**November 16, 2015**

**TO: CLHO Board**

**FR: Morgan Cowling, Executive Director**

**RE: November 2015 Staff Report**

*The last month has been another busy month working on Public Health* Modernization implementation; the new benefits options for staff, and 2016 legislative session preparation. These are highlights of how I’ve been spending my time.

***Public Health Modernization Implementation***

*Communications* - This month Kathleen and I have been working with a small group and Liana Winett on some communication messages to use with local health officials, Boards of Commissioners and local community partners. We held three meetings on the message development with a small group of health officials. Once the tools are developed Kathleen and I will be pulling together a training in early December with tools and a webinar for local health officials.

*Public Health Modernization Manual* – JLT continues to work closely with the Public Health Division to provide input on the progress of the modernization implementation.

***2016 Legislative Session Preparation***

I have started having several meetings regarding issues that will be bills in the 2016 legislative session. The legislature met during interim legislative days and there were hearings on such issues as Tobacco 21, Tobacco Retail Licensure, and public health modernization. CLHO has supportive positions on bills from the 2017 legislative session (Tobacco 21, TRL and e-cigarette tax). Our CLHO Legislative Committee will begin meeting in preparation for the session next week.

***CLHO Administration***

*Employee Benefits* – I have spent the majority of the last two weeks working to identify solutions for this moving forward. This will be discussed during another agenda item so I won’t repeat what will be discussed. In addition to the research for options I have been speaking with several organizations and our bookkeeper to learn more about how other organizations manage their employee benefits.

*Budget* – Tricia Mortell and Loreen Nichols held a meeting to transition the duties of the CLHO Treasurer. Tricia and I will continue to hold monthly CLHO budget check-in meetings to ensure oversight of the CLHO budget and spending. In addition to that transition I met with our bookkeeper to complete the year-end budget activities, discuss payroll company options, and ensure overall budget stewardship for CLHO. We are also in the process of filing our 990 tax reports for last fiscal year.

There is an additional area where the CLHO Board decided to invest our reserves into this fiscal year. The Board decided to invest in the continuing education of local health officials (in partnership with the health department) and we just need a couple of volunteers to sit on an ad hoc review committee.