.
 - a. Allan opened the public hearing. Merle asked if the Commissioners or Clerk & Recorder had received any protests to the proposed water district. No protests were submitted. Merle recommended that section 16 which is owned by the State of Montana be excluded from the district. This land is leased by the State and is used for farming and grazing. Treva verified that 10% of the land owners had signed the petition.
2. Consider action on Nine Mile County Water/Sewer District petition. **Deb motioned to accept the petition to form the Nine Mile County Water/Sewer District. Allan 2nd the motion and the motion carried.**
3. Consider approval of DUI Task Force Plan for SFY2016.
 - a. Deb presented this to the DUI Task Force and they were in favor. **Deb motioned to approve the Task Force Plan. Allan 2nd the motion and the motion carried.**

The Board of Directors of Marias Care Center met June 4, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan

Directors Absent: None

Management Present: Nursing Home Administrator Judy Melin, Kathy Danielson, Randy Nightengale and Renae Manley

Management Absent: None

Guests Present: EmpRes consultants Jeff Stepanski and Vince Holm

1. Call to Order. Chair Underdal called the meeting to order at 9:03 a.m. Introductions made.
 2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
 3. Approval of Minutes. **Motion to approve the minutes of the May 27, 2015 minutes was made by Pehan and seconded by Brandon.** Motion carried unanimously.
 4. Public Comment on agenda items. None.
 5. Informational Items
 - a. Administrator report – Judy Melin reported having ongoing meetings with families of residents. All are more assured after hearing the Care Center reached substantial compliance as of May 27, retroactive to May 8. A letter to that effect has not been received to date, and we are unable to accept new admits until it's received. They continue to utilize audit tools created by Vivage and updated and added to by EmpRes. In-room visits are being held and paper checklists utilized, and include clinical information. Morning meetings are being held. Resident care is first and foremost, with paperwork used as a tool to ensure ongoing quality. The American Medical Technologies agreement has been accepted, and the nurse will be here June 8. All charges will be billed to insurance. A formal contract supplied by EmpRes has been signed with Gianarelli as Medical Director. A monthly fee has not been finalized. The fine documentation is ongoing. A celebration of some sort for the employees is being planned. Current census is 34. Licensure surveyors will be back periodically. Continued diligence and building on areas still needing improvement and continued education is ongoing. Two CNA candidates are in class in Conrad and hope to have them employed here. Staffing levels are still an issue. Having an extra person during the evening meal fell through, although the issue of passing trays has been resolved. They are looking at several ways of utilizing staff more efficiently. There was an incident with one gentleman who will be moved down the hall to help try to alleviate issues.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The first meeting with the new medical director was held. The tags and audits were all reviewed. Maintaining the surveillance of the audits will be continued timely and completely. The next meeting is scheduled, and they will be held monthly.
 - c. The commissioners are continuing to work with EmpRes on a contract for leasing the facility. They are planning a public meeting to talk about the proposal at some time when the lease is closer to finalized. The employee packages are of interest as they want to make sure the employees are treated fairly.
 6. Action Item. None.
 7. Adjournment – Meeting was adjourned at 9:38 a.m.
- The next meeting will be **June 10, 2015 at 11:00 a.m.**

The Board of Directors of Marias Care Center met June 10, 2015

Directors Present: Commissioner Chair Allan Underdal and Vice Chair Deb Brandon

Directors Absent: Joe Pehan

Management Present: Nursing Home Administrator Judy Melin, EmpRes consultant Vince Hohn, Randy Nightengale and Renae Manley

Management Absent: Kathy Danielson

Guests Present: Mellissa Lott, CPMC Libby

- 1) Call to Order. Chair Underdal called the meeting to order at 11:05 a.m. Introductions made.
- 2) Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Underdal.** Motion carried unanimously.
- 3) Approval of Minutes. **Motion to approve the minutes of the June 4, 2015 minutes was made by Brandon and seconded by Underdal.** Motion carried unanimously.
- 4) Public Comment on agenda items. None.
- 5) Informational Items
 - a) Administrator report – Judy Melin reported the State has rescinded the denial of payment and has not resolved the fine as of this date. The request for a Hardship rather than Waiver of the fine has been made, and an extension has been received. A nurse from American Medical Technology (AMT) will be on site tomorrow to assess and recommend treatment of wounds. AMT will send supplies, and physician will approve and carry out treatment. There are no new wounds reported. Nutrition information has been provided. Current census is 33. They have a new resident looking to admit to our facility from Great Falls. Clinical staffing continues to be an issue, and this ultimately has an effect on quality of care. An LPN has accepted a position, but no start date has been reached. Two people in the CNA class in Conrad are still interested in positions here. Melin has travel plans for approximately July 22, and wanted to give enough notice for a new administrator. This is pending a lease agreement with EmpRes, which is currently being reviewed. A Resident's Council was held yesterday. One item of concern is still the dining process. A manager will observe meals to ensure a good flow. Managers also will have a block of rooms to observe. Grievance forms were filled out for each issue, and follow-up will occur with the appropriate manager. Charge nurses have been responsible for meds lists and have been monitoring those. The celebration event is being planned by Activities. The patio will be utilized as it's been spruced up with plants, etc. Job assignments/duties are being clearly outlined. Vivage is still checking in periodically to follow-up and provide resources.
 - b) Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The first meeting was yesterday and the Medical Director Todd Gianarelli, MD was present. The contract with EmpRes is in effect and will provide for payment for the Medical Director. Melin will follow up with Brownell. All tags from the survey were addressed with Gianarelli.
- 6) Action Item.
 - a) Correspondence from Berdecia-Rodriguez. (Attached to these minutes.) Melin said he did round on all of his patients yesterday. Those patients will need to choose a new physician, and a letter has been sent with this information.

7) Adjournment – Meeting was adjourned at 11:50 a.m.
The next meeting will be **June 17, 2015 at 9:00 a.m.**

COMMISSIONER'S AGENDA
10:00 AM
June 15, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of May 28, 2015 Minutes: Deb motioned to approve. Joe 2nd the motion and the motion carried.

1. Consider approval of an interim loan of 120 days from Toole County to the Port of Northern Montana (NETA) fund, not to exceed \$500,000.00 with a 2% interest rate, with no penalty for early re-payment. The NETA Board of Directors approved the request for interim loan financing during their June 4, 2015 meeting. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**
2. Consider approval Of Memorandum of Understanding (MOU) between Toole County and the MT Stockgrowers Association for predator control services for cattle between 7/1/15 and 6/30/16. Funds will be expended within Toole County for costs associated with the Wildlife Services Specialist (vehicle, partial salary) and contract fixed wing and/or helicopter flying.
 - i. Stock Cattle on Tax Rolls: 15,403 (Cattle License Fee/Head: \$1.00)
 - b. Joe motioned to approve. Deb 2nd the motion and the motion carried.**
3. Consider approval Of Memorandum of Understanding (MOU) between Toole County and the MT Wool Growers Association for predator control services for sheep between 7/1/15 and 6/30/16. Funds will be expended within Toole County for wildlife services; an airplane will be used where feasible and funds available.
 - i. Stock Sheep on Tax Rolls: 1,517 (Sheep License Fee/Head: \$1.00)
 - b. Joe motioned to approve. Deb 2nd the motion and the motion carried.**
4. Consider approval of Change Order Request #1 on the courthouse ramp remodel project in the amount of \$5,387.00. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**

The Board of Directors of Marias Care Center met June 17, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan

Directors Absent: None

Management Present: Nursing Home Administrator Judy Melin, EmpRes consultant Vince Hohn, Randy Nightengale and Renae Manley

Management Absent: Kathy Danielson

Guests Present: None

- 8) Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
- 9) Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.** Motion carried unanimously.
- 10) Approval of Minutes. **Motion to approve the minutes of the June 10, 2015 minutes as corrected was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 11) Public Comment on agenda items. None.
- 12) Informational Items
 - a) Administrator report – Judy Melin reported. The Resident Council will see grievance forms for follow-up and loop closure. Any resident or family member of a resident is invited to participate in the monthly council meetings. The census is at 33, with a new admit coming Friday. There has been no response regarding the fines. Crowley Fleck provided a response that went to CMS on Monday. Staffing levels are improved. The CNA class from Conrad tested yesterday, and a new LPN is starting this week, and an RN picked up an application yesterday. A CNA from the Heritage may help in the evenings. The RN from American Medical Technologies (AMT) saw residents last week. Vince is following up on audits. Documentation of procedures is being reviewed with the traveling staff. Randy will get IT in touch with the EmpRes IT regarding the Electronic Medical Records software. A celebration event is being planned by activities and the social worker to coincide with the residents' Fourth of July party. It's tentatively planned for July 3, 2015. The DON is currently out on medical leave. The Special Care Unit needs some attention. There was an incident between residents. One will be moved out of that unit and put on 15 minute checks and the Wander Guard system may be used. The patios look great with everyone's help.
 - b) Quality Assurance/Performance Improvement. QAPI Projects are ongoing. A meeting will be scheduled with the clinic CEO this week to finalize the fee for the Medical Director. The dining room monitor form was shared. They are looking for pattern issues. Seubert purchased a new CD player for ambient music during meals.
 - c) Other. Although letters have gone to the residents regarding Berdecia-Rodriguez's leaving, no requests for a new provider have been received to date.
 - d) A memo went out Monday to employees regarding the EmpRes lease and is attached to these minutes.
- 13) Action Item.
 - a) None.
- 14) Adjournment – Meeting was adjourned at 9:31 a.m.
The next meeting will be **June 24, 2015 at 9:00 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

June 18, 2015

PRESENT: Allan Underdal, Joe Pehan, Merle Raph and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of June 15, 2015 Minutes: Joe motioned to approve the minutes. Allan 2nd the motion. The motion carried.

1. Consider approval of Resolution 9-2015, a resolution spelling out the terms of an interim loan of 120 days from Toole County to the Port of Northern Montana (NETA) fund, not to exceed \$500,000.00 with a 2% interest rate, with no penalty for early re-payment. The NETA Board of Directors approved the request for interim loan financing during their June 4, 2015 meeting. **Joe motioned to approve Resolution 9-2015. Allan 2nd the motion and the motion carried.**
2. Consider approving Task Order #16-07-6-11-053-0 (CFDA #93.074) between the MT Dept. of Public Health and Human Services and Toole County to provide Public Health Emergency Preparedness services with a term beginning 7/1/2012 and ending 6/30/2019. **Joe motioned to approve Task Order #16-07-6-11-053-0. Allan 2nd the motion and the motion carried.**
3. Consider approval of an amendment to the MT Cancer Control Program (MCCP) for the period of 7/1/2014 through 6/12/2015. Toole County will receive \$1,000 more in funding to be used for meetings and orientations as well as \$121.00 for each breast and/or cervical cancer screening completed. **Joe motioned to approve the MCCP amendment. Allan 2nd the motion and all were in favor.**

RESOLUTION 09-2015

A RESOLUTION BY THE BOARD OF TOOLE COUNTY COMMISSIONERS APPROVING A SHORT TERM LOAN OF \$500,000 TO NETA, DBA PORT OF NORTHERN MONTANA

WHEREAS, NETA, dba the Port of Northern Montana is a political subdivision of Toole County, Montana and has a separate and distinct budget as well as an administrative board; and

WHEREAS, the NETA board, in a meeting on June 4th requested that Toole County make them a short term \$500,000 loan until they can obtain long term financing from the Board of Investments; and

WHEREAS, Toole County is willing and able to make such a short term loan to help facilitate end of fiscal year bookkeeping; and

WHEREAS, Toole County has determined that a reasonable interest rate for such a loan is 2% per year; and

WHEREAS, the length of the short term loan would be 120 days, with no penalty for early repayment of the total loan amount; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Toole County Commissioners hereby approve a \$500,000 loan to NETA out of Fund 2399 for a period of 120 days at 2% per year with no penalty for early repayment of the total loan amount.

BY ORDER of the Board of Toole County Commissioners meeting in regular session this 18th day of June 2015, at Shelby, Montana.



Allan Underdal, Commission Chair


Deb Brandon, Commissioner


Joe Pehan, Commissioner

ATTEST:


Treva Nelson, Clerk & Recorder

LOAN DOCUMENT

June 18, 2015

As of June 18, 2015, Toole County, from Fund 2399, is lending NETA, dba the Port of Northern Montana, \$500,000 for a period of 120 days at 2 % interest per year. There will be no penalty for early repayment of the total loan amount. Any changes to this document must be approved by both Boards.



Allan Underdal, Chairman
Toole County Commissioners



Byron Kluth, President
Neta Board of Directors

COMMISSIONER'S AGENDA

10:00 AM

June 22, 2015

PRESENT: Allan Underdal, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of June 18, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion carried.

1. Consider approval of Resolution 10-2015, a resolution establishing a location for posting public notices. **Joe motioned to approve. Allan 2nd the motion and the motion carried.**
2. Consider approval of Contract #108318 (CFDA #20.509) between the MT Dept. of Transportation (MDT) and Toole County (Toole County Transit, Glacier County Transit and Pondera County Transit) for transit operations. The contract, with federal funding of \$78,869.61 and local match of \$53,730.39, will be in effect during FY 2015-2016. **Joe motioned to approve. Allan 2nd the motion and the motion carried.**
3. Consider approval of Memorandum Agreement between MDT and Toole County for TransADE (Transportation Assistance for the Disabled and Elderly) funding in the amount of \$2,840.55, effective during FY 2015-2016. **Joe motioned to approve. Allan 2nd the motion and the motion carried.**

4. Consider approval of Contract #108315 (CFDA #20.509) between MDT and Toole County (Northern Transit interlocal) for transit operations. The contract, with federal funding of \$74,044.44 and local match of \$44,530.56, will be in effect during FY2015 - 2016. **Joe motioned to approve. Allan 2nd the motion and the motion carried.**

RESOLUTION 10-2015

A RESOLUTION ESTABLISHING A LOCATION FOR POSTING PUBLIC NOTICE

WHEREAS, Section 7-1-2121 MCA establishes requirements when public notice is to be provided by publication; and

WHEREAS, Section 7-1- 2122 MCA establishes requirements when public notice is to be provided by mail; and

WHEREAS, House Bill 334 (2013) establishes requirements when public notice is to be provided by posting and is codified as 7-1-2123 MCA.

7-1-2123. Posting. (1) The governing body shall specify by resolution a public location for posting information and shall order erected a suitable posting board.

(2) When posting is required, a copy of the document must be placed on the posting board, and a copy must be available at the office of the county clerk and recorder.

NOW THEREFORE BE IT RESOLVED; that the Board of Toole County Commissioners hereby designates the bulletin board located by the door of the county commissioners' meeting room on the second floor of the courthouse as the location where public notice will be provided when public notice is to be done by posting.

BOARD OF TOOLE COUNTY COMMISSIONERS dated June 22, 2015.

Allan Underdal

Chair

Deb Brandon

Commissioner

Joe Pehan

Commissioner

ATTEST:

Heidi Nelson

Clerk & Recorder

The Board of Directors of Marias Care Center met June 24, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan

Directors Absent: None

Management Present: Nursing Home Administrator Judy Melin, EmpRes consultant Vince Hohn, Randy Nightengale and Renae Manley

Management Absent: Kathy Danielson

Guests Present: None

Call to Order. Chair Underdal called the meeting to order at 9:02 a.m.

1. Approval of Agenda. **Motion to approve the agenda with the addition of the contract with Marias Helthcare Services, Inc (MHSI) for medical director was made by Brandon and seconded by Pehan.** Motion carried unanimously.
2. Approval of Minutes. **Motion to approve the minutes of the June 17, 2015 minutes as presented was made by Pehan and seconded by Brandon.** Motion carried unanimously.
3. Public Comment on agenda items. None.
4. Informational Items
 - a. Administrator report – Judy Melin reported there are currently 34 residents. Gilmore is taking calls for new admits. Melin thanked Nightengale for approving \$100 at the Masquerade fundraiser for employee incentives. The Star board is being well received and has been a positive reinforcement. The Fourth of July and employee celebration barbeque will be held July 2 from 11 a.m. to 1 p.m. The patio was planted nicely and was used Father's Day. Nothing has been received regarding the fines. One CNA from Conrad did not pass the test, and the other is unsure of her plans. The new LPN has been hired and is working under an RN until her license comes in. A second interview was held yesterday with an RN who will start part time. The additional help from 4 to 8 p.m. has been essential in helping get the residents fed and settled into bed. There are currently no activities in the evening or on Sundays, but they are trying to hire someone there. There are resources for low level activities for those time frames. Melin conducted an inventory of supplies in activities. The resident who was moved is doing well in his new location. Danielson is still out on medical leave. A new Care Center Administrator has been hired and will be here August 1, so Melin's last day will be July 31, and she presented a letter of resignation. Melin met with Brownell for the contract for Medical Director and the contract is attached to these minutes. Melin would like to see the staffing budget allocation, especially considering the staffing issues. Hohn would like to replace at least seven mattresses with holes in them. He's also observed wheelchair arms with holes in them. Melin will be in touch with Frydenlund and S Schwenke to replace needed items. None of the families have requested a primary provider after Berdecia-Rodriguez. Brownell will assign them to Gianarelli until Hammond comes mid-July.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The Life Safety Code survey was sent to the CMS website, and the PoC was submitted on Friday through the same site. The med gas was the main cite, and a request for a six-month waiver. Frydenlund is researching options for repair. All audits for June have been completed, and a care plan audits are being completed this week. Hohn would like to acknowledge Jacobson's efforts to help with all processes.
 - c. Other.
5. Action Item.
 - a. Contract for Medical Director. **Motion to approve the contract between MCC and MHSI to provide Todd Gianarelli, MD as medical director was made by Brandon, and**

seconded by Pehan. Motion carried unanimously.

6. Adjournment – Meeting was adjourned at 9:45 a.m.
7. The next meeting will be July 1, 2015 at 9:00 a.m. in the MMC conference room.

COMMISSIONER'S AGENDA

10:00 AM

June 29, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan, Boyd Jackson, Mac McDermott, Eve Jacobson, Merle Raph, Deb Munson and Treva Nelson.

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of June 22, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion carried.

Allan opened the public hearings.

1. Public Hearing: 2014-2015 Budget Revision. **Discussion was held on budget revisions for the year.**
2. Public Hearing: Compensation Board. **Deb Munson talked about the legislature passing an amendment to Section MCA 7-4-2503. This would entitle the Clerk of Court and Justice of the Peace to receive an additional \$2,000. Discussion followed on whether the duties had changed or been added to. Consensus was to not increase the Clerk of Court or Justice of the Peace salary by \$2,000.**
Treva asked if a salary increase could be given to 1 elected official and not another. The State is reimbursing the county for more than half of the County Attorney's salary. Treva motioned to increase the county contribution to equal what the state reimburses for the County Attorney's salary. Joe 2nd the motion. The motion passed.
Discussion was held on compensation for the elected officials. Joe motioned to increase elected official salary by 1.5% pending the certified values and provided the revenue budget can support the increase. Boyd 2nd the motion. Voting nay; Eve, Mac, Deb Brandon, Donna. Voting yea; Boyd, Joe Merle, Allan and Treva. The motion passed.
3. Consider approval of Resolution 11-2015, a resolution amending Toole County budgets. **Deb motioned to approve Resolution 11-2015. Joe 2nd the motion and all were in favor. The motion passed.**

**RESOLUTION 11-2015
A RESOLUTION AMENDING BUDGETS**

Fund 1000 General

WHEREAS: Expenditure account 420600-316 was increased by \$8,938.32 and Revenue account 342000 was also increased by \$8,938.32, this was an unforeseen expense and reimbursement for Trunked Land Mobile Radio Equipment. This did not affect the General Fund Budget, and

Fund 2956 CTEP

WHEREAS: Fund 2900 loaned Fund 2956 \$3,072.94 in the last fiscal year and the monies were paid back in the 13th month causing a correction to the budget, and

Fund 2155 Predatory Cattle and Fund 2900 PILT

WHEREAS: \$600 was added to account 440700-300. This was a mistake in the budget calculation. \$1,288.01 was transferred from PILT Fund 2900 cash to Fund 2155 cash to cover the short fall of revenue, and

Fund 2150 Predatory Sheep and Fund 2900 PILT

WHEREAS: \$513.86 was transferred from PILT Fund 2900 cash to Fund 2150 cash to cover the short fall of revenue, and

Fund 2200 Shelby Mosquito

WHEREAS: The Mosquito District purchased new equipment and the budget was increased by \$1,530, and

Fund 2371 Employer Health and Fund 2372 Permissive Health Insurance

WHEREAS: Permissive Health had a negative cash balance of \$6,270.90 due to unpaid taxes. \$6,270.90 cash was moved back into Permissive Health Fund 2372 from Fund 2371 to cover the shortage, and

Fund 2900-Pilt and Fund 2388 – Stonegarden Reimbursements

WHEREAS: The Stonegarden reimbursements have not all come in by the end of the fiscal year, which left a negative cash balance of \$18,498.23. The PILT Fund will loan cash to the Stonegarden Fund 2388 until the reimbursements come in, and

Fund 2860 Land Use and Pilt 2900

WHEREAS: The budget was over spent by \$1,642 because of unforeseen circumstances. Fund 2860-411000-300 was increased by \$1,642 and Fund 2859-411060 was decreased by \$1,642. The negative cash balance of \$1,891.52 was transferred from Fund 2900 to Fund 2859. This fund 2860 will no longer be in use, and

Fund 2971 WIC and Fund 1000

WHEREAS: The WIC reimbursements have not all come in by the end of the fiscal year, which left a negative cash balance of \$7,303.14. The General Fund will loan the cash to WIC Fund 2971 until the reimbursements come in, and

Fund 5420 and Fund 1000

WHEREAS: Fund 5420 Marias Medical Center had a negative cash amount of \$60,777.61 as of the end of the fiscal year. The General Fund 1000 will loan cash to Marias Medical Center Fund 5420 until the reimbursements come in, and

Fund 4021 Law Enforcement Capital Improvement

WHEREAS: \$16,000 was moved from account 420100-920 and put into account 420100-940. This did not change the overall budget, and

Fund 4022 NTC Rural Fire Capital Improvements

WHEREAS: \$5,800 was moved from account 420461-920 to account 420461-390. This did not change the overall budget, and

Fund 5610 Airport Commission

WHEREAS: \$45,000 was moved from account 430310-363 to account 430310-920. \$2,000 was moved from account 430310-940 to account 430310-363. This did not change the overall budget, and

Fund 7300 NETA and Fund 2399 Impact Fees

WHEREAS: Fund 7300 NETA borrowed \$500,000 from Fund 2399 Impact fees. This is a short term loan and will not affect the budget, and

THEREFORE BE IT RESOLVED in a meeting held on June 29th, 2015, after holding a public hearing the above budgets and/or cash were approved and adjusted.

ADOPTED this 29th day of June, 2015 by The Board of Toole County Commissioners

Allan Underdal

Allan Underdal, Chairman

Deb Brandon

Deb Brandon, Commissioner

Joe Pehan

Joe Pehan, Commissioner

ATTEST:

Treva Nelson
Treva Nelson, Clerk & Recorder



The Board of Directors of Marias Care Center met July 1, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan
Directors Absent: None
Management Present: Nursing Home Administrator Judy Melin, Randy Nightengale and Renae Manley
Management Absent: Kathy Danielson
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:05 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the June 24, 2015 minutes as presented was made by Brandon and seconded by Pehan.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Judy Melin reported the census is at 34, with one who may admit for therapy. The celebration/Fourth of July event will be tomorrow from 11-1 p.m. The CMS site is checked about three times a day for acceptance notice of the Plan of Correction (PoC). No word has been received on either that or the fines. A Congressional Inquiry has been opened and will begin July 11. The new RN has completed her general orientation and should be able to start orienting on the floor this week. The new LPN has been going through orientation on the floor. The CNA from Conrad retested and passed, so both should be starting soon. Out of 34 residents, eight are dependent on the Hoyer lift. It does require two people to run. Orienting/training for its use is being completed and is important for patient and employee safety. One complaint regarding lifting issues was written and addressed. When it comes to staffing needs, she and Hohn have also recognized the residents in the special care unit require round the clock care. Frydenlund has brought nine mattresses from the annex to the Care Center and will replace the ones with holes in them. All residents affected by Berdecia-Rodriguez's departure have a physician of record. Lamb was contacted regarding the transition at the end of the month due to Melin's departure, especially considering Danielson is still out on medical leave. Schnee has agreed to back up Jacobson for MDS's and Care Plans. George Bewick will be the Administrator starting August 1. The pharmacists have been contacted, and one would be willing to come to the PI/QA meeting.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing.
 - c. Other. Nightengale spoke with Weil, and letters will need to go out to residents today for a transition date of September 1. The language in the contract will need to reflect any CMS fines being the liability of Toole County. The commissioners will post a notice and a public meeting will be held in the conference room July 10 at 10 a.m. *(This has been changed to July 9 at 10 a.m.)*
6. Action Item.
 - a. **Motion to approve sending a letter to residents of notice of intention to enter into a lease agreement with EmpRes beginning September 1 was made by Brandon and seconded by Pehan.** Motion carried unanimously.
 - b. **Motion to authorize the Nursing Home Administrator to appoint an acting DON in the absence of the current DON was made by Pehan and seconded by Brandon.** Motion carried unanimously.
7. Adjournment – Meeting was adjourned at 9:45 a.m.
The next meeting will be **July 8, 2015 at 11:00 a.m.** *(Please note change of regular time.)*

COMMISSIONER'S AGENDA

10:00 AM
July 2, 2015

PRESENT: **Allan Underdal, Deb Brandon, Lloyd Omdahl and Treva Nelson**

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of June 29, 2015 Minutes: Joe motioned to approve the minutes. Deb second the motion. Motion passed.

1. Consider approval of contract between Marias Healthcare Services, Inc. and Toole County for Medical Director services for Marias Care Center. **Deb motioned to approve the contract. Joe second the motion. Motion passed.**
2. Consider approval of Change Order Request #2 for the courthouse ramp project in the amount of \$7,209.00. **Joe motioned to approve Change Order #2. Deb second the motion. Motion passed.**

The Board of Directors of Marias Care Center met July 8, 2015 at 11:00 a.m.

Directors Present:	Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan
Directors Absent: None	
Management Present:	Nursing Home Administrator Judy Melin, Randy Nightengale and Renae Manley
Management Absent:	Kathy Danielson
Guests Present: None	

1. Call to Order. Chair Underdal called the meeting to order at 11:05 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the July 1, 2015 minutes as presented was made by Pehan and seconded by Brandon.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Judy Melin reported the census is at 34, with another inquiry made yesterday. Gilmore is on vacation this week, but Jacobson and Melin are returning calls. A meeting was held Monday for assignments, rounds and duties. The new RN is orienting on the floor. One new CNA did start last night, but may not stay. The nine mattresses from the annexes are currently in use, with seven more on the way. Danielson had surgery on July 2, and no return date has been set. Schnee has declined to take on administrative-type duties, but she is much needed on the floor. Some disciplinary issues have been identified. Charge nurses are performing evaluations on the CNAs. The Special Care Unit needs to be reevaluated with current residents and staffing hours in mind. The Direct Care wage package has been received, and is due July 31, 2015. \$34,028 will be paid in two parts: July, 2015 and January, 2016. Letters were sent to residents, families and representatives regarding the EmpRes lease and she has received no

feedback. Jacobson has been listed as the acting DON for the time period that Danielson is on leave. The fines are still pending, with an extension being requested. Discussion was held regarding potential outcomes.

- b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The next meeting will be Tuesday, July 14 at 9 a.m. She will contact the pharmacist to see if one can attend.
 - c. Other. The Fourth of July celebration went well and was well attended. A debriefing was held to discuss what went well and what could be improved. The new administrator will start August 1, 2015, and salary, benefits, and associated relocation fees will be billed to the county for the month of August, and monthly after until an agreement is signed. A fund for the Care Center will be designated at the county level. The EmpRes meetings for employees will be today at 2:30 and 4 p.m. and be held in the coffee corner. The public meeting will be tomorrow at 10 a.m. in the conference room. Employees have been called, notifications were posted and the meetings have been announced on the radio and in the newspaper.
6. Action Item.
7. Adjournment – Meeting was adjourned at 11:45 a.m.

The next meeting will be **July 15, 2015 at 9:00 a.m.**

The Board of Directors of Marias Care Center met July 9, 2015 at 10:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan

Directors Absent: None

Management Present: Nursing Home Administrator Judy Melin, Randy Nightengale and Renae Manley

Management Absent: Kathy Danielson

Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 10:10 a.m.
2. Informational Public meeting regarding the EmpRes lease.
 - o Letter was issued to Resident families/contacts regarding the lease. This is a standard 60 day notice
 - o Employee meetings took place on July 8, 2015 regarding the transition
 - o Brent Weil was present and provided information regarding EmpRes
 - EmpRes already has a presence in Montana as well as several other states
 - Employee owned company
 - The company is committed to caring for residents, families, employees and the community
 - Mission is to assist each individual resident to achieve their highest desired potential
 - o The target date for the transition at this point is September 1, 2015
 - o During the employee meetings, employees were able to ask questions. During this time several rumors were addressed. Employees are encouraged to ask any further questions they have.
 - Employees were notified that they are not cutting jobs or wages
 - Date of Hire will stay as their original Date of Hire

- Additional meetings will be scheduled in the near future with Personnel Representation from EmpRes and discussions around benefits and health insurance will occur
- Question and Answer Session:
 - Will Housekeeping have to reapply?
 - All employees will have to reapply for formality purposes
 - Laundry will stay with the hospital and be billed out as appropriate for services provided to the Care Center
 - The employee transition for housekeeping and laundry will be worked through as some individuals will work for EmpRes and some still for Marias
 - What is this costing the county?
 - Approximately \$300,000 annually. There is a formal lease between EmpRes and the County. There is a cost savings for the hospital/county in several ways, including on the cost report
 - Does EmpRes take over everything at the Care Center?
 - EmpRes will be responsible for everything within the walls of the Care Center. They will employ the staff of the Care Center, Care Center Housekeeping and Dietary. Maintenance time will be allocated as appropriate and billed to EmpRes. The physical building remains the county's.
 - Does EmpRes assume the current debt?
 - They do not. The daily fine that was accruing has stopped as Compliance was established as of May 8, 2015. EmpRes has brought in resources already to help in obtaining substantial compliance. Their help has been very much appreciated as they already know this business and had tools to solve several issues. EmpRes' is here for the Resident's best interest now as well as in the future.
 - Who is responsible for patient's liability?
 - EmpRes will assume patient liability.
 - How will utilities be billed?
 - There will be a shared services agreement between Marias and EmpRes for utilities. Overall there are benefits for both EmpRes and Marias and people will continue to be employed with a facility in the community.
 - How long is the contract for?
 - The contract will be for 5 years.
 - Who is going to own/house the medical records?
 - There will be a designated time of when the records are Marias' vs. EmpRes. This is one detail that will continue to be worked through. The current EHR system will be used at this point in time.
 - Does this affect how some of Rehab Services are employed by the hospital?
 - No, rehab employees will still continue to be employed as they currently are and the costs will be passed through. The rehabilitative

services available at the center already will continue to be used for the residents.

- Will a local pharmacy be used?
 - Omnicare pharmacy will likely be used; however local pharmacies will still be utilized for first doses and other situations.
 - How is continuing education affected?
 - EmpRes will be responsible for providing continuing education. However, they may work with the hospital for some education resources.
 - EmpRes will be responsible for maintaining employee files for education, employment, health, etc.
 - If an employee has an exposure will they use MMC's services?
 - Yes. Also, EmpRes will be responsible for workman's compensation.
 - Will employees of EmpRes still have county health insurance?
 - Employees transitioning to EmpRes will be provided with their health insurance options. There will not be a lapse in coverage
 - Will functional job descriptions be the same for EmpRes as Marias?
 - EmpRes will use their job descriptions. Discussions will continue regarding pre-work screens.
 - Is EmpRes an entity on their own?
 - Yes.
 - How will it work for equipment?
 - The current equipment will be included in the lease. If anything breaks within the walls of the building, EmpRes will be responsible for fixing/replacing. If a new piece of equipment is brought in that currently does not exist, that will be EmpRes' property.
 - Will more help be hired?
 - Employees will be hired as needed. Individuals will be hired from the community, as normal.
 - Will housekeeping be completely retrained?
 - Employees will be trained on EmpRes' policies and procedures. They do not anticipate extensive re-training.
 - How will providers be used for residents?
 - Resident's provider's will continue to be contacted for their care as needed.
 - Will laundry equipment be replaced?
 - Laundry stays with the hospital
 - How will billing for residents be handled?
 - Upon the transition, EmpRes will be responsible for billing of patients, including the collection of payment. If a resident is unable to pay, there will be steps taken; it could result in a 30-day notice.
- a. The Bunkhouse and Brittain House details will continue to be worked through as it is utilized by an array of different individuals.

- b. Currently Judy Melin is the Care Center Administrator. There is an individual who has been hired to start August 1, 2015. Until the transition the individual will be hired by EmpRes and the cost will be billed to Marias. Special thanks to Judy and the great job she has done.
 - c. Details will continue to be worked through to ensure a seamless transition.
 - d. Please contact Commissioners if any additional questions or concerns. EmpRes will be on-site in the time leading up to the transition.
 - e. Thanks to Bret for coming.
3. Adjournment – Meeting was adjourned at 10:45 a.m.
 4. The next meeting will be **July 15, 2015 at 9:00 a.m.**

The Board of Directors of Marias Care Center met July 15, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal and Joe Pehan
 Directors Absent: Vice Chair Deb Brandon
 Management Present: Nursing Home Administrator Judy Melin, Randy Nightengale and Renae Manley
 Management Absent: Kathy Danielson
 Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:01 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the July 8 and 9, 2015 minutes with corrections was made by Pehan and seconded by Underdal.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Judy Melin reported that census is at 34, with two inquiries. Admissions are not being denied. Danielson has an appointment Thursday and may have a return date. CNA staffing is at a critical level, and vacations have been denied as patient care needs to come first. Fender and she met since both are struggling. One CNA went to work at the Heritage, and another is returning to school in August. The Special Care Unit is now open, and wander guards are being utilized. Some disciplinary actions are being escalated with the help of HR and the Union. The Direct Care Wage proposal is still being discussed with EmpRes. Nothing has been heard from CMS regarding the fines, and the website is checked three times a day. The wound care nurse from AMT was here yesterday and only two residents are in need of services at this time. Dr. Lawrence Hammond has started at the clinic and will be seeing residents at the Care Center. Oxygen tank alarms were provided by the respiratory therapy department, so they would not be in need of more regulators. Funds from the Foundation have been designated in the amount of approximately \$750. Dining room enhancement including tablecloths, music and panels on the windows might be a good use of the funds. Jacobson's annual review was completed, along with an evaluation of her duties. Melin recommends a 7% increase in her salary, which Nightengale shared would need to be determined in consultation with EmpRes.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The QA meeting was well attended yesterday. The agenda for those meetings is quite extensive and was shared with this Board. Melin offered to come once a month prior to the QA meetings in the absence of the permanent DON, and presented an interim contract. The

Life Safety Code PoC has not been accepted or denied. Melin will follow up with the State.

- c. Other.
- 6. Action Item.
- 7. Adjournment – Meeting was adjourned at 9:50 a.m.
The next meeting will be TBD.

COMMISSIONER'S AGENDA
10:00 AM
July 16, 2015

PRESENT: Allan Underdal, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of July 2, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion carried.

- 1. Consider approval of lease #5892-E, in the amount of \$547.88/month between the Dept. of Revenue and Toole County for office space in the courthouse, effective 7/1/2015-6/30/2017. **Joe motioned to approve. Allan 2nd the motion and the motion carries.** The previous monthly payment was \$521.78.

COMMISSIONER'S AGENDA
10:00 AM
July 20, 2015

PRESENT: Allan Underdal, Joe Pehan, and Deb Brandon

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of July 16, 2015 Minutes: Joe made a motion to approve the minutes, Allan seconded and the motion carried.

- 1. Consider approving a request from the Montana Department of Transportation for Toole County to relinquish their jurisdiction and maintenance of the following abandoned portion of Old Highway 2: A portion of roadway, formerly U. S. Highway 2, situated in S¹/₂SW¹/₄ of Section 32, Township 33 North, Range 4 West in Toole County, MT. **Joe made the motion to approve the relinquishment of jurisdiction and maintenance as long as MDT grants North Central Montana Regional Water (NCMRW) the requested Utility Easement across the old highway prior to selling its fee interest and discharging its easement interest to Torgerson Farm Partnership. Deb seconded the motion and the motion carried.**

The Board of Directors of Marias Care Center met July 21, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan
Directors Absent: None
Management Present: Nursing Home Administrator Judy Melin, Randy Nightengale and Renae Manley
Management Absent: Kathy Danielson
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the July 15, 2015 minutes was made by Brandon and seconded by Pehan.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Judy Melin reported that the most recent Plan of Correction on the Life Safety Code has been accepted by CMS. She spoke with Boucher at the state and he will be talking to CMS about the waiver. She will cc Frydenlund and the commissioners when it's received. Jeff Stepanski has requested she extend her contract and return August 3-10. George Bewick, the new administrator, will start August 10 rather than August 1. Census is at 34 with one recent inquiry. Staffing is difficult for summer vacations, but morale has improved and staff members are willing to help fill in the schedule. Dining enhancement supplies have been priced and would equal the amount of funds that had been approved by Foundation. Brandon will notify that board. Melin brought an article that CMS is recommending a substantial overhaul in long term care facilities, with the intent of modernizing the regulations. The Special Care unit being open is still working well. One resident will get a wander guard.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The audits in SA Encompass are working well.
 - c. Other.
6. Action Item.
 - a. Interim Consulting Contract with Melin. **Not needed as of this meeting.**
7. Adjournment – Meeting was adjourned at 9:30 a.m.
8. The next meeting will be **July 29, 2015 at 9 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

July 27, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of July 20, 2015 Minutes: Joe motioned to approve the minutes. Deb second the motion and the motion carried.

1. Consider accepting the T & E bid for 2 graders as recommended by the Road/Weed Board on 7/21/2015. The following two bids were opened on 7/20/15:

RDO Equipment:

Machine: 2015 John Deere 772G

Net Purchase Price: \$332,972

Trade-In of Old Grader: \$98,000

Five Year Guaranteed Buy Back: \$208,900

Total Cost: \$26,070

T & E (Tractor and Equipment):

Machine: 2015 Caterpillar 12M3AWD

Net Purchase Price: \$294,585

Trade-In of Old Grader: \$146,000

Five Year Guaranteed Buy Back: \$218,225

Total Cost: -\$69,640

RDO Equipment did not submit a complete bid on time so this bid will not be considered.

Joe motioned to accept the T&E bid, per the Road/Weed Board recommendation.

Deb

second the motion and the motion carried.

2. Consider approval of Annette Freeland to the Shelby Senior Center Board with a term to end on 12/31/16. **Deb motioned to approve Annette Freeland. She will be replacing Ellen Perez. Joe second the motion and the motion carried.**

The Board of Directors of Marias Care Center met July 29, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan

Directors Absent: None

Management Present: Acting DON Penny Jacobson, Randy Nightengale and Renae Manley

Management Absent: Nursing Home Administrator Judy Melin and Kathy Danielson, DON

Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:22 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by**

Pehan. Motion carried unanimously.

2. Approval of Minutes. **Motion to approve the minutes of the July 21, 2015 minutes was made by Brandon and seconded by Pehan.** Motion carried unanimously.
3. Public Comment on agenda items. None.
4. Informational Items
 - a. Administrator report – Penny Jacobson, acting DON, reported there are currently 33 residents, with one in the hospital. (One passed away this week.) Three admits are scheduled for next week. The special unit rooms will be used for those admits. Staffing for CNAs is still an issue, but another LPN has been hired so nursing staff is suitable. Two CNAs are leaving next week, which will add to the staffing challenges. Melin will return from vacation Monday, and Danielson doesn't have a return date at this time. The weekends are being covered by Seubert and/or Gilmore. The special unit residents who wander have wander-guards on, and staff has been instructed to walk with them.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. Some challenges getting paperwork signed have been experienced with providers being out. Former Berdecia residents are being seen by Hammond, MD; Walton, FNP and Rost, PA-C.
 - c. Other.
5. Action Item.
6. Adjournment – Meeting was adjourned at 9:33 a.m.

The next meeting will be **August 5, 2015 at 9 a.m. in the Conference Room.**

The Board of Directors of Marias Care Center met August 5, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon, Joe Pehan and Nursing Home Administrator Judy Melin
Directors Absent: None
Management Present :Randy Nightengale and Renae Manley
Management Absent: Kathy Danielson, DON
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the July 29, 2015 minutes was made by Brandon and seconded by Pehan.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
6. Administrator report – Judy Melin reported there are currently 34 residents, with two more admits this week, and one for the beginning of next week. Inquiries are consistent with news of improved care being shared. Continuity of care is ongoing with the Heritage Center. No travel nurses are necessary for the August schedule, although they are being utilized for CNA coverage. One interview was held last week. The floor plan is being reviewed to consolidate residents to save staff time. Housekeeping is also benefitting from the consolidation. Danielson has an appointment today so hope to hear her status afterward. The Plan of Correction for the Life Safety Code Survey has been accepted. Frydenlund has contacted plumbers to perform the work, but they are unable to meet the deadline of August 26. Frydenlund will be in contact with the State. The electrical and fire alarm tags have been corrected. The costs for supplies and staff have been split from the Hospital. They are unable to bill insurance for a wound vac on a resident, so the cost is being

absorbed by the Care Center. Melin shared one of the manuals for the new Administrator that includes all communications regarding the recent surveys. The commissioners and Melin agreed that she stay to orient the new Administrator, George Bewick, next Monday and Tuesday. Jacobson has been extremely helpful in Danielson's absence. Conflicts among staff have improved. Nightengale has a printer he will give to the administrator. Melin offered her services as a nurse consultant to help with audits in the future.

7. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The audits are being reviewed and some tasks will be delegated to other nursing staff.
 8. Other. The attorney will be filing the complaint today. The employee appreciation barbeque is at the city pool today at 5:30 p.m.
 9. Action Item.
 10. Adjournment – Meeting was adjourned at 9:30 a.m.
- The next meeting will be **August 12, 2015 at 11 a.m.**

COMMISSIONER'S AGENDA

10:00 AM

August 6, 2015

PRESENT: Allan Underdal, Joe Pehan and Deb Brandon

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of July 27, 2015 Minutes: Approval postponed until next Commission meeting.

1. Consider approval of Amendment #1 to the WIC (Women, Infants and Children) contract. The total budget amount for delivery of services from 10/1/2014 - 9/30/2015 will increase from \$42,404.00 to \$46,404.00. **Joe motioned to approve, Deb 2nd and the motion carried.**
2. Consider approval of Change Order #3 on the courthouse ramp remodel project in the amount of \$1,143.00. **Deb motioned to approve, Joe 2nd and the motion carried.**
3. Consider approval of contract with the City of Lewistown for the lease of a 1995 fire truck at a cost of \$1,000 plus expenses per month. **Joe motioned to approve the contract subject to review by the county attorney, Deb 2nd and the motion carried.**
4. Consider approval of the Nine Mile County Water/Sewer District Order declaring the district duly organized. **Deb motioned to approve, Joe 2nd and the motion carried.**
5. Consider approval of Contract #2016-003-112 between Area III and Toole County (Kevin & Sunburst Senior Centers) for FY2016 (7/1/2015-6/30/2016) in the amount of \$16,641.00. **Joe motioned to approve, Deb 2nd and the motion carried.**
6. Consider approval of Contract #2016-003-111 between Area III and Toole County (Shelby Senior Center) for FY2016 (7/1/2015-6/30/2016) in the amount of \$56,407.00. **Joe motioned to approve, Deb 2nd and the motion carried.**
7. Consider approval of Youth Dynamic's request to provide youth chemical dependency services within Toole County at no cost to Toole County. **Approval will not change Toole County's Service Provider agreement with Gateway Community Services;**

Gateway receives 100% of our alcohol tax monies for FY15-16. Deb motioned to approve, Joe 2nd and the motion carried.

8. **Consider approval of the updated bylaws of the Toole County Health Foundation. Deb motioned to approve, Joe 2nd and the motion carried.**

**ORDER DECLARING NINE MILE COUNTY WATER/SEWER
DISTRICT DULY ORGANIZED**

WHEREAS, certain landowners in Toole County, Montana, organized for the purpose of forming a county water/sewer district pursuant to Montana Code Annotated §7-13-2201 et seq. and §7-13-2301 et seq.; and

WHEREAS, a petition was drafted, circulated and signed by landowners in the proposed district and submitted to the Toole County Clerk and Recorder for review and verification of the signatures, pursuant to Montana Code Annotated §7-13-2204(2013); and

WHEREAS, a public notice was properly published pursuant to Montana Code Annotated §7-13-2205 and Montana Code Annotated §7-1-2121(2013); and

WHEREAS, a public hearing was held by the Toole County Board of Commissioners and they heard testimony from interested landowners and reviewed the petition for statutory compliance pursuant to Montana Code Annotated §7-13-2206(2013); and

WHEREAS, the Toole County Clerk and Recorder certified the Petition and declared that the twenty-seven (27) signatures were from twenty-seven (27) persons who qualify as one hundred percent (100%) of the land owners in the proposed district, pursuant to Montana Code Annotated §7-13-2212(2013).

THEREFORE, pursuant to Montana Code Annotated §7-13-2208(3), no election is required and it is hereby declared that the territory enclosed within the proposed boundaries of the Nine Mile County Water/Sewer District are hereby as a duly organized county water/sewer district.

DATED this 6th day of August, 2015

TOOLE COUNTY BOARD OF COMMISSIONERS

Allan Underdal

CHAIRPERSON

Deb Brandon

MEMBER

Joe Pehan

MEMBER

ATTESTATION:

Treva Nelson

TREVA NELSON

TOOLE COUNTY CLERK AND RECORDER

The Board of Directors of Marias Care Center met August 12, 2015 at 11:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Joe Pehan and Nursing Home Administrator George Bewick
Directors Absent: Vice Chair Deb Brandon
Management Present: Kathy Danielson, DON and Renae Manley
Management Absent: Randy Nightengale
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 11:01 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the August 5, 2015 minutes was made by Pehan and seconded by Underdal.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
6. Administrator report – George Bewick was introduced and welcomed, and said he's excited to be here. He reported the census is at 36 today, with a possible discharge this week. There will be approximately 40 hours of travel CNA hours billed this week. A swing shift of midday to evening is being explored. It's a risk/safety issue, especially during dinner. Recruitment of CNAs is ongoing. Underdal advised Drishinski is researching options to get the CNA training program back to the facility. A timed release bar is available with the wanderguard system. He doesn't know cost, but would like to research it as an additional measure of safety. September 1 is still the target date for the EmpRes lease to begin. Bewick asked the board if there was anything specific it needed from him. They suggested to continue with ongoing communication and progressive care for the residents.
7. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. Bewick is updating the QI and audits to include the meetings. A Patient Care Policy committee will be formed with the medical

director.

8. Other. Danielson has returned and is glad to be back. Underdal reported Nightengale is following up with EmpRes on the contractual level in order to be ready to reach an agreement with them.
9. Action Item.
Adjournment – Meeting was adjourned at 11:32 a.m.
The next meeting will be **August 19, 2015 at 9 a.m.**

COMMISSIONER'S AGENDA
2:00 PM
August 17, 2015

PRESENT: Allan Underdal, Joe Pehan, Debra Munson and Deb Brandon

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of August 6, 2015 Minutes: Joe made a motion to approve, Deb 2nd the motion, and the motion carried. July 27 minutes still need to be approved.

1. Consider approval of the Montana Tobacco Use Prevention Program, MTUPP, and Subcontractor Agreement 2015-2016. **Deb made a motion to approve, Joe 2nd the motion, and the motion carried.**
2. Consider appointing the following people to the Sunburst Mosquito District Board as recommended by the Sunburst City Council:

Dave Ryan – term to end 12/31/2015
Gary Iverson - term to end 12/31/2016
Lorri Housel - term to end 12/31/2016
Michael Tobin - term to end 12/31/2017
Tim Tharp - term to end 12/31/2017

Deb made a motion to approve, Joe 2nd the motion, and the motion carried.

3. Consider approval of a pipeline easement with Northwestern Energy on Toole County Airport property. **Joe made a motion to approve, Deb 2nd the motion, and the motion carried.**

The Board of Directors of Marias Care Center met August 19, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon, Joe Pehan and Nursing Home Administrator George Bewick

Directors Absent: None

Management Present: Kathy Danielson, DON, Randy Nightengale and Renae Manley

Management Absent: None

Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan. Motion carried unanimously.**
3. Approval of Minutes. **Motion to approve the minutes of the August 12, 2015 minutes was**

made by Pehan and seconded by Brandon. Motion carried unanimously.

4. Public Comment on agenda items. None.

5. Informational Items

- a. Administrator report – Bewick reported the census is at 36. CNA staffing is short again today. He asked about the possibility of hiring Hospitality Aides. These would be non-clinical aides from 3 or 4 to 6 p.m. A job description would have to be created. Another option could include for community service, but lacks the accountability needed. Bewick spoke with Krahn about the delayed access system with WanderGuard. The state policy and procedure book is quite large, and Bewick is trying to condense it for staff. The Standup meeting policy is being condensed to one page. QAPI policies will be condensed as well and forwarded to EmpRes for approval. No grievances were reported this week. The medical gas waiver requested was approved until October 1. Diamond Plumbing from Kalispell was the only company who responded, and parts have been ordered. No estimate has been received to date. Pondera Medical Center had their survey last week. Danielson and Bewick will take applications to training locations in Great Falls and Helena. Housing for travel staff was discussed. Forty hours were staffed last week with travelers. Grants are available for rural educational opportunities, and Bewick will research that. Providing meals to staff may be an option for a staff incentive. An analysis of costs per meal per day will be completed. Nightengale will contact EmpRes with Bewick's contact information. Staff have been receptive, knowledgeable and willing. The Care Center CNAs will receive a \$1.35 raise from the Direct Care wage package after the Union contract is finalized. Negotiations are scheduled for August 31. The Board would like all documents ready for the lease agreement with EmpRes as there a few items that still need to be decided. Nightengale and Bewick will call Weil.
- b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. The survey process of QAPI was discussed and Bewick will bring a sample of the direction he'd like to take the program next week.
- c. Other. Nightengale will contact the attorney regarding the lack of response on the fine issue.

6. Action Item. None.

7. Adjournment – Meeting was adjourned at 10:25 a.m.

The next meeting will be **August 26, 2015 at 9 a.m.**

COMMISSIONER'S AGENDA

10:00 A.M.

August 24, 2015

PRESENT: Allan Underdal, Joe Pehan, and Deb Brandon

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of July 27 and August 17, 2015 Minutes: Joe motioned to approve the minutes of July 27 and August 17, 2015. Deb seconded the motion, and the motion carried.

1. Consider approval of a Professional Services Agreement with Stahly Engineering & Associates, Inc., providing for updates to subdivision regulations at a cost of \$700.00.

- Deb made the motion to approve, Joe seconded the motion, and the motion carried.**
2. Consider approval of Proposal #0205 by Shelby Glass for installation of a back door and canopy enclosure of approximately 14' for the Shelby Senior Center. **Joe made the motion to approve the back door project at a maximum cost of \$22,900.00 with negotiations to include placement of a 36" door rather than the existing 42" door. Deb seconded the motion, and the motion carried.**
 3. Consider approval of Proposal #0206 by Shelby Glass for repairs and/or installation of a front door for the Shelby Senior Center. **Joe made a motion to accept Option 2 Proposal to replace hinges at a maximum cost of \$950.00. Deb seconded the motion, and the motion carried.**
 4. Consider approval of a Detention Service Agreement from Correctional Service, Inc. at a fee of \$240.47 per day, per juvenile. **Deb made the motion to approve, Joe seconded the motion, and the motion carried.**
 5. Consider approval of FY 2015-16 Budget for Shelby Elementary School. **Joe made a motion to approve, Deb seconded the motion, and the motion carried.**
 6. Consider approval of FY 2015-16 Budget for Shelby High School. **Joe made a motion to approve, Deb seconded the motion, and the motion carried.**
 7. Consider approval of FY 2015-16 Budget for Sunburst K-12 Schools. **Joe made a motion to approve, Deb seconded the motion, and the motion carried.**
 8. Consider approval of FY 2015-16 Budget for Galata Elementary School. **Joe made a motion to approve, Deb seconded the motion, and the motion carried.**

COMMISSIONER'S AGENDA
10:00 A.M.
August 31, 2015

PRESENT: Allan Underdal, Joe Pehan and Deb Brandon

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of August 24, 2015 Minutes: Joe made the motion to approve the 8/24/15 minutes; Deb seconded the motion and the motion carried.

1. Consider approval of Resolution 12-2015, a resolution declaring the Nine Mile County Water/Sewer District duly organized. **Deb made the motion to approve; Joe seconded the motion and the motion carried.**

Other discussion: After meeting with Pat McDonough re. The back door for the Shelby Senior Center on 8/28/15, it was agreed that the 42" door would be installed as there would be no cost savings by installing the 36" door.

RESOLUTION 12-2015

A RESOLUTION DECLARING THE NINE MILE COUNTY WATER/SEWER DISTRICT DULY ORGANIZED

WHEREAS, certain landowners in Toole County, Montana, organized for the purpose of forming a county water/sewer district pursuant to Montana Code Annotated §7-13-2201 et seq. and §7-13-2301 et seq.; and

WHEREAS, a petition was drafted, circulated and signed by landowners in the proposed district and submitted to the Toole County Clerk and Recorder for review and verification of the signatures, pursuant to Montana Code Annotated §7-13-2204(2013); and

WHEREAS, a public notice was properly published pursuant to Montana Code Annotated §7-13-2205 and Montana Code Annotated §7-1-2121(2013); and

WHEREAS, a public hearing was held by the Toole County Board of Commissioners and they heard testimony from interested landowners and reviewed the petition for statutory compliance pursuant to Montana Code Annotated §7-13-2206(2013); and

WHEREAS, the Toole County Clerk and Recorder certified the Petition and declared that the twenty-seven (27) signatures were from twenty-seven (27) persons who qualify as one hundred percent (100%) of the land owners in the proposed district, pursuant to Montana Code Annotated §7-13-2212(2013).

NOW THEREFORE BE IT RESOLVED BY THE TOOLE COUNTY COMMISSIONERS; that the territory enclosed within the proposed boundaries of the Nine Mile County Water/Sewer District is hereby declared a duly organized county water/sewer district, and pursuant to Montana Code Annotated §7-13-2208(3), no election is required.

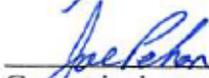
BOARD OF TOOLE COUNTY COMMISSIONERS dated August 31, 2015.



Chair



Commissioner



Commissioner

ATTEST:



Clerk & Recorder

COMMISSIONER'S AGENDA
10:00 A.M.
September 3, 2015

PRESENT: Allan Underdal, Deb Brandon, Dwaine Iverson and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of August 31, 2015 Minutes: Deb motioned to approve the August 31, 2015 minutes. Allan second the motion and the motion carried.

1. Public Hearing: FY 2015-16 Budget. **Allan opened the Public Hearing. The Public hearing will be continued at a meeting on Wednesday, September 9, 2015, at 11:00 a.m.**
2. Consider approval of Resolution 13-2015, a resolution passing the proposed budget of Toole County for Fiscal Year 2015-2016. **No action taken.**

COMMISSIONER'S AGENDA

11:00 A.M.

September 9, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of September 3, 2015 Minutes: Deb motioned to approve the minutes. Joe seconded the motion, and the motion passed.

1. Continuation of Public Hearing: FY 2015-16 Budget **Allan mentioned that this meeting is a continuation of the September 3, 2015 meeting. Allan asked if there had been any requests for information. No information was request and no one from the public attended the meeting. The Public Meeting was closed.**
2. Consider approval of Resolution 13-2015, a resolution authorizing cost-of-living salary adjustments for elected officials and most county employees not including Marias Medical Center employees who are covered separately. **Deb motioned to approve Resolution 13-2015. Joe seconded the motion and the motion carried.**
3. Consider approval of Resolution 14-2015, a resolution passing the proposed budget of Toole County for Fiscal Year 2015-2016. **Joe motioned to approve Resolution 14-2015. Deb seconded the motion and the motion carried.**
4. Consider canceling an agreement for gravel crushing that Toole County has with Matt Enneberg due to non-compliance with the agreement. **Joe motioned to give Enneberg Excavating LLC until September 25, 2015 to crush a minimum of 15,000 measurable cubic yards or the agreement is void for non-compliance.**

RESOLUTION #13-2015

A RESOLUTION TO AUTHORIZE COST-OF-LIVING SALARY ADJUSTMENTS FOR MOST COUNTY EMPLOYEES NOT INCLUDING MMC EMPLOYEES COVERED SEPARATELY

WHEREAS, the 2001 Legislature provided that county governing bodies create a county compensation board that shall prepare a compensation schedule for county elected officials for the succeeding fiscal year. The recommended compensation schedule shall be approved by a majority of the board including at least two Commissioners; and

WHEREAS, the Commissioners appointed the County Compensation Board and the Board met during two public hearings called by the Commissioners on June 18, 2015 and June 29, 2015 and discussed several suggested compensation schedules for the elected officials for FY2015-16; and

WHEREAS, the County Compensation Board recommended that compensation for elected officials in Toole County for FY 2015-16 be increased by a 1.50% cost-of-living adjustment and the recommendation was approved by the members of the Compensation Board; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Toole County Commissioners, that elected officials will receive a \$.33 per hour cost-of-living adjustment retroactive to July 1, 2015, which is 1.50% of the base salary of the Clerk & Recorder. This will translate to the following elected officials' salaries in FY 2014-15:

Clerk of Court: Base Salary of \$46,795.02

Clerk & Recorder: Base Salary of \$46,795.02

\$2,000 additional compensation allowed under Statute for being Election Administrator

Commissioners: Base Salary of \$48,795.02

Coroner: Base Salary of \$10,762.85

County Attorney: Base Salary of \$104,462.77

Justice of the Peace/City Judge: Base Salary of \$46,795.02

Sheriff/Public Safety Director: Base Salary of \$48,795.02

\$2,000 required by Statute for Sheriff & compensation for being the Public Safety Director

Treasurer/Assessor/Supt. of Schools: Base Salary of \$46,795.02

Additional \$3,000 approved by Commissioners for County Supt. of Schools duties

BE IT FURTHER RESOLVED that the Commissioners set the cost-of-living increase adjustment at \$.25/hr. for most other county employees who are employed on September 9, 2015 retroactive to July 1, 2015.

BOARD OF TOOLE COUNTY COMMISSIONERS DATED September 9, 2015

Allan Underdal

Allan Underdal
Toole County Chair

Joe Pehan

Joe Pehan
Commissioner

Deb Brandon

Deb Brandon
Commissioner

Attest:

Treva Nelson

Treva Nelson
Clerk & Recorder

RESOLUTION #14-2015

WHEREAS, PURSUANT TO Sections 7-6-4021, 4024, MCA, THE BOARD OF COUNTY COMMISSIONERS OF TOOLE COUNTY, MONTANA HAS HELD A PUBLIC HEARING AND PASSED RESOLUTIONS AS APPLICABLE ON THE PROPOSED BUDGET OF TOOLE COUNTY FOR FISCAL YEAR 2015-2016 AS REQUIRED BY LAW, AND

WHEREAS, SECTIONS 7-6-4036, MCA, PROVIDE FOR THE FIXING OF VARIOUS TAX LEVIES TO RAISE FUNDS SUFFICIENT TO MEET SAID EXPENDITURES AUTHORIZED IN THE BUDGET; AND

WHEREAS, AMENDMENTS TO THE FINAL BUDGET MAY BE MADE THROUGHOUT THE FISCAL YEAR AS PROVIDED IN 7-6-4031, MCA; AND

WHEREAS, THE MONTANA DEPARTMENT OF REVENUE IS REQUIRED TO CERTIFY TO THE COUNTY COMMISSIONERS THAT THE FINAL COUNTY BUDGET AS ATTACHED BE APPROVED AND ADOPTED AS THE FINAL BUDGET FOR FISCAL YEAR 2015-2016, AND THAT WARRANTS BE ISSUED IN ACCORDANCE WITH LAWS APPERTAINING THERETO.

WHEREAS, THE ABOVE RESOLUTION ADOPTING THE BUDGET WAS PASSED BY THE BOARD OF COUNTY COMMISSIONERS; AND

WHEREAS, THE MONTANA DEPARTMENT OF REVENUE'S CERTIFIED VALUE OF A COUNTYWIDE MILL IS \$22,511 AND OF SPECIALIZED MILLS IS THE FOLLOWING: ROAD-\$18,646, SOIL-\$18,012, STC CEMETERY-\$12,925, NTC CEMETERY-\$9,585, SUNBURST MOSQUITO-\$502, SHELBY MOSQUITO-\$3,260, PORT AUTHORITY-\$22,511; AND

NOW, THEREFORE BE IT RESOLVED BY THIS BOARD OF COUNTY COMMISSIONERS THE "LEVIES AS DETAILED AND ADOPTED" FOR FISCAL YEAR 2015-2016, BASED ON THE VALUE OF THE MILL OF \$22,511 COUNTYWIDE, AND THE ABOVE VALUE FOR SPECIALIZED MILLS.

BE IT FURTHER RESOLVED THAT THE FINAL BUDGET MAY BE AMENDED THROUGHOUT THE FISCAL YEAR AS PROVIDED IN 7-6-4031, MCA.

BOARD OF TOOLE COUNTY COMMISSIONERS DATED September 9, 2015


Allan Underdal
Commission Chair


Deb Brandon
Commissioner


Joe Pehan
Commissioner

Attest:


Treva Nelson
Clerk & Recorder

1. The Board of Directors of Marias Care Center met September 30, 2015 at 9:00 a.m.
2. Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon, Joe Pehan and Nursing Home Administrator George Bewick.
3. Directors Absent: None
4. Management Present: Kathy Danielson, DON, David Sibert, Randy Nightengale and Renae Manley
5. Management Absent: None
6. Guests Present: None
7. Call to Order. Chair Underdal called the meeting to order at 9:00 a.m.
8. Approval of Agenda. **Motion to approve the agenda was made by Brandon and seconded by Pehan.** Motion carried unanimously.
9. Approval of Minutes. **Motion to approve the minutes of the August 26, 2015 meeting was made by Pehan and seconded by Brandon.** Motion carried unanimously.
10. Public Comment on agenda items. None.
11. Informational Items
 - a. Administrator report – Bewick reported on MHCA in Billings last week. Two CNAs were hired last week. Bewick shared a Scope and Severity Matrix for CMS tags and provided board education on tags from the recent surveys as well as future ramifications from ratings. Payments will be based on star ratings in the future, and the goal is to be above a three star rating in three years. Education for reporting potential abuse, documentation and timelines has occurred. Danielson attended team building and bringing the “fun” back into the facility through activities with the residents. Bewick suggested having trick or treating youth come through the facility. Bewick hasn’t heard any information regarding the lease contract. Nightengale has been in contact with EmpRes. A couple of recent items of discussion have been the fine being reduced to \$50,000, resuming CNA training, the Union Contract, the employment of the social worker and applying for the facility license. The new date is tentatively scheduled for January 1, 2016. Dietary is the only department that will go to EmpRes although other departments will share employees and tasks.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. Danielson

reported Plan of Correction items have been corrected and audits are ongoing. Pharmacy will present at the QA meeting October 13 at noon with the medical director in attendance. The Board is invited; Underdal plans to attend.

- c. Other.
 - i. Nightengale presented financial information regarding outstanding balances owed by private pay residents and options for collecting. There is approximately \$440,000 owed to the facility. Nightengale will explore opportunities for collecting.
 - ii. Brandon asked about the current lift policy and work comp injuries. The policy is clear with first reports and accident investigations being required steps and they are not being followed.
 - iii. Safety brought a concern regarding a wandering resident. Delayed egress for the doors would help. Sibert stated that should be a priority.

- d. Action Item. None.
 - 12. Adjournment – Meeting was adjourned at 10:00 a.m.
The next meeting will be **October 14, 2015 at 11 a.m.**

The Board of Directors of Marias Care Center met October 14, 2015 at 11:00 a.m.

Directors Present: Commissioner Chair Allan Underdal and Joe Pehan
Directors Absent: Vice Chair Deb Brandon and Nursing Home Administrator George Bewick
Management Present: Kathy Danielson, DON, David Sibert, Randy Nightengale and Renae Manley
Management Absent: None
Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 11:03 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the September 30, 2015 meeting with correction was made by Pehan and seconded by Underdal.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Bewick is out with a family emergency. Danielson reported a complaint survey was conducted for three days last week. The exit interview went well and no deficiencies were found. Findings on the 2567 were certified through the web portal. Several staff and family interviews were conducted. The same surveyor is working with the “desktop” review for the quality review. Staffing continues to be a challenge. The family of the resident found wandering met with staff today regarding options. Maintenance continues to research the locking doors, and Sibert will be following up.
 - b. Quality Assurance/Performance Improvement. QAPI Projects are ongoing. Danielson reported the meeting will be postponed until Bewick returns, but will be held within the month of October. One weak area found notifications not being handled timely. Weekly nursing meetings will be held regarding incident notifications to family. Blood sugar monitoring and other QA have been consistent.
 - c. Other. None.
6. Action Item.
 - a. None.
7. Adjournment – Meeting was adjourned at 11:20 a.m.
8. The next meeting will be **October 28, 2015 at 9:00 a.m.**

COMMISSIONER’S AGENDA
10:00 A.M.
October 26, 2015

PRESENT: Allan Underdal, Joe Pehan, Ron Andersen and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of September 9, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and all were in favor. The motion passed.

1. Consider approval of the purchase of a 2015 Caterpillar 140M3 Grader from Tractor & Equipment Company with a purchase price of \$79,900.00. **Joe motioned to approve the purchase of a 2015 Caterpillar 140M3 with the buyback option of 5 years at \$172,000. Allan 2nd the motion and all were in favor. The motion passed.**
2. Consider approval of a 60 day extension on the loan from Fund 2399 to NETA, dba as the Port of Northern Montana. The payment due date will be December 18, 2015. **Joe motioned to approve the 60 day loan extension. Allan 2nd the motion and all were in favor. The motion passed.**
3. Consider appointment of Brenda Gilmore to the Mental Health Advisory Board with a term to end 12/31/16. **Joe motioned to approve the appointment. Allan 2nd the motion and all were in favor. The motion passed.**
4. Consider re-appointments of the following Shelby Senior Center Board members:

- Syble Osler, with a term to end 12/31/18; and
- Rosalie Manley, with a term to end 12/31/18.

Joe motioned to approve the appointments to the Shelby Senior Center Board. Allan 2nd the motion and the motion passed.

5. Consider re-appointments of the following North Toole County Cemetery Board members:

- Kenny Berthelote, with a term to end 12/31/16;
- Tim Buckley, with a term to end 12/31/17; and
- John Simmes, with a term to end 12/31/18.

Joe motioned to approve the re-appointments to the NTC Cemetery Board. Allan 2nd the motion and all were in favor. The motion passed.

The Board of Directors of Marias Care Center met October 28, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal and Joe Pehan Vice Chair Deb Brandon and Nursing Home Administrator George Bewick
 Directors Absent: None
 Management Present: David Sibert, Randy Nightengale and Renae Manley
 Management Absent: None
 Guests Present: None

1. Call to Order. Chair Underdal called the meeting to order at 9:01 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon. Motion carried unanimously.**
3. Approval of Minutes. **Motion to approve the minutes of the October 14, 2015 meeting as presented was made by Pehan and seconded by Underdal. Motion carried unanimously.**
4. Public Comment on agenda items. None.
5. Informational Items
6. Administrator report – Bewick thanked the group for the card. He had an opportunity to discuss with other administrators staffing issues are system-wide. Board involvement after the lease agreement with EmpRes LLC at Shelby is official was discussed.
7. Quality Assurance/Performance Improvement. Bewick shared the Quality Assurance agenda with the Board and explained the agenda. The QI data spreadsheet was shared and is attached to these minutes. Jacobsen is compiling the quarterly data, and the binder was available for review at this meeting. Employee education regarding what constitutes abuse was shared. Each employee will receive education and a card to wear with their ID. The cards also include information on first reports for injuries at the work place.
8. Other. None.
9. Action Item.
10. CMS Settlement Agreement. **Motion to approve the agreement with CMS and authorizing Bewick to sign same was made by Brandon and seconded by Pehan. Motion carried unanimously.**
11. EmpRes LLC at Shelby Operations Transfer Agreement. **Motion to approve the agreement as presented was made by Brandon and seconded by Pehan. Motion carried unanimously.**
12. EmpRes LLC at Shelby Lease Agreement. **Motion to approve the lease as presented was made by Brandon and seconded by Pehan. Motion carried unanimously.**
13. EmpRes LLC at Shelby Shared Services Agreement. **This agreement was moved to Marias Medical Center agenda.**

Adjournment – Meeting was adjourned at 10:05 a.m.

The next meeting will be **November 25, 2015 at 9:00 a.m.**

The Board of Directors of Marias Medical Center met October 28, 2015 at 10 a.m.

Directors Present: Chair Allan Underdal, Vice Chair Deb Brandon and Joe Pehan.

Directors Absent: None
Management Present: David Sibert, RN, CEO; Randy Nightengale, CFO; Renae Manley; and Julia Drishinski, RN
Guests Present: Barb Donahue and Arlene Lager

1. Call to Order. Chair Underdal called the meeting to order at 10:10 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
3. Public Comments on agenda items. Donahue asked if the local physician in town with privileges could have access at the Hospital. Underdal explained he is unable to discuss the settlement until it is finalized.
4. Approval of Minutes. **Motion to approve September 30, 2015 meeting minutes as presented was made by Brandon and seconded by Pehan.** Motion carried unanimously.
5. Discussion on Monitoring Reports
 - a. Medical Staff Report. Attached minutes.
 - b. CEO Report. Sibert reported that he has enjoyed his first seven weeks here. The Trauma Receiving Facility certification has received a one-year extension. A lot of work has gone into implementing previous survey guidelines. The designation means that services can be charged that otherwise wouldn't. Review of clinical practices is a large benefit of the certification process. The fact that Marias has an MD/DO as a first line of care in the Emergency Department helps with that process. The Health Fair was well attended and the lighting at the Civic Center was fixed as a result. There was a security breach a couple of weeks ago in regards to a couple of patients who were brought in and later refused care. They loitered and caused a few issues eventually resulting in a stolen vehicle. As a result, Leadership has been asked to write security policies for each department. Sibert has met with both Sheriff Whitt and Undersheriff Larson in regards to security and lock-down and active shooter policies. This will be an on-going conversation. Census has been low for a couple of months. CAH Hospitals across the nation are suffering the same acute care issues. Finalizing the Care Center lease agreement was on the agenda for its meeting this morning. A meeting was held Friday to review the Health Survey Plans of Correction and Sibert is confident we're following that plan. Staff has been traveling to Kalispell to train on Meditech in regards to the new rollout. The update will go live in October, 2016.
 - c. CFO Report. Attached.
 - i. Financials. Nightengale reported ICD-10 has gone live with no noticeable issues. **Motion to approve the financials was made by Pehan, and seconded by Brandon.** Motion carried unanimously.
 - d. Other/County report. Underdal reported the settlement with Clary is still being finalized by the attorneys. He also attended the Health Fair and felt a good variety of informational booths were offered.
6. Board Education Reports/Quality Assurance
 - a. Patient Survey Summaries. Attached. Reviewed. Follow up on negative returned surveys are being completed.
 - b. Minutes from the PI/QA meeting are attached. Meetings are held monthly. Reviewed.
7. Board Actions Required
 - a. CMS Settlement Agreement. **This was voted on in the Care Center Board meeting earlier today.**
 - b. EmpRes LLC at Shelby Shared Services Agreement. **Motion to approve the attached agreement was made by Brandon and seconded by Pehan.** Motion carried unanimously.
8. Other
 - a. Correspondence. None.
 - b. Executive Session
 - i. Executive session for entered at 10:55 a.m. Members of the Board and additionally Sibert and Drishinski remained.

Adjournment. Chair Underdal adjourned the meeting from Executive session at 11:35 a.m.

COMMISSIONER'S AGENDA
10:00 A.M.
Friday, October 30, 2015

PRESENT: Allan Underdal, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of October 26, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion. All were in favor.

1. Consider approval of a Shared Services Agreement with EmpRes at Shelby LLC as recommended by the Marias Medical Center Board on October 28, 2015. **Joe motioned to approve the Shared Services Agreement. Allan 2nd the motion. All were in favor.**
2. Consider approval of Operation Transfer Agreement with EmpRes at Shelby LLC as recommended by the Marias Care Center Board on October 28, 2015. **Joe motioned to approve the Operation Transfer Agreement. Allan 2nd the motion. All were in favor.**
3. Consider approval of the Lease Agreement with EmpRes at Shelby LLC as recommended by the Marias Care Center Board on October 28, 2015. **Joe motioned to approve the Lease Agreement with EmpRes. Allan 2nd the motion. The motioned passed. Allan commented that the agreement would take effect January 1, 2016.**
4. Consider approval of an agreement with the Centers for Medicare & Medicaid Services (CMS) as recommended by the Marias Care Center Board on October 28, 2015. **Joe motioned to approve an agreement with CMS, as recommended by the MCC Board. Allan 2nd the motion and the motion passed.**
5. Consider appointment of Mallory Riphenburg to the City of Shelby/Toole County Planning Board with a term to end 3/31/2017. **Joe motioned to appoint Mallory Riphenburg. Allan 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA
10:00 A.M.
November 9, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of October 30, 2015 Minutes: Joe motioned to approve. Deb 2nd the motion and the motion carried.

1. Consider approval of a five year lease for grazing and pasture land with Joseph and Helen Suta for a sum of \$100 per year. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**
2. Consider approval of an Emergency Management Performance Grant (EMPG) between Toole County and the State of MT Dept. of Military Affairs, Disaster and Emergency Services, for FFY 2015-16. The

EMPG's project cost of \$43,604.00 requires a match of \$21,802.00 from Toole County. **Joe motioned to approve. Deb 2nd the motion and the motion carried.**

3. Consider appointment of Travis Clark to the NETA Board with a term to end 12/31/2018. **Deb motioned to approve. Joe 2nd the motion and the motion carried. Allan noted that The NETA Board recommended Travis and would he would be filling out the remainder of Dick Beatty's term.**
4. Consider re-appointment of Justin Wickum to the 4-County Marias Fair Board with a term to end 12/31/2018. **Joe motioned to re-appoint Justin as recommended by the Fair Board. Deb 2nd the motion and the motion carried.**
5. Consider approval of the 4-County Marias Fair Board Bylaws as recommended by the Fair Board on 10/7/2015. **Joe motioned to approve the Bylaws. Deb 2nd the motion and the motion carried.**

MARIAS MEDICAL CENTER BOARD OF COUNTY COMMISSIONERS

AGENDA

Monday, November 9, 2015 @ 10:15 a.m.

Toole County Commission Office

- 1) Call to Order. Chair Underdal called the meeting to order at 10:15 a.m.
- 2) Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 3) Public Comment on agenda items. None
- 4) Action Item
 - a) Emergency Hire of a Traveler for the PT Aide Position. **Motion to sign the contract as presented was made by Pehan and seconded by Brandon.** Motion carried unanimously.
- 5) Adjournment. Chair Underdal adjourned the meeting at 10:18 a.m.

Next meeting, Annual and Regular meetings, Wednesday, November 25, 2015 at 10 a.m.

MMC 2015 STRATEGIC PRIORITIES

1. Strategic Vision
2. Core Business Strategies
3. Operational Efficiency
4. Market Segment Development

COMMISSIONER'S AGENDA

10:00 A.M.

November 19, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of November 12, 2015 Minutes: Joe motioned to approve. Deb 2nd the motion and all were in favor. The motion passed.

1. Consider approval of a Memorandum of Understanding (MOU) between the Ninth Judicial District Adult Drug Court and Toole County to assist in expenses of drug treatment costs in the amount of \$5,000 by Toole County. **Deb motioned to approve the MOU. Joe 2nd the motion and the motion passed.**
2. Consider request by the City of Shelby for a temporary water booster station to be located at the fairgrounds. **Deb motioned to accept the request. Allan stated that the City of Shelby would be reimbursing the Fair for the extra electricity that would be used. Joe 2nd the motion and the motion passed.**

The Board of Directors of Marias Care Center met November 25, 2015 at 9:00 a.m.

Directors Present: Commissioner Chair Allan Underdal and Joe Pehan, and Nursing Home Administrator George Bewick
Directors Absent: Vice Chair Deb Brandon
Management Present: David Sibert and Renae Manley
Management Absent: None
Guests Present: Ted Hirsch, KRMC

1. Call to Order. Chair Underdal called the meeting to order at 9:03 a.m.
2. Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal.** Motion carried unanimously.
3. Approval of Minutes. **Motion to approve the minutes of the October 28, 2015 meeting as presented was made by Pehan and seconded by Underdal.** Motion carried unanimously.
4. Public Comment on agenda items. None.
5. Informational Items
 - a. Administrator report – Bewick reported being busy with EmpRes transferring information. Several minor contracts will need to be entered as they are discovered. EmpRes representatives will be here mid December, with their Human Resources December 15. The contracts presented after the last meeting have not been returned at this time. Bewick has a call at 2:30 p.m. today and will relay the information to the commissioners after that. Underdal wants an assurance the employees are informed as the process progresses. The oxygen lines to the care center have been revamped to include shutoffs from the main feed. They will use concentrators for the residents.
 - b. Quality Assurance/Performance Improvement. Bewick reported on the Progress Improvement Plan (PIP). They had a few items begin to fall, and have focused bringing them back up. There are six items they're focusing on: s-bar, abuse reporting, provider reporting, charting follow-through, meals and snack times, pharmacy review, and infection control. Mechelle Lewis, MD has agreed through Marias Healthcare Services Inc to be the medical director and Quality Assurance oversight provider.
 - c. Other. None.
6. Action Item.
 - a. **Motion to sign an updated contract with MHSI and MOU with Mechelle Lewis, MD for Dr Lewis to be the medical director for the Care Center was made by Pehan and seconded by Underdal.** Motion carried unanimously.

Adjournment – Meeting was adjourned at 9:45 a.m.

The next meeting will be December 9, 2015 at 11:00 a.m.

The Board of Directors of Marias Medical Center met November 25, 2015 at 10 a.m.

Directors Present: Chair Allan Underdal, and Joe Pehan.
Directors Absent: Vice Chair Deb Brandon
Management Present: David Sibert, RN, CEO; Jessica Brusven, Controller, Renae Manley; Tamra Fender, RN, Tressa Keller and Julia Drishinski, RN

Guests Present: Barb Donahue, Arlene Lager and Ted Hirsch, KRMC

Call to Order. Chair Underdal called the meeting to order at 10:05 a.m.

Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Underdal.** Motion carried unanimously.

Public Comments on agenda items.

1. Approval of Minutes. **Motion to approve November 9, 2015 special meeting and October 28, 2015 regular meeting minutes as presented was made by Pehan and seconded by Underdal.** Motion carried unanimously.
2. Discussion on Monitoring Reports
 - a. Medical Staff Report. They continue to work on their Bylaws, which will come to this Board for final approval.
 - b. CEO Report. Sibert reported last week census was good. QHR Productivity meetings will be scheduled with each department head, Brusven, Nightengale and Sibert in the coming weeks. Leadership were educated yesterday on Budget Basics and a "Shots Fired" video. This Board participated in the annual Strategic Planning meeting and that went well.
 - c. CFO Report. Attached. Brusven reviewed.
 - i. Financials. Brusven reported the auditors will be presenting their final report soon. **Motion to approve the financials was made by Pehan, and seconded by Underdal.** Motion carried unanimously.
 - d. Other/County report. Underdal reported that NaturEner paid their first half taxes under protest, and plan to pay their second half the same. They've asked for arbitration with the state for a settlement, which could happen as late as March.
3. Board Education Reports/Quality Assurance
 - a. Patient Survey Summaries. Attached. Reviewed.
 - b. Minutes from the PI/QA meeting are attached. Meetings are held monthly. Reviewed. Brusven reported working with the county to make adjustments to the schedule of paying bills in order to receive discounts and avoid late fees. Monthly reports on daily chart checks, AMA and verbal orders continue. Policy and Procedure meetings are held monthly, and departments are all expected to report annually. Safety/Risk meets monthly and Active Shooter/disruptive incident Policy and Procedures are being developed. An RN was hired about a month ago, and she will fill the roles of Quality Control manager and HIT nurse.
4. Board Actions Required.
5. Other
 - a. Correspondence. None.
 - b. Executive Session. Entered at 10:25 a.m. Members of the Board, Sibert, Drishinski, Hirsch and Manley remained.
 - i. Credentialing. Public meeting resumed for voting. **Motion to approve Bryan Martin, MD (oncology) moving from provisional by Pehan and seconded by Underdal.** Motion carried unanimously. **Motion to appoint Thomas Carter, RPA, to provisional status Allied Staff with associated privileges was made by Pehan and seconded by Underdal.** Motion carried unanimously. **Motion to appoint C Read Vaughan, MD to provisional status Teleradiology with associated privileges was made by Pehan and seconded by Underdal.** Motion carried unanimously. **Motion to appoint Kelly Kieper, MD to provisional status in Teleradiology with associated privileges was made by Pehan and seconded by Underdal.** Motion carried unanimously.

Adjournment. Chair Underdal adjourned the meeting at 11:00 a.m.

The next meeting will be **December 23, 2015 at 10 a.m.**

**COMMISSIONER'S AGENDA
10:00 A.M.**

December 3, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of November 19, 2015 Minutes: Deb Brandon motioned to approve. Joe Pehan 2nd the motion and the motion carried.

1. Consider approval of a use agreement with Devon Water Inc. for the placement of a waterline pipeline under the surface of certain streets and alleys in Dunkirk, dependent on approval by Toole County Attorney. **Joe motioned to approve the agreement. Deb 2nd the motion and the motion carried.**
2. Consider approval of a FY2016 agreement between Montana State University Extension and Toole County. The cost to Toole County for two extension agents and one admin. support staff and travel will be \$100,233.52. **Joe motioned to approve the agreement. Deb 2nd the motion and the motion carried.**
3. Consider re-appointment of the following persons to the Kevin/Sunburst Senior Center Board:
 - i. Luanne Wallewein with a term to end 12/31/2018.
 - ii. Billiette Coolidge with a term to end 12/31/2018.
 - iii. Delia Atkinson with a term to end 12/31/2018.

Deb motioned to approve the re-appointments. Joe 2nd the motion and the motion carried.

4. Consider re-appointment of Robert Lindskog to the Sweet Grass Water and Sewer District Board with a term to end 5/31/2022. **Deb motioned to approve the re-appointment. Joe 2nd the motion and the motion carried.**
5. Consider approval of a FY2016 Third Party Administrator (TPA) contract for a Controlled Substance and Alcohol Testing program with William P. Hanley for the Road Department. **Joe motioned to approve William P. Hanley. Deb 2nd the motion and the motion carried.**
6. Consider approval of a FY2016 TPA contract for a Controlled Substance and Alcohol Testing program with William P. Hanley for the transit systems which operate with Toole County as Lead Agency: Northern Transit Interlocal, Toole County Transit, Glacier County Transit and Pondera County Transit. **Joe motioned to approve William P. Hanley. Deb 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 A.M.

December 7, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of December 3, 2015 Minutes: Joe motioned to approve. Allan 2nd the motion and the motion carried.

6. Consider approval of the Toole County Health Foundation's Bylaws. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**
7. Consider selection of a consulting firm to provide airport engineering for development services for the Shelby/Toole County Airport. **Only 1 RFQ was submitted. Deb motioned to approve Robert Peccia & Associates Inc. as the engineer consultants for the Shelby/Toole County Airport development. Joe 2nd the motion and the motion carried.**
8. Consider appointments of the following persons to the Board of Health:
 - i. Kristen Russell with a term to end 12/31/2019.
 - ii. Dave Sandon with a term to end 12/31/2018.

Deb motioned to approve the appointments to the Board of Health. Joe 2nd the motion and the motion carried.

4. Consider re-appointments of the following persons to the Board of Health:
 - Julia Drishinski with a term to end 12/31/2017.
 - Vickie Sulenes with a term to end 12/31/2018.

Deb motioned to approve the re-appointments to the Board of Health. Joe 2nd the motion and the motion carried.

The Board of Directors of Marias Care Center met December 9, 2015 at 11:00 a.m.

Directors Present: Commissioner Chair Allan Underdal, Vice Chair Deb Brandon, Joe Pehan, and Nursing Home Administrator George Bewick
Directors Absent: None

Management Present: Kathy Danielson, DON, David Sibert, CEO and Renae Manley

Management Absent: None

Guests Present: None

Call to Order. Chair Underdal called the meeting to order at 11:03 a.m.

Approval of Agenda. **Motion to approve the agenda was made by Pehan and seconded by Brandon.** Motion carried unanimously.

1. Approval of Minutes. **Motion to approve the minutes of the November 25, 2015 meeting as presented was made by Pehan and seconded by Underdal.** Motion carried unanimously.
2. Public Comment on agenda items. None.
3. Informational Items
 - a. Administrator report – The leasing documents have been signed by both EmpRes and Toole County. Discussion was held regarding this Board and potential dissolution upon lease of the Care Center to EmpRes. Staffing continues to be an issue to the extent of needing to hold admissions for now. Inconsistencies among travelers have shown up in monitoring. There are currently 33 residents. They need six CNAs and two nurses. Meetings with HR will be held December 15 for employees. A third party contractor will be here also to talk about dietary and housekeeping. Changes to storage and supplies still need to be determined. A new electronic medical records system will be implemented in March. The security system and cameras will need to be addressed.
 - b. Quality Assurance/Performance Improvement. Bewick reported Performance Improvement is continuing to be completed and showing good results. Saunders reporting has some data transfer issues that show the Care Center as having a lower rating than the data being input shows. Bewick is researching this.
 - c. Other. None.
4. Action Item.
Adjournment – Meeting was adjourned at 11:35 a.m.
The next meeting will be **December 23, 2015 at 9:00 a.m.**

COMMISSIONER'S AGENDA

10:00 A.M.

December 10, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of December 7, 2015 Minutes: Joe motioned to approve. Deb 2nd the motion and the motion carried.

1. Consider approval of an amended FY2016 agreement between Montana State University Extension and Toole County. The cost to Toole County for two extension agents, one admin. support staff and the rest

of the total budget will be \$118,500.00, the correct budgeted amount. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 A.M.

December 17, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of December 10, 2015 Minutes: Deb motioned to approve. Joe 2nd the motion and the motion carried.

9. Consider approval of a contract extension with Cossitt Consulting, Inc. (Growth Policy update) from December 31, 2015 to June 1, 2016. **Deb motioned to approve. Joe 2nd the motion and the motion carried.**
10. Consider approval of an amended Special Supplemental Nutrition Program for Women, Infants and Children (WIC) agreement with Teton County from October 1, 2015 through September 30, 2016. The original agreement of \$38,795.00 has been amended to \$40,715.00. **Joe motioned to approve. Deb 2nd the motion and the motion carried.**
11. Consider approval of MT Cancer Control Program (MCCP) agreement with Teton County with a term beginning 7/1/2015 and ending 9/30/2016. **Deb motioned to approve. Joe 2nd the motion and the motioned carried.**
12. Consider re-appointments of the following persons to the Toole County Planning Board:
 - a. Randy Fauque with a term to end 12/31/2016.
 - b. Elaine Mitchell with a term to end 12/31/2016.
 - c. Dennis Gottfried with a term to end 12/31/2017.
 - d. Terry Alme with a term to end 12/31/2018.**Joe motioned to approve the re-appointments. Deb 2nd the motion and the motion carried.**
5. Consider re-appointment of Garth Owens to the Airport Board with a term to end 6/30/2020. **Joe motioned to approve the re-appointment. Deb 2nd the motion and the motion carried.**
6. Consider re-appointment of Gary Iverson to the NETA Board with a term to end 12/31/2020. **Deb motioned to approve the re-appointment. Joe 2nd the motion and the motion carried.**
7. Consider re-appointments of the following persons to the Road & Weed Board:
 - Bert Baldwin with a term to end 12/31/2019.
 - Bill Meech with a term to end 12/31/2019.**Joe motioned to approve the re-appointments. Deb 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA

10:00 A.M.

December 21, 2015

PRESENT: Allan Underdal, Deb Brandon, Joe Pehan and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of December 17, 2015 Minutes: Deb motioned to approve. Joe 2nd the motion and the motion carried.

1. Consider approval of a 60 day extension on the loan from Fund 2399 to NETA, dba as the Port of Northern Montana. The payment due date will be February 16, 2016. **Joe motioned to approve the extension. Deb 2nd the motion and the motion carried.**
2. Consider re-appointment of Kristi Aklestad to the Shelby Mosquito District Board with an end date 12/31/2019. **Deb motioned to re-appoint. Joe 2nd the motion and the motion carried.**
3. Consider re-appointment of Dave Miller to the South Toole County Cemetery Board with an end date of 12/31/2018. **Joe motioned to re-appoint. Deb 2nd the motion and the motion carried.**

The commission is calling an emergency meeting for December 23rd at 8:30 am. The meeting is pertaining to the Dietary Services Agreement between Toole County (Department of Public Safety) and EmpRes for food services for jail inmates.

COMMISSIONER'S AGENDA
8:30 A.M.
December 23, 2015
Emergency Meeting

PRESENT: Allan Underdal, Deb Brandon and Treva Nelson

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

1. Consider approval of a Dietary Services Agreement between Toole County (Department of Public Safety) and EmpRes at Shelby, LLC, dba Marias Care Center ("Marias") for food services for jail inmates. **Deb motioned to approve the Agreement. Allan 2nd the motion and the motion carried.**

COMMISSIONER'S AGENDA
10:00 A.M.
December 31, 2015

PRESENT: Allan Underdal, Deb Brandon and Jim Yeagley, Shelby, City-County Planning Board

Public comment is allowed on all agenda items at the direction of the Chairman and following Board rules.

Approval of December 21 and 23, 2015 Minutes: Deb made the motion to approve, Allan 2nd the motion and the motion carried.

1. Consider approval of the Midboe Minor Subdivision as approved by the City/County Planning Board and recommended by the Shelby City Council. **Jim Yeagley presented a preliminary plat for review. Mr. Yeagley asked that we conditionally approve the preliminary plat, with the conditions begin the removal of the remainder exemption and the addition of a signature block for the examining**

land surveyor. After discussion, the preliminary plat approval will be considered at a future meeting when all three Commissioners are present.

2. Consider approval of lease #8155 in the amount of \$503.42/month between the State of Montana, Department of Public Health and Human Services and Toole County for office space in the courthouse, effective 1/1/2016-6/30/2016. **Deb made the motion to approve, Allan seconded the motion and the motion carried.**
3. Consider approval of an updated Memorandum of Understanding with the Shelby School District to use the Shelby High School facilities for a Mass Inoculation Center or Disaster Shelter in case of a large scale disaster occurrence. **Deb made the motion to approve, Allan seconded the motion and the motion carried.**
4. Consider approval of Task Order #16-07-4-31-147-0 (CFDA #93.268) between the MT Dept. of Public Health and Human Services and Toole County Health Department to provide immunization services with a term beginning 7/1/2012 and ending 6/30/2019.
5. **Deb made the motion to approve, Allan seconded the motion and the motion carried.**

With no further business, the meeting was adjourned at 11:03 a.m.