

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
316 N. PARK AVENUE, HELENA, MONTANA 59601
Lewis and Clark City-County Building
July 26, 2018**

Members Present

James Benish, chair
Justin Murgel
Tyler Ream (arrived @ 1:21p.m.)
Jenny Eck (arrived @ 1:31p.m.)
Kammy Johnson
Dr. Adron Medley

Staff Present

Drenda Niemann Franchesca Talbot
Jolene Helgersen
Eric Merchant
Kathy Moore
Gayle Shirley
Beth Norberg
Heather Parmer

Members Absent

Commissioner Andy Hunthausen, vice chair
Mayor Wilmot Collins
Scott St. Clair

Guests Present

Jim Benish, chair, called the meeting to order at 1:16 p.m. A quorum was not established.

REVIEW OF AGENDA

Drenda Niemann, Health Officer, noted that Gayle Shirley would be presenting during agenda item #6, not Gayle Sheldon.

MINUTES

Mr. Benish asked if there were any corrections or additions to the June 28, 2018, minutes. The Board approved the minutes as written.

INTRODUCTIONS

Justin Murgel was introduced. He is a new board member representing the population of the county residing outside the Helena city limits.

Eric Merchant, Disease Control and Prevention Division Administrator, introduced new Sanitarian-In-Training Franchesca Talbot.

A quorum was established at 1:21 p.m.

Tyler Ream was introduced. He is a new board member and Superintendent of Helena Public Schools.

ACTION ITEMS

Hearing Officer Recommendation, Timothy and Gwen Thennis:

Jim Benish, Acting Hearing Officer, gave a brief account of the Thennis variance hearing held on July 24, 2018. Mr. Benish recommended ratification of his recommendation to approve the variance. He said the request met all of the Montana Department of Environmental Quality criteria for granting a variance. Kammy Johnson moved to ratify the hearing officer recommendation for approval. Tyler Ream seconded the motion. The motion carried 5-0.

Review and Approval of the 2018-2023 LCPH Strategic Plan:

Ms. Niemann gave an overview of the 2018-2023 Strategic Plan, Public Health 3.0, the 10 essential public health services, community plans and employee plans, and VMSG Dashboard monitoring and reporting (see Attachment “A”). In answer to a question from Mr. Ream, Ms. Niemann said board members could help further the department’s strategic plan by engaging in community conversations. She also noted that the department’s Community Health Assessment and Community Health Improvement Plan are located on the department’s website and in the back of the board’s orientation binder. Jenny Eck made a motion to approve the 2018-2023 LCPH Strategic Plan. Mr. Ream seconded the motion. The motion carried 6-0.

BOARD MEMBER DISCUSSION

Finance Report for FY2018: Ms. Niemann introduced the new Finance Coordinator, Heather Parmer.

Ms. Parmer referenced the FY18 year-to-date comparison to budget and cash flow for July 2017 through June 2018 (pages 32-33 of the board packet). Ms. Parmer noted that the department is 100% of the way through fiscal year 2018. Total revenue to date is \$2,139,896, or 102% of the amount budgeted; actual expenditures are \$2,141,533 or 97% of the amount budgeted. Revenues are over expenditures by \$1,637; total ending cash is \$758,118. In answer to a question from Ms. Eck, Ms. Parmer stated that the department plans to allocate end-of-the-year funds toward extra spending in programs and the department’s strategic planning costs.

August Board Orientation & Training: On August 23 from 1 to 3 p.m., the board will meet in the public health conference room for board orientation and training. The board will have a chance to sign up for observation of fieldwork, volunteer for subcommittees, and learn more about the role of the Board of Health. Staff will send a calendar reminder to the board.

Year End Report on Communications & Marketing: Gayle Shirley, Communications and Systems Improvement Manager, presented the year-end communications and marketing report (see Attachment “B”). In answer to a question from Mr. Ream, Ms. Shirley said that she does not track how many news releases get published or broadcast per se, but one can determine it from looking at the lists of news releases issued and media hits in the dashboard. In answer to a question from Mr. Benish, Ms. Shirley said that she is unable to track the number of web page hits for restaurant inspection results because the department uses a third-party vendor to maintain that part of the website.

Board Appointments for Fiscal Year 2019: Ms. Niemann enumerated the board positions that needed to be filled for FY2019. The Board made the following appointments:

- Jim Benish as board chair
- Commissioner Andy Hunthausen as vice-chair
- Kammy Johnson as board representative on the Water Quality Protection District board
- Kammy Johnson as acting hearings officer

HEALTH OFFICER’S REPORT

West Nile Virus has been found in mosquitoes in Lewis and Clark County. There have been an unusually high number of mosquitoes this year due to flooding, and WNV has showed up earlier than usual. These factors increase the risk to humans of contracting the disease. No human or equine cases have been reported to date.

Jacqueline Isaly has accepted the Community Health Promotion Division Administrator position. Her start date is September 4.

PUBLIC COMMENT

No public comment was made.

The meeting adjourned at 2:24 p.m.

Jim Benish, Chair

Drenda Niemann, Secretary