

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH –MINUTES
316 PARK AVENUE, HELENA, MONTANA 59624
County Commission Chamber
December 4, 2014**

Members Present

Anne Weber, chair
Commissioner Andy Hunthausen, vice-chair
Kelly Parsley
James Benish
Scott St. Clair
Dr. Maria Braman

Staff Present

Melanie Reynolds Becky Baraby
Jolene Helgersen Sarah Crowley
Norman Rostocki
Frank Preskar
Gayle Shirley
Drenda Niemann
Mike Henderson

Members Absent

Mayor Jim Smith
Kent Kultgen
Jennifer Lowell

Guests Present

Carroll College Students (see attendance list)

Anne Weber, chair, called the meeting to order at 1:30 p.m. A quorum was established.

Kelly Parsley introduced her Carroll College Public Health Theories and Methods course students. Introduction of attending Board members were made.

REVIEW OF AGENDA

No changes or additions were made.

INTRODUCTIONS

Drenda Niemann, Administrator of the Community Health Promotion Division, introduced new health department employees to the Board: Tobacco Prevention Specialist Becky Baraby and Home Visiting Case Manager Sarah Crowley.

MINUTES

Ms. Weber asked if there were any corrections or additions to the October 23, 2014, minutes. The Board approved the minutes as written.

ACTION ITEM

Hearing Officer Recommendation, Mark & Patricia Ferrell: James Benish, hearing officer, gave a brief explanation of the Ferrell variance hearing held on December 2, 2014, along with his recommendation (see Attachment “A”) for approval. Mr. Benish stated that the request met all of the state Department of Environmental Quality criteria for granting a variance. Dr. Maria Braman moved to ratify the hearing officer recommendation for approval. Commissioner Hunthausen seconded the motion. After board member discussion, the motion carried 6-0.

Request for approval of the Lewis and Clark City-County Health Department Food and Consumer Safety Contract with MT DPHHS: Mike Henderson, Administrator of the Disease Control & Prevention

Division, requested board approval of the cooperative agreement between the Montana Department of Public Health and Human Services (DPHHS) and the Lewis and Clark City-County Board of Health (BOH) (pages 10-15 of the board packet). The purpose of the agreement is to establish a payment schedule for maximizing the disbursement of funds to the BOH to support inspections of licensed establishments and to determine which optional programs the BOH will conduct. The agreement is effective from January 1, 2015, through December 31, 2015. Annual inspections will be conducted on the following:

- Retail Food Establishments
- Wholesale Food Establishments
- Trailer Courts and Campgrounds
- Public Accommodations

After board member discussion, James Benish made a motion to approve the cooperative agreement between the Montana Department of Public Health and Human Services (DPHHS) and the Lewis and Clark City-County Board of Health. Dr. Braman seconded the motion. The motion carried 6-0.

Request for approval of a resolution in support of the Health Officer, and her agent, including sanitarians, following the procedure outlined in existing statute and rule and act when a threat is imminent as well as past or present: Mr. Henderson requested board approval of a resolution in support of the Health Officer, and her agent, including sanitarians, following the procedure outlined in existing statute and rule and act when a threat is imminent as well as past or present (pages 17-18 of the board packet). The resolution will require the Health Department to have documentation of certain power and authority to act upon imminent threats. After board member discussion, Ms. Parsley made a motion to approve the resolution in support of the Health Officer, and her agent, including sanitarians, following the procedure outlined in existing statute and rule and act when a threat is imminent as well as past or present. Commissioner Hunthausen seconded the motion. The motion carried 6-0.

BOARD MEMBER DISCUSSION

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY15 comparison to budget and cash flow for July 2014 through October 2014 (page 20 of the board packet). Mr. Rostocki noted that the Department is 33% of the way through its fiscal year. Total revenue to date is \$335,931 or 17% of the amount budgeted; actual expenditures are \$600,601 or 30% of the amount budgeted. Revenues are under expenditures by \$264,670; total ending cash is \$430,913.

Mr. Rostocki gave a brief update on the BOH Finance Committee meeting that was held November 18, 2014 (pages 21-23 of the board packet).

Response Letter from Montana Rail Link: Melanie Reynolds, Health Officer, presented the response letter from Montana Rail Link regarding the BOH request for baseline train traffic data (pages 24-26 of the board packet). In answer to a question from Scott St. Clair, Commissioner Hunthausen stated that a transportation working group is working on a 10-year transportation plan, and the Montana Avenue rail road crossing is an area of concern for the group. Jurisdiction and funding issues have been a barrier in addressing the issues surrounding the crossing. After further board member discussion, the Board requested additional information from Montana Rail Link regarding data trends from 2012 through 2014 and clarification on train speeds within the City of Helena limits.

Update on air quality season and issues: Frank Preskar, Sanitarian with the Environmental Services Division, gave a brief update on the air quality season. From June 2014 to present, there have been 150 good days, 3 watches, and 1 poor day on record. A draft of the PM 10 Advance work plan has been

submitted to the Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) for approval. At this time there have been no new changes to the Air Quality Program.

Health Department Strategic Plan Progress Report: Ms. Reynolds highlighted the Strategic Plan Progress Report (pages 27-35 of the board packet). The Health Department is continuing to work on the Health Department brand, long-range facility planning, accreditation deliverables, Performance Management System, and community health assessment.

Next steps on long-term facility planning: The department is still in the process of working with Schlenker & McKittrick Architects (SMA) to find a suitable location that will meet the department's long-term needs. Ms. Reynolds and the architects met with developers to discuss the options of leasing or leasing to own already built properties. Ms. Reynolds noted that the Health Department staff located at 1930 Ninth Avenue will temporarily move into the newly completed Phase I part of the building renovation during Phase II of construction.

Current MOU with CHC, County, and Health Department: Members from the Cooperative Health Center (CHC) Board, Health Department, and the County have a co-applicant agreement that describes the relationship between the three entities. Also there is a follow up document with further clarification that is outlined in the current Memorandum of Understanding (MOU). Dr. Braman, Ms. Weber, and Ms. Parsley volunteered to be part of a subcommittee that will review the MOU and discuss possibility of separation or suggested changes.

HEALTH OFFICER REPORT

Health Department staff is continuing preparations and monitoring for Ebola in the United States.

Since November 11, 2014, there have been 11 cases of whooping cough reported in Lewis and Clark County.

Ms. Reynolds highlighted the 2015 Legislative priorities around access to health care and prevention (see Attachment "B").

Ms. Reynolds will send the Board an update on the request Mayor Smith made during the October board meeting about the ruling on exempt wells.

There being no public comment, the meeting adjourned at 3:25 p.m.

Anne Weber, Chair

Melanie Reynolds, Secretary

Action Items from December 4 BOH Meeting

- Ms. Reynolds will send out an update on the ruling of exempt wells to the Board.
- Ms. Reynolds will draft a request letter asking the Montana Rail Link for further data trends from 2012 through 2014 and clarification on train speeds within the City of Helena limits.