

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH –MINUTES  
325 MANLOVE RD, EAST HELENA, MONTANA 59635  
September 25, 2014**

Members Present

Anne Weber, chair  
Kelly Parsley  
James Benish  
Scott St. Clair  
Dr. Maria Braman by phone  
Kent Kultgen  
Jennifer Lowell

Staff Present

Melanie Reynolds  
Jolene Helgerson  
Kathy Moore  
Norman Rostocki  
Jay Plant  
Gayle Shirley

Members Absent

Commissioner Andy Hunthausen, vice-chair  
Mayor Jim Smith

Guests Present

Tyson Cooper, Carroll College Student

Anne Weber, chair, called the meeting to order at 1:44 p.m. A quorum was established.

**REVIEW OF AGENDA**

No changes to the agenda were made. Kelly Parsley introduced Carroll College student Tyson Cooper to the Board.

**MINUTES**

Ms. Weber asked if there were any corrections or additions to the July 24, 2014, minutes. The Board approved the minutes as written.

**ACTION ITEM**

Hearing Officer Recommendation, Mr. Jacob Connor: Anne Weber, hearing officer, gave a brief explanation of the Connor variance hearing held on August 27, 2014, along with her recommendation for approval. Ms. Weber stated that the request met all of the state Department of Environmental Quality criteria for granting a variance. After board member discussion, James Benish moved to ratify the hearing officer recommendation for approval. Scott St. Clair seconded the motion. The motion carried 7-0.

**BOARD MEMBER DISCUSSION**

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY15 comparison to budget and cash flow for July 2014 through August 2014 (page 10 of the board packet). Mr. Rostocki noted that the Department is 16% of the way through its fiscal year. Total revenue to date is \$169,654 or 9% of the amount budgeted; actual expenditures are \$227,055, or 12% of the amount budgeted. Revenues are under expenditures by \$57,401; total ending cash is \$638,032.

## **HEALTH OFFICER REPORT**

The Health Department has hired Mary Weiler as a part-time immunization clerk and Sarah Crowley as a part-time home visiting nurse. The department is in the process of hiring a tobacco prevention specialist.

The Health Department has received a Performance Management Grant from the Montana Department of Public Health and Human Services to develop and enhance performance measures and work load indicators within each program in the health department. The licensed establishment program was the first program to participate. Ms. Reynolds will keep the board updated as the process progresses.

With the demolishing of the Caird Property, Ms. Reynolds noted that future plans for the site and the surrounding area include consideration of the health department as a potential resident. The health department hasn't ruled out new construction as part of its 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 all its needs. In answer to a question from Mr. Benish, Ms. Reynolds stated that moving the health department back into the basement of the clinic building is a possibility. This poses a concern as the health department proceeds with the accreditation process and needs a location that is easy for the public to access.

Helen Amundson is stepping in as acting executive director for the Cooperative Health Center (CHC) in the wake of Kate McIvor's resignation. The CHC is working with a search firm to find a replacement for Ms. McIvor. The CHC is in the process of rebranding the clinic, including changing its name.

Phase I of construction of the current clinic building is set to be completed in November. Phase II will conclude in the spring. Some health department employees will temporarily move into newly constructed offices in the basement during Phase II construction.

Ms. Parsley requested further information on why the year-to-date levels of Salmonella are high. Ms. Reynolds will send an email out to the Board with that information. Ms. Reynolds also noted that there are currently no confirmed cases of enterovirus-D68 in Lewis and Clark County. The confirmed cases are in Yellowstone, Jefferson, Musselshell, and Cascade Counties.

There being no board member discussion or public comment, the meeting adjourned at 2:30 p.m.

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Anne Weber, Chair

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Melanie Reynolds, Secretary

Action Items from September 25 BOH Meeting

- Melanie Reynolds will send an email to the Board with information on the year-to-date Salmonella levels.