

LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH MEETING
CITY-COUNTY BUILDING
Commission Chambers, Room 330
Helena, Montana 59601
April 28, 2016

REGULAR BOARD MEETING AGENDA

- 1:30 **CALL TO ORDER**
- 1:35 **REVIEW OF AGENDA**
1. Review and Revision of Agenda.....Pg. 1
- 1:40 **INTRODUCTIONS**
2. Brett Lloyd, Public Health Preparedness Coordinator (Eric Merchant).....Pg. 2
- 1:45 **MINUTES**
3. Minutes of the March 24, 2016 Board of Health Meeting.....Pg. 3
- 1:50 **PRESENTATION**
4. An update on Update on ASARCO Plant site and East Helena Clean Up activities,
 Betsy Burns, U.S. Environmental Protection Agency, Helena.....Pg. 7
- 2:10 **ACTION ITEMS**
5. Hearing Officer Recommendation, Mike and Marilyn Greely, 4204 Marshall Lane,
 Cascade, MT, Variance heard on April 25, 2016 (Jim Benish).....Pg. 8

6. Board of Health Recommendation of the Fiscal Year 2017 Department Budget
 (Norman Rostocki and Melanie Reynolds).....Pg. 9
- 2:40 **BOARD MEMBER DISCUSSION**
7. - Finance Report for March 2016 (Norm Rostocki)
 - Update on Accreditation Activities (Melanie Reynolds and Gayle Shirley)....Pg. 13
- 2:55 **HEALTH OFFICER'S REPORT**
8. Report on Current Health Department Issues.....Pg. 16
- 3:00 **PUBLIC COMMENT**
9. Public comments on matters not mentioned above..... Pg. 20

Adjourn

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(406) 447- 8316
TTY Relay Service 1-800-253-4091 or 711
adouglas@lccountymt.gov
316 N Park, Room 303



LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

1

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Review of Agenda

PERSONNEL INVOLVED: Board Members

BACKGROUND: Time is allowed for board members to review the agenda and to add any new agenda items.

HEALTH DIRECTOR'S RECOMMENDATION: Approval

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

2

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Board Member Introduction

PERSONNEL INVOLVED: Eric Merchant, Communicable Disease & Prevention Division Administrator

BACKGROUND: Mr. Merchant will introduce new Public Health Preparedness Coordinator, Brett Lloyd.

HEALTH DIRECTOR'S RECOMMENDATION:

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

**LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana**

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

3

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Minutes March 24, 2016

PERSONNEL INVOLVED: Board Members

BACKGROUND: Upon approval, the minutes represent official actions of the Board of Health. Every effort is made to have these recommended minutes accurately portray the proceedings and procedures of the board.

HEALTH DIRECTOR'S RECOMMENDATION: Approval

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
316 PARK AVENUE, HELENA, MONTANA 59624
Room 330
March 24, 2016**

Members Present

Anne Weber, chair
James Benish, vice chair
Mayor Jim Smith
Commissioner Susan Good Geise
Scott St. Clair
Kammy Johnson
Dr. Adron Medley

Staff Present

Melanie Reynolds Gayle Shirley
Jolene Helgersen Frank Preskar
Norman Rostocki Laurel Riek
Kathy Moore
Eric Merchant
Drenda Niemann

Members Absent

Jenny Eck
Kent Kultgen

Guests Present

John Semple
Emily Kalecyc

Anne Weber, chair, called the meeting to order at 1:34 p.m. A quorum was established.

REVIEW OF AGENDA

No additions were made.

INTRODUCTION

Melanie Reynolds, Health Officer, introduced new Board of Health member Adron Medley, M.D. Dr. Medley will serve out the term of Dr. Maria Braman, who resigned early this year to take a job in another state. That term expires June 30, 2016.

MINUTES

Ms. Weber asked if there were any corrections or additions to the February 25, 2016, minutes. The Board approved the minutes as written.

ACTION ITEMS

Hearing Officer Recommendation, Joan Lippert: James Benish, Hearing Officer, and Frank Preskar, Sanitarian, gave a brief explanation of the Lippert variance hearing held on March 22, 2016, along with the recommendation for approval and the Findings of Fact (see Attachment “A”). Mr. Benish stated that the request met all of the state Department of Environmental Quality criteria for granting a variance. In answer to a question from Scott St. Clair, Mr. Preskar stated that the Advanced Enviro-Septic Treatment System by Presby Environmental, Inc. has an approved load rating of H-10 and H-20. Mr. Preskar was unable to provide what the load ratings would be in pounds. Commissioner Susan Good Geise moved to ratify the hearing officer recommendation for approval. Mr. St. Clair seconded the motion. The motion carried 7-0.

Request for Adoption of the Revised Board of Health Media Policy: Ms. Reynolds presented the revised Board of Health Media Policy for board review and approval (pages 9-11 of the board packet). Ms. Reynolds addressed the changes that were suggested and the reasons for having a Board of Health Media

Policy. Commissioner Good Geise made a motion to approve the revised Board of Health Media Policy. Mr. Benish seconded the motion. The motion carried 7-0.

BOARD MEMBER DISCUSSION

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY16 comparison to budget and cash flow for July 2015 through February 2016 (pages 18-19 of the board packet). Mr. Rostocki noted that the department is 67% of the way through its fiscal year. Total revenue to date is \$1,237,710, or 63% of the amount budgeted; actual expenditures are \$1,482,268 or 73% of the amount budgeted. Revenues are under expenditures by \$244,557; total ending cash is \$640,621.

Preliminary FY2017 Budget: Mr. Rostocki presented the Public Health Preliminary FY17 Budget for board review (see Attachment “B”). The Board of Health Finance Committee will meet in April prior to the next Board of Health meeting to review and discuss the budget further. In answer to a question from Mayor Jim Smith, Mr. Rostocki stated that the reason for the increase in revenue and expenditure for the Immunization Program is the rise in cost of certain vaccines and additional state-required vaccinations for children.

Update on Zika Virus: Laurel Riek, Sanitarian with the Licensed Establishment Program, gave an update on the current Zika virus outbreak in Latin America. She addressed symptoms, transmission, and what it means for the residents in Lewis and Clark County (see Attachment “C”). John Semple with the Lewis and Clark Mosquito Control Board provided a fact sheet on the Zika virus (see Attachment “D”). Mr. Semple stated that the *Aedes aegypti* and *Aedes albopictus* mosquito species that can carry the Zika virus are not the types of mosquitos found in Montana. In answer to several questions from the Board, Mr. Semple and Ms. Riek stated that there currently is no vaccination available for the Zika virus. The Centers for Disease Control recommends that if you live in an area where the *Aedes aegypti* and *Aedes albopictus* are found, you should keep your property free of potential breeding sites as described in Attachment “D.” Montanans are at risk when visiting a Zika-affected area or when having unprotected sex with an infected man or woman.

Discussion on Mandated Public Health Duties and Authorities: Ms. Reynolds presented the Mandated Public Health Duties and Authorities (pages 12-16 of the board packet). Ms. Reynolds stated that each health department has a set of mandated operations, programs, and services that it provides to protect the public’s health within the jurisdiction it serves. A body of law (statues, rules, regulations, and ordinances) sets forth mandated public health operations, programs and services. Ms. Reynolds also stated that the spreadsheet she included in the board packet is designed to provide a list of mandated public health services with reference to the legal citations. All documents on the list are available upon request. This crosswalk provides links to the Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM), among other authorities. The MCA is the definitive version of legislation passed by the Montana Legislature. The ARM comprises rules that state agencies make to implement those laws. Title 50 is the part of the MCA that refers specifically to the authorities of public health. Ms. Reynolds added that the Mandated Public Health Duties and Authorities will be part of the Board Orientation Binders in the future.

Update on CDBG Grant Process and Hearing Date: Ms. Reynolds announced that a public hearing on the health department’s grant application for a Community Development Block Grant (CDBG) will be held on April 4, 2016, at 6 p.m. at the Murray Building, 1930 9th Avenue. The \$450,000 grant along with matching funds from Public Health will pay for renovations to the lower level of the Murray Building so that public health staff now working in temporary offices in other buildings can move back in with

colleagues. Ms. Reynolds will send a reminder to the Board of the hearing date. Ms. Reynolds also presented a draft support letter from the Board to the Montana Department of Commerce showing their support for the CDBG grant application submitted by Lewis and Clark County (see Attachment “E”). Commissioner Good Geise made a motion to submit the Lewis and Clark City-County Board of Health CDBG Support Letter as written to the Montana Department of Commerce. Mayor Smith seconded the motion. The motion carried 7-0.

HEALTH OFFICER’S REPORT

The health department, in collaboration with St. Peter's Hospital, held the second of three community health improvement planning (CHIP) meetings on March 7. More than 50 community members representing a variety of local interests participated. They worked in small groups to identify priority health issues they believe the community as a whole needs to focus on in the next few years.

An experienced national agency based in Bozeman, Montana, has been selected to work in the Helena community on active transportation initiatives and development of a wayfinding system. The work will be in collaboration with the Healthy Communities Coalition, which received a Plan4Health grant to improve access to opportunities for physical activity and healthy foods in an effort to reduce chronic disease.

Jay Plant, Sanitarian with the Environmental Services Division, attended a “Radon Education and Collaboration” conference hosted by Montana DEQ on March 18, 2016. The Environmental staff also hosted a one-day training program for on-site wastewater system installers on March 11, 2016.

The Communicable Disease Control and Prevention Division recently hired Brett Lloyd as Public Health Emergency Preparedness Coordinator.

Becky Baraby, a Tobacco Health Educator with the Chronic Disease Prevention Program, has resigned her position effective March 18. We will be recruiting for this position shortly.

There being no public comment, the meeting adjourned at 2:55 p.m.

Anne Weber, Chair

Melanie Reynolds, Secretary

**LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana**

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

4

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS ASARCO Plant site and East Helena Clean Up Updates

PERSONNEL INVOLVED: Betsy Burns, EPA

BACKGROUND Ms. Burns will give an update on the ASARCO Plant site and East Helena Clean Up activities.

HEALTH DIRECTOR'S RECOMMENDATION: N/A

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

**LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana**

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

5

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS Hearing Officer Recommendation

PERSONNEL INVOLVED: Jim Benish, Hearing Officer

BACKGROUND The Hearing Officer will present his recommendation for the Mike and Marilyn Greely Variance held on April 25, 2016.

HEALTH DIRECTOR'S RECOMMENDATION: N/A

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

**LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana**

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

6

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS Board of Health Recommendation of the Fiscal Year 2017 Department Budget

PERSONNEL INVOLVED: Melanie Reynolds, Health Officer, Norm Rostocki, Finance Coordinator

BACKGROUND Ms. Reynolds and Mr. Rostocki will present the Fiscal Year 2017 Department Budget for review and recommendation.

HEALTH DIRECTOR'S RECOMMENDATION: N/A

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

HEALTH MILL

FY 2017 BUDGET

Fund 227

Health Department Administration, Community Health Promotion, Environmental Health, and Communicable Disease Control

-----FY 2017----->

REVENUES	TOTAL FY 2015 ACTUAL	TOTAL FY 2016 BUDGET	FY 2017				TOTAL FY2017 BUDGET	Change From 2016 Budget
			Administration	Community Health Promo	Environmental Health	Disease Ctrl & Prevention		
Taxes	\$ 1,186,144	\$ 1,137,554	1,154,843				\$ 1,154,843	\$ 17,289
Cost Allocation Recovery	\$ 200,152	\$ 206,915	\$201,161				\$ 201,161	\$ (5,754)
Health Insurance Credits	\$ 182,612	\$ 182,343	\$220,748				\$ 220,748	\$ 38,405
Environmental Health Charges	\$ 145,590	\$ 106,095			116,895		\$ 116,895	\$ 10,800
Community Health Charges	\$ 234,489	\$ 209,043		0		224,500	\$ 224,500	\$ 15,457
Contracts/Grants	\$ 103,018	\$ 94,388	5,000	40,562	18,000	31,675	\$ 95,237	\$ 849
Miscellaneous	\$ 28,356	\$ 22,500	8,800	4,500	0	7,500	\$ 20,800	\$ (1,700)
TOTAL REVENUE	\$ 2,080,362	\$ 1,958,838	\$ 1,590,552	\$ 45,062	\$ 134,895	\$ 263,675	\$ 2,034,184	\$ 75,346

FTE	14.25	14.24	4.38	1.20	2.31	6.68	14.57	0.33
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EXPENDITURES	TOTAL FY 2015 ACTUAL	TOTAL FY 2016 BUDGET	FY 2017				TOTAL FY2017 BUDGET	Change From 2016 Budget
			Administration	Community Health Promo	Environmental Health	Disease Ctrl & Prevention		
PERSONNEL								
Permanent Salary	\$ 781,404	\$ 825,744	271,858	79,926	143,973	365,521	\$ 861,078	\$ 35,334
Temporary Salary	\$ 2,536	\$ 2,207	0	0	0	2,031	\$ 2,031	\$ (176)
Overtime	\$ 148	\$ 4,670	0	0	4,967	-	\$ 4,967	\$ 297
Termination Pay	\$ 148	\$ -	0	0	0	-	\$ -	\$ -
Benefits	\$ 240,453	\$ 267,392	86,132	24,825	45,927	132,024	\$ 288,908	\$ 21,516
Saving for extra pay period	\$ 24,180	\$ 33,763					\$ -	\$ (33,763)
Compensated Absences	\$ 10,853	\$ 11,220	12,489				\$ 12,489	\$ 1,269
TOTAL PERSONNEL	\$ 1,059,373	\$ 1,144,996	370,279	104,751	194,867	\$ 499,576	\$ 1,169,473	\$ 24,477

cost of 1 pay period

43,314

OPERATIONS	TOTAL FY 2015 ACTUAL	TOTAL FY 2016 BUDGET	FY 2017				TOTAL FY2017 BUDGET	Change From 2016 Budget
			Administration	Community Health Promo	Environmental Health	Disease Ctrl & Prevention		
21.10 Office Supplies	\$ 7,869	\$ 6,850	3,800	1,011	1,500	1,200	\$ 7,511	\$ 661
21.20 Minor Equipment	\$ 46,569	\$ 2,300	0	0	1,100	800	\$ 1,900	\$ (400)
22.10 Operating Supplies	\$ 1,491	\$ 1,958	200	10,000	1,000	1,500	\$ 12,700	\$ 10,742
22.22 Slide Eligible	\$ 35,631	\$ -	0	0	0	NA	\$ -	\$ -
22.23 Non Travel Vaccinations	\$ 41,322	\$ 77,688	0	0	0	77,000	\$ 77,000	\$ (688)
22.24 Flu Vaccine	\$ 40,667	\$ 40,667	0	0	0	41,300	\$ 41,300	\$ 633
22.26 Travel Vaccines	\$ 29,200	\$ 23,627	0	0	0	29,200	\$ 29,200	\$ 5573
22.27 Lab Expenses	\$ 2,972	\$ 3,136	0	0	0	\$ 3,000	\$ 3,000	\$ -136
22.60 Education	\$ -	\$ 1,000	0	0	0	0	\$ -	\$ (1,000)
23.10 Repair & Maintenance	\$ 520	\$ 1,500	0	0	1,000	0	\$ 1,000	\$ (500)
23.20 Gas & Oil	\$ 775	\$ 660	0	0	800	0	\$ 800	\$ 140
31.20 Postage	\$ 2,419	\$ 2,800	0	75	1,500	1,200	\$ 2,775	\$ (25)
31.40 Vehicle Parking	\$ 1,116	\$ 992	0	0	1,559	0	\$ 1,559	\$ 443
31.60 Credit Card Fees	\$ 2,085	\$ 2,000	0	0	0	2,500	\$ 2,500	\$ 500
32.10 Printing	\$ 4,124	\$ 5,900	2,500	400	2,000	1,400	\$ 6,300	\$ 400
33.10 Subscriptions	\$ 756	\$ 600	1,000	0	0	0	\$ 1,000	\$ 400
33.20 Advertising	\$ 3,980	\$ 4,700	2,000	328	1,000	3,588	\$ 6,916	\$ 2,216
33.50 Membership	\$ 14,419	\$ 8,900	6,700	0	700	100	\$ 7,500	\$ (1,400)
33.60 Licenses	\$ 1,808	\$ -	0	0	1,080	700	\$ 1,780	\$ 1,780
33.70 Education Awareness	\$ 308	\$ -	0	0	0	0	\$ -	\$ -
33.80 Health Club Duas	\$ 284	\$ 543	0	0	0	400	\$ 400	\$ 97
34.10 Utilities (Augusta)	\$ 600	\$ 1,200	0	0	0	1,200	\$ 1,200	\$ -
34.50 Telephone	\$ 15,600	\$ 14,243	4,536	1,668	2,478	6,135	\$ 14,817	\$ 574
35.10 Professional Services	\$ 4,498	\$ 4,500	1,200	7,500	0	2,348	\$ 11,048	\$ 6,548
35.65 Patient Services (BCH)	\$ 6,686	\$ 8,000	0	6,000	0	0	\$ 6,000	\$ (2,000)
36.10 Repair & Maintenance	\$ 508	\$ -	8,250	0	0	0	\$ 8,250	\$ 8,250
36.20 Office Repair/Maint	\$ 8,109	\$ 11,889	0	0	1,000	500	\$ 1,500	\$ (10,189)
36.30 Vehicle Repair	\$ -	\$ -	0	0	650	0	\$ 650	\$ 650
37.10 Travel	\$ 9,466	\$ 11,550	2,000	1,050	3,000	3,000	\$ 9,050	\$ (2,500)
37.50 Board Expenses	\$ 164	\$ 1,000	500	0	0	0	\$ 500	\$ (500)
38.10 Training	\$ 1,647	\$ 10,350	2,000	900	6,400	600	\$ 9,900	\$ (450)
39.10 Contracted Services	\$ 17,846	\$ 17,400	15,000	1,500	100	900	\$ 17,500	\$ 100
39.20 Recruitment	\$ 335	\$ -	0	0	0	0	\$ -	\$ -
50.10 Admin	\$ 40,413	\$ 40,459	40,419	0	0	0	\$ 40,419	\$ (40)
50.11 Dept admin	\$ -	\$ 4,561	0	4,073	0	0	\$ 4,073	\$ (488)
50.20 Insurance	\$ 33,840	\$ 29,582	33,365	0	0	1,800	\$ 35,165	\$ 5,383
50.30 Rent	\$ 68,572	\$ 108,260	68,925	3,359	31,847	11,083	\$ 115,214	\$ 6,954
50.40 Technology	\$ 93,460	\$ 133,259	144,014	0	0	0	\$ 144,014	\$ 10,755
80.10 Transfers Out For Program Match	\$ 273,185	\$ 282,661	0	46,975	21,426	224,596	\$ 292,997	\$ 10,336
80.10 Subsidy to Consent Referral	\$ -	\$ -	0	5,000	0	0	\$ 5,000	\$ 5,000
80.20 Transfers Out To Septic Program	\$ 26,710	\$ 42,379	0	0	41,347	0	\$ 41,347	\$ (1,032)
TOTAL OPERATIONS	\$ 839,954	\$ 906,914	\$ 336,409	\$ 89,839	\$ 121,727	\$ 416,050	\$ 964,026	\$ 57,112

CAPITAL EXPENDITURES	\$ 60,297	\$ 15,539	\$ 3,798	\$ -	\$ 8,457	\$ -	\$ 12,255	\$ (3,284)
GRAND TOTAL EXPENDITURES	\$ 1,959,625	\$ 2,067,449	\$ 710,486	\$ 194,590	\$ 325,051	\$ 915,626	\$ 2,145,754	\$ 78,305

Revenue Over (Under) Expenditures \$ 120,737 \$ (108,611)

extra pay period 43,314
rent \$ 6,954
consent referral \$ 5,000
IT \$10,755
66,023

2015 BUDGETED CASH FLOW	FY 2015 Actual	FY 2016 BUDGET	FY 2016 Projected
BEGINNING CASH	\$ 731,091	\$ 790,056	\$ 921,995
REVENUES	\$ 2,080,362	\$ 1,958,838	\$ 2,076,259
EXPENDITURES	\$ 1,959,625	\$ 2,022,466	\$ 2,161,140
Restricted BCH cash	\$ 36,666	\$ 36,666	\$ -
ENDING CASH	\$ 815,162	\$ 689,762	\$ 837,114
RESTRICTED CASH (BCH)	\$ (35,508)	\$ (35,508)	\$ 37,224
UNRESTRICTED CASH BALANCE	\$ 779,654	\$ 654,254	\$ 799,890

2017 BUDGETED CASH FLOW	
BEGINNING CASH (PROJECTED)	\$ 799,890
REVENUE	\$ 2,034,184
EXPENDITURES	\$ 2,145,754
ENDING CASH	\$ 688,320

60 day reserve \$ 352,727
90 day reserve \$ 529,090
Statutory limit \$ 708,099
Budgeted Days of Reserve at FYE

10

1

2

3

4

5

6

7

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9

LEWIS & CLARK PUBLIC HEALTH

Mill Funding	FTE	Total Revenue	Fees & Taxes	Grants	Charges for Services	Other	Total Expenditures	Personnel	Operations	Tech, Rent, Allocated Costs	Revenue Over (Under) Expenditures	Notes
Administration	4.38	1,590,552	1,154,843	\$5,000		430,709	\$710,486	\$370,279	\$86,850	\$253,358	\$0	using fund balance
Community Health Promotion	1.20	45,062	\$0	\$40,562	\$-	\$4,500	\$194,550	\$104,751	\$82,407	\$7,432	\$0	includes all dept tech costs
Environmental Services	2.31	134,895	\$0	\$18,000	\$116,895		\$325,051	\$194,867	\$98,337	\$31,847	\$0	includes NACOD grant, Hilly mt grant
Disease Control & Prevention	6.68	263,675	\$0	\$27,355	\$228,820	\$7,500	\$915,626	\$499,576	\$404,967	\$11,083	\$0	
SUBTOTAL - MILL FUNDS	14.57	2,034,184	\$1,154,843	\$90,917	\$345,715	\$442,709	\$2,145,754	\$1,169,473	\$672,562	\$303,720	(\$111,570)	
Community Health Promotion												
160 Asthma Home Visiting	0.60	51,369		\$32,000		\$19,369	\$51,369	46,729	1,440	3,200	\$0	using fund balance
178 MCH Block Grant/Childrens Trust Fund	1.20	109,609		\$62,634		\$46,975	\$109,609	98,415	-	11,194	\$0	
180 Maternal, Infant, Early Childhood Home Visit	1.88	266,318		\$266,318		\$0	\$266,318	\$142,575	\$94,864	\$28,879	\$0	
189 Healthy Montana Families	0.13	20,041		\$20,041		\$0	\$20,041	10,418	\$7,619	\$2,004	\$0	grant ends 9/30/2016
193 Targeted Case Management	1.11	100,559			\$75,000	\$25,559	\$100,559	92,559	500	7,500	\$0	using fund balance
197 Selectcare	0.05	21,169		\$21,169		\$790	\$21,169	4,093	\$14,978	2,098	\$0	grant ends 9/30/2016
177 WIC	2.94	218,961		\$218,171		\$790	\$218,961	180,042	5,748	33,171	\$0	
182 Peer Breastfeeding	0.10	11,700		\$123,700		\$19,922	\$11,700	7,590	\$2,940	1,170	\$0	
174 Cancer Control Program	1.60	149,622		\$129,700		\$19,922	\$149,622	\$126,841	\$7,210	\$15,571	\$0	using fund balance
188 Tobacco Use Prevention	1.30	113,661		\$99,900		\$13,761	\$113,661	96,162	4,770	12,729	\$0	using fund balance
165 Consented Referral	0.80	49,639		\$49,639		\$49,639	\$49,639	45,922	420	3,297	\$0	
149 Plan4Health	0.05	4,235		\$4,235		\$4,235	\$4,235	3,850		385	\$0	grant ends 9/30/16
Total Community Hlth	11.76	1,116,883	0	\$65,868	75,000	176,015	1,116,883	855,196	140,489	121,199	0	
Home Based Programs												
179 Medicaid Waiver SLTC	4.74	471,683		\$8,000	\$467,105	\$4,578	\$471,683	389,215	27,018	55,451	\$0	using fund balance
181 Ryan White Part C	0.08	8,000		\$8,000			\$8,000	\$6,574	\$626	\$800	\$0	
187 Medicaid Waiver-Severe Disabling Mental Illne	1.85	191,268			\$191,268		\$191,268	\$136,919	\$33,243	\$21,106	\$0	
194 Ryan White Part B	0.15	15,000		\$15,000			\$15,000	12,326	1,174	1,500	\$0	
Total Home Based	6.82	665,951	0	23,000	658,373	4,578	\$665,951	\$545,034	\$62,061	\$78,857	(\$0)	
Environmental Health												
102 East Helena Lead Education & Assistance	1.70	195,445		\$195,445			\$195,445	\$149,297	\$21,739	\$24,409	\$0	
104 Junk Vehicle	1.25	117,644		\$117,644			\$117,644	\$93,735	\$7,663	\$16,246	\$0	
186 Outdoor Air Quality	0.45	48,633		\$23,578		\$25,055	\$48,633	\$38,272	\$4,928	\$5,433	\$0	
251 Septic Maintenance	1.20	88,597		\$46,000		\$42,597	\$88,597	\$78,449	\$10,148	\$0	\$0	
203 Water Quality Protection District	3.43	373,040		\$341,516	\$0	\$31,523	\$372,108	\$290,349	\$49,837	\$31,922	\$932	75 days of reserve
Total Env Sys	8.03	\$823,359	\$387,516	\$336,667	\$0	\$99,175	\$822,427	\$650,102	\$94,315	\$78,010	\$932	
Disease Control & Prevention												
107 Licensed Establishments	3.25	311,461		\$60,500	\$28,365	\$224,596	\$311,461	\$269,342	\$31,377	10,742	(\$0)	
191 HIV Prevention	0.13	17,219		\$17,219			\$17,219	\$6,882	\$6,631	1,706	\$0	using fund balance
196 Public Health Emergency Preparedness	1.00	119,159		\$95,357	\$23,802	\$23,802	\$119,159	90,895	17,242	11,022	(\$0)	using fund balance
Total Dis Cntrl	4.38	447,839	0	173,076	\$26,365	\$248,398	\$447,839	\$369,119	\$55,250	\$23,470	(\$0)	
Total Health Dept	45.56	5,108,216	1,542,399	1,489,528	1,105,453	970,875	5,218,854	3,588,923	1,024,677	605,256	-110,638	

Name	Title	Division	FY 2017 Budgeted FTE	Change 2017-2016 (FTE)
Baker-Parmer	Accounting Technician	Administration	1.000	0.00
Brown	PHN -Disease Control	Disease Control & Prevention	0.975	0.08
Davis	Administrative Secretary	Environmental Services	0.750	0.05
Gleason	PHN-Disease Control	Disease Control & Prevention	0.475	0.08
Helgerson	Senior Administrative Assistant	Administration	0.950	0.05
Howe-Cobb	Public Health Nurse - Augusta	Disease Control & Prevention	0.500	0.00
Hunthausen*	Referral Coordinator	Community Health	0.000	-0.50
Lane	Prevention Programs Manager	Community Health	0.200	0.00
Maag	PHN-Disease Control	Disease Control & Prevention	0.475	-0.03
Merchant	Disease Control & Prevention Division Administrator	Disease Control & Prevention	0.800	0.00
Moore	Environmental Services Division Administrator	Environmental Services	0.450	0.05
Niemann	Community Health Division Administrator	Community Health	0.900	0.00
Norberg	Environmental Health Specialist	Environmental Services	0.100	0.00
Plant	Environmental Health Specialist	Environmental Services	0.250	0.10
Preskar	Environmental Health Supervisor	Environmental Services	0.750	-0.05
Reynolds	Health Officer	Administration	0.990	0.00
Riek	Environmental Health Supervisor	Disease Control & Prevention	0.100	0.00
Rostocki	Finance Coordinator	Administration	0.490	0.00
Sheldon	Administrative Assistant	Community Health	0.100	0.00
Shirley	Communications & Systems Improvement Manager	Administration	0.950	0.00
Sullivan	Billing Clerk	Disease Control & Prevention	1.000	0.00
Wandel	Public Health Supervisor	Disease Control & Prevention	0.880	0.00
Weiler	Front Desk Clerk	Disease Control & Prevention	0.600	0.00
White	LPN - Disease Control	Disease Control & Prevention	0.875	-0.03
Williams	Environmental Health Specialist	Environmental Services	0.010	0.01
TOTAL			14.57	-0.19

*Note: Hunthausen transferred to fund 165

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LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

7

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Board Member Discussion

PERSONNEL INVOLVED: Board Members/Staff

BACKGROUND: Finance Director will discuss the finance report for March 2016; Gayle Shirley will provide an update on the Accreditation Activities.

HEALTH DIRECTOR'S RECOMMENDATION: N/A

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

HEALTH DEPARTMENT MILL DOLLARS

REVENUE

REVENUE RECEIVED YTD

	FY 2016 BUDGET	Administration	Community Health Promo	Environmental Health	Disease Cntl & Prevention	TOTAL RECEIVED YTD	Budget Remaining	% of Budget Collected	Prior Year to Date
Taxes	\$ 1,137,554	\$ 647,938				\$ 647,937.97	\$ 489,616	56.96%	\$ 725,816
Cost Allocation Recovery	\$ 206,915	\$ 153,535				\$ 153,535	\$ 53,380	74.20%	\$ 151,328
Health Insurance Credits	\$ 182,343	\$ 99,813				\$ 99,813	\$ 82,530	54.74%	\$ 88,757
Environmental Health Charges	\$ 106,095	\$ -	\$ -	\$ 76,030.00		\$ 76,030.00	\$ 30,065	71.66%	\$ 115,735
Community Health Charges	\$ 209,043	\$ -	\$ -	\$ -	\$ 253,243	\$ 253,242.67	\$ (44,200)	121.14%	\$ 172,810
Contracts/Grants	\$ 94,388	\$ 10,000	\$ 55,486	\$ 18,213.00	\$ 23,805	\$ 107,503.75	\$ (13,116)	113.90%	\$ 69,855
Miscellaneous	\$ 22,500	\$ 4,756	\$ 3,857	\$ -	\$ 10,832	\$ 19,444.98	\$ 3,055	86.42%	\$ 22,555
TOTAL REVENUE	\$ 1,958,838	\$ 916,041	\$ 59,343	\$ 94,243.00	\$ 287,880	\$ 1,357,506.81	\$ 601,331	69.30%	\$ 1,346,856
									FY 15 Verizon sltmt 91,637,400
									Adjusted Prior Yr Revenue 1,255,219.30

FTE

4.31
30.27%
1.70
11.94%
\$
2.15
0.15
6.08
42.70%

14.24

(2a)

(2b)

YEAR TO DATE ACTUAL EXPENDITURES

FY 2016 BUDGET

Administration

Community Health Promo

Environmental Health

Disease Cntl & Prevention

TOTAL YTD SPENT

Budget Remaining

% of Budget Spent

Prior Year to Date

	FY 2016 BUDGET	Administration	Community Health Promo	Environmental Health	Disease Cntl & Prevention	TOTAL YTD SPENT	Budget Remaining	% of Budget Spent	Prior Year to Date
PERSONNEL									
Regular Salary	\$ 825,744	\$ 196,118	\$ 74,175	\$ 107,756.05	\$ 273,955	\$ 652,003.91	\$ 173,740	78.96%	\$ 595,236
Temporary/Seasonal Salary	\$ 2,207	\$ -	\$ -	\$ -	\$ 1,399	\$ 1,398.81	\$ 808	63.38%	\$ 2,439
Overtime	\$ 4,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,670	0.00%	\$ -
Term Pay/Uncomp Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,213)	--	\$ 148
Benefits	\$ 267,392	\$ 59,141	\$ 24,021	\$ 32,556.72	\$ 83,555	\$ 199,274.24	\$ 68,118	74.53%	\$ 180,235
Extra Pay/period Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTAL PERSONNEL	\$ 1,100,013	\$ 255,259	\$ 98,196	\$ 140,312.77	\$ 371,122	\$ 864,890.19	\$ 235,123	78.63%	\$ 778,058

(3)

F

**YEAR TO DATE
ACTUAL EXPENDITURES**

OPERATIONS	FY 2016 BUDGET		Administration		Community Health Promo		Environmental Health		Disease Ctrl & Prevention		TOTAL YTD SPENT	Budget Remaining	% of Budget Spent	Prior Year To Date
	BUDGET													
2110 Office Supplies	\$ 6,850	\$ 7,615	\$ 528	\$ 722,933	\$ 899	\$ 9,770,244	\$ 1,422,633	\$ 5,621	\$ 2,987	\$ 3,209	\$ 2,987	\$ 3,209	29.2%	\$ 2,987
2210 Minor Equipment	\$ 2,300	\$ 1,194	\$ 156	\$ 1,307	\$ 1,922	\$ 5,502,788	\$ 4,641,32	\$ 2,497	\$ 835,46	\$ 2,497	\$ 4,641,32	\$ 2,497	23.7%	\$ 835,46
2221 Hep B Vaccine	\$ 1,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2222 Slide Eligible	\$ 34,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2223 Non Slide Non Travel	\$ 42,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2224 Flu Vaccine	\$ 40,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2225 Pneumonia Vaccine	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2226 Travel Vaccines	\$ 23,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2227 Lab Expenses	\$ 3,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2260 Education	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2310 Repair & Maintenance	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
2320 Gas & Oil	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3120 Perage	\$ 2,800	\$ 32	\$ -	\$ 453,59	\$ 906	\$ 2,182,70	\$ 1,43,00	\$ 1,927	\$ 1,927	\$ 1,927	\$ 1,927	\$ 1,927	77.9%	\$ 1,927
3140 Vehicle Parking	\$ 992	\$ -	\$ -	\$ 1,430,00	\$ 2,104	\$ 1,143,00	\$ 1,143,00	\$ 1,143,00	\$ 1,143,00	\$ 1,143,00	\$ 1,143,00	\$ 1,143,00	115.2%	\$ 1,143,00
3160 Credit Card Fees	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3210 Printing	\$ 5,900	\$ 2,532	\$ 745	\$ 1,416,41	\$ 878	\$ 5,571,05	\$ 5,571,05	\$ 329	\$ 94,42%	\$ 329	\$ 94,42%	\$ 329	94.4%	\$ 329
3310 Subscriptions	\$ 600	\$ 804	\$ -	\$ -	\$ -	\$ 804,00	\$ 804,00	\$ (204)	\$ 134,00%	\$ (204)	\$ 134,00%	\$ (204)	134.0%	\$ (204)
3320 Advertising	\$ 4,700	\$ 7,263	\$ -	\$ 647,56	\$ 750	\$ 8,910,56	\$ 8,910,56	\$ (4,211)	\$ 189,59%	\$ (4,211)	\$ 189,59%	\$ (4,211)	189.6%	\$ (4,211)
3350 Membership	\$ 8,900	\$ 7,494	\$ -	\$ 637,50	\$ -	\$ 8,131,25	\$ 8,131,25	\$ 769	\$ 91,36%	\$ 769	\$ 91,36%	\$ 769	91.4%	\$ 769
3360 Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3370 Education Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3380 Health Club Dues	\$ 543	\$ 45	\$ -	\$ 105,00	\$ -	\$ 150,00	\$ 150,00	\$ 222	\$ 27,62%	\$ 222	\$ 27,62%	\$ 222	27.6%	\$ 222
3410 Utilities (August)	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200,00	\$ 1,200,00	\$ 393	\$ 27,62%	\$ 393	\$ 27,62%	\$ 393	27.6%	\$ 393
3450 Telephone	\$ 14,243	\$ 3,805	\$ 1,470	\$ 2,448,99	\$ 4,291	\$ 12,014,39	\$ 12,014,39	\$ 2,229	\$ 84,35%	\$ 2,229	\$ 84,35%	\$ 2,229	84.4%	\$ 2,229
3510 Professional Services (BCH)	\$ 4,500	\$ 2,618	\$ -	\$ -	\$ 1,226	\$ 3,843,94	\$ 3,843,94	\$ 656	\$ 85,42%	\$ 656	\$ 85,42%	\$ 656	85.4%	\$ 656
3565 Portent Services (BCH)	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 6,653,98	\$ 6,653,98	\$ 1,346	\$ 83,17%	\$ 1,346	\$ 83,17%	\$ 1,346	83.2%	\$ 1,346
3610 Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3630 Office Repair/Maint	\$ 11,689	\$ 5,866	\$ 76	\$ 718,39	\$ 76	\$ 6,766,75	\$ 6,766,75	\$ 4,952	\$ 57,63%	\$ 4,952	\$ 57,63%	\$ 4,952	57.6%	\$ 4,952
3630 Vehicle Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
3710 Travel	\$ 11,550	\$ 2,058	\$ -	\$ 9,33	\$ -	\$ 9,33	\$ 9,33	\$ 5,207	\$ 54,92%	\$ 5,207	\$ 54,92%	\$ 5,207	54.9%	\$ 5,207
3750 Board Expenses	\$ 1,000	\$ 153	\$ 1,973	\$ 189,96	\$ 2,123	\$ 6,343,29	\$ 6,343,29	\$ 847	\$ 15,34%	\$ 847	\$ 15,34%	\$ 847	15.3%	\$ 847
3810 Training	\$ 10,350	\$ 504	\$ 25	\$ 369,00	\$ -	\$ 153,42	\$ 153,42	\$ 9,452	\$ 8,69%	\$ 9,452	\$ 8,69%	\$ 9,452	8.7%	\$ 9,452
3910 Contracted Services	\$ 17,400	\$ 6,130	\$ -	\$ 99,00	\$ 450	\$ 6,679,15	\$ 6,679,15	\$ 10,721	\$ 38,39%	\$ 10,721	\$ 38,39%	\$ 10,721	38.4%	\$ 10,721
3920 Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
5010 Admin	\$ 40,459	\$ 20,230	\$ -	\$ -	\$ -	\$ 20,229,50	\$ 20,229,50	\$ 20,230	\$ 50,00%	\$ 20,230	\$ 50,00%	\$ 20,230	50.0%	\$ 20,230
5011 HD Admin (applied to grants)	\$ 4,561	\$ -	\$ 2,962	\$ -	\$ -	\$ 2,962,00	\$ 2,962,00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
5020 Insurance	\$ 29,582	\$ 24,954	\$ -	\$ -	\$ 1,798	\$ 26,752,13	\$ 26,752,13	\$ 8,962	\$ 90,43%	\$ 8,962	\$ 90,43%	\$ 8,962	90.4%	\$ 8,962
5030 Rent	\$ 108,260	\$ 39,234	\$ 3,061	\$ 22,397,49	\$ 17,112	\$ 81,804,92	\$ 81,804,92	\$ 26,455	\$ 75,56%	\$ 26,455	\$ 75,56%	\$ 26,455	75.6%	\$ 26,455
5040 Technology	\$ 133,259	\$ 147,073	\$ -	\$ -	\$ -	\$ 147,073,00	\$ 147,073,00	\$ (13,814)	\$ 110,37%	\$ (13,814)	\$ 110,37%	\$ (13,814)	110.4%	\$ (13,814)
6010 Transfers Out match	\$ 282,661	\$ -	\$ 56,831	\$ 15,058,68	\$ 133,831	\$ 205,720,57	\$ 205,720,57	\$ 76,940	\$ 72,78%	\$ 76,940	\$ 72,78%	\$ 76,940	72.8%	\$ 76,940
8020 Transfers Out septic	\$ 42,379	\$ -	\$ -	\$ 10,627,52	\$ -	\$ 10,627,52	\$ 10,627,52	\$ 31,751	\$ 25,08%	\$ 31,751	\$ 25,08%	\$ 31,751	25.1%	\$ 31,751
TOTAL OPERATIONS	\$ 906,914	\$ 279,759	\$ 77,109,50	\$ 60,134,80	\$ 351,212	\$ 789,215,13	\$ 789,215,13	\$ 143,241,11	\$ 84,71%	\$ 143,241,11	\$ 84,71%	\$ 143,241,11	84.7%	\$ 143,241,11
CAPITAL EXPENDITURES	\$ 15,539	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
GRAND TOTAL EXPENDITURES	\$ 2,022,466	\$ 535,017,57	\$ 175,305,65	\$ 200,447,57	\$ 722,334,53	\$ 1,633,105,32	\$ 1,633,105,32	\$ 389,361	\$ 80,75%	\$ 389,361	\$ 80,75%	\$ 389,361	80.8%	\$ 389,361
Revenue Over (Under) Expenditures	\$ (563,628)	\$ 387,863	\$ (\$115,969)	\$ (\$106,204,57)	\$ (441,294)	\$ (275,598,51)	\$ (275,598,51)	\$ (42,233,03)	\$ (42,233,03)	\$ (42,233,03)	\$ (42,233,03)	\$ (42,233,03)	42.2%	\$ (42,233,03)

4/19/2016 11:14
 FY 2016 COMPARISON - BUDGET VS YTD EXPENDITURES AND REVENUE
 HEALTH DEPARTMENT MILL DOLLARS
 FUND 227
 75% of the year elapsed

CASH FLOW

BEGINNING CASH	\$ 790,056
REVENUES	\$ 1,958,838
EXPENDITURES	\$ 2,022,466
Restricted Cash (BCH DON)	\$ 36,666
ENDING CASH	\$ 689,762

CASH FLOW

BEGINNING CASH (non restr)	\$ 885,329
REVENUES	\$ 1,357,507
EXPENDITURES	\$ 1,633,105
ENDING CASH (non restr)	\$ 609,580
Restricted Cash (BCH DON)	\$ 36,666

CASH FLOW

BEGINNING CASH (non restr)	\$ 885,329
REVENUES	\$ 1,357,507
EXPENDITURES	\$ 1,633,105
ENDING CASH (non restr)	\$ 609,580
Restricted Cash (BCH DON)	\$ 36,666

90 Day Reserve = \$ 498,699
 Current Cash Reserve (in Days) 110

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LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

8

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Health Officer's Report

PERSONNEL INVOLVED: Melanie Reynolds, Health Officer

BACKGROUND: Ms. Reynolds is providing a report on current Health Department issues.

HEALTH DIRECTOR'S RECOMMENDATION: N/A

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

Health Officer's Report, April 2016

This summary is to provide a brief overview of this month's activities. This report also includes reports from Public Health Division Administrators.

Administration

The WIC Program has completed interviews for a new part-time Registered Dietician (RD) position. The successful candidate is expected to join the team in the next few months. The third RD will help us to serve more clients in a timely manner. The current two RDs are currently preparing training materials and updating educational resources.

Community Health Promotion

Healthy Families Home Visiting / WIC / Chronic Disease Prevention:

MTUPP is funding Lewis and Clark Public Health with \$40,000 to develop a pilot project aimed at increasing cessation support for pregnant and post-partum women. The goals of the project include: 1) Increasing the number of women currently enrolled in First Breath and Quit Line; 2) Increasing the number of women that are linked with appropriate provider follow-up whom may have compromised lung health; 3) Expanding screening tools to include lung disease history and current lung health; 4) Increasing the number of women that are linked to medical/social services that will provide ongoing cessation support; 5) Collaborating with PureView to offer team approach to individuals with no primary care; 6) Linking clients with information on benefits of quitting, with a focus on preventing tobacco use in future generations; and 7) Expanding data collection to include barriers to care or challenges related to existing smoking cessation programs.

Consented Referral System:

As of April 12, there are 58 programs and agencies using the referral system to make and receive referrals for families in need of services. A total of 1054 referrals have been made and 828 individuals referred since October 1, 2014, when the new system went live. 77% of individuals referred enrolled in services.

Environmental Services

Environmental staff attended DEQ's annual Junk Vehicle training. Topics covered included clarification on what constitutes a wrecking facility, how DEQ and counties coordinate enforcement activities, and how to correctly fill out paper work. DEQ also clarified what counties can do with capital improvement funds and how they can plan for large purchases in the future.

In the septic permitting arena, staff is currently monitoring groundwater level wells at 9 separate sites, with a total of 27 wells. Wells are monitored to ensure that septic system drain fields are at least 4' above the highest groundwater level. Wells are typically monitored for at least 10 weeks, although actual time varies depending on site specific conditions.

Water Quality Protection District:

The Water Quality Protection District staff is installing stream gages in local streams in order to measure stream flow. Stream flow is measured as long as possible during the year, at least until the water freezes. Monitoring provides information for the state Water Quality Bureau and for our subdivision program. Understanding water quantity in streams helps us understand how pollutants from land use activities can impact water quality, and help District staff plan future water quality protection projects. The information is also helpful in identifying sources of pollution. Because spring run-off is occurring, staff must be especially careful placing the tracking devices (TruTraks) in the stream.

East Helena Lead/Abatement:

The Lead Education and Assistance Program have developed a lead investigation referral form for physicians to use in requesting follow-up investigations for high blood lead samples. If physicians have their patient's blood lead sampled, they can fill out a request to department staff for a residential environmental assessment. During the environmental assessment, paint is analyzed for lead content, water may be sampled, and staff asks questions designed to help pinpoint activities that may increase risk of lead exposure - activities like reloading bullets or working with stained glass.

Disease Control and Prevention

Emergency Preparedness Program:

Staff from the Disease Control and Prevention and Environmental Services Divisions recently participated in a functional exercise involving a mock crude oil train derailment at the intersection of Montana Avenue and Lyndale Avenue/Last Chance Gulch. The primary purpose of the exercise was to evaluate the capability of the Local Emergency Preparedness Committee or LEPC personnel and 911 Dispatch Incident Command Post personnel to effectively communicate and coordinate the exercise using electronic SmartBoards. The exercise was led by Brett Lloyd (Lewis and Clark Public Health) working as an independent Consultant for his private emergency preparedness consulting firm, Spalding Consulting. An after-review of the exercise demonstrated that the use of electronic media (SmartBoard) does provide certain advanced communication capability. However, primarily as a result of SmartBoard malfunction during the exercise, it was determined that there is a tendency for staff to over-rely on electronic communication.

Licensed Establishment:

The Licensed Establishment Team is gearing up for the Farmer's Market and summer events. The Team will be participants in the Farmer's Market Vendor's Meeting on Saturday April 23. The season will begin at the end of April.

Zika Virus Update. There has been some confusion within the local medical community regarding the screening process for travel-related Zika virus testing. In response, Lewis and Clark Public Health developed and disseminated a Zika virus screening/testing protocol to our medical community. All local requests for Zika testing must be approved by Lewis and Clark Public Health using a checklist developed by the Centers for Disease Control and Prevention (CDC). Further, all Zika virus testing is currently conducted by CDC; however, we anticipate the state Public Health Lab will soon have the capability to conduct the testing in-state. As of April 13, 2016, there are 358 Travel-associated Zika virus disease cases reported in the US. *Aedes aegypti* and *Aedes albopictus*, the known carriers of Zika virus are not found in Montana. For areas where these mosquitoes are present, CDC has released "Guidelines for Development of State and Local Risk-based Zika Action Plans" asking at-risk communities to prepare for Zika virus activity during the pending mosquito season, and to evaluate and prepare control plans for mosquito populations in their state as part of Zika Action Plan preparedness efforts.

Immunization/Communicable Disease Program:

Influenza season is winding down in Lewis and Clark County as we are seeing fewer and fewer cases per week. Overall, it has been a fairly mild flu season with the exception of March and early April. Despite the relatively mild season, unfortunately, the first flu-related death for a Lewis and Clark County resident was reported last week--middle aged adult with no pre-existing health conditions. So far this season, 533 cases of flu have been reported to Lewis and Clark Public Health with only 24 flu-related hospitalizations for County residents. The age distribution for hospitalized flu cases is as follows: 0-18 years = 8 cases; 19-64 years = 7 cases; and 65+ years = 9 cases. This compares to 75 hospitalizations last flu season.

LEWIS & CLARK CITY/COUNTY BOARD OF HEALTH
Helena, Montana

BOARD AGENDA ITEM

Meeting Date

April 28, 2016

Agenda Item No.

9

Minutes Board Member Discussion Staff & Other Reports Action Hearing of Delegation

AGENDA ITEMS: Public Comment

PERSONNEL INVOLVED: Public and Board Members

BACKGROUND: Time is allowed for public comment on matters not mentioned in the agenda within the Board of Health’s jurisdiction.

HEALTH DIRECTOR’S RECOMMENDATION: n/a

ADDITIONAL INFORMATION ATTACHED

BOARD ACTION:

NOTES:

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
Benish						
Eck						
Geise						
Johnson						
Kultgen						
Medley						
Smith						
St. Clair						
Weber						

**Attendance Record for the
Lewis & Clark City-County Board of Health**

FY 2016

	Jul	Aug	Sep	Oct	Nov/Dec	Jan	Feb	Mar	Apr	May	Jun
Benish	X	*	X	X	X	X	X	X			
Bramen	X	*	Xp	X	O	X	---	---	---	---	---
Eck	---	---	---	---	---	X	X	O			
Geise	X	*	X	X	X	O	X	X			
Johnson	---	*	X	X	X	O	X	X			
Kultgen	X	*	X	O	O	O	X	O			
Lowell	O	---	---	---	---	---	---	---	---	---	---
Medley	---	---	---	---	---	---	---	X			
Serstad	X	*	---	---	---	---	---	---	---	---	---
Smith	X	*	X	X	O	O	X	X			
St. Clair	O	*	X	O	X	X	X	X			
Weber	O	*	X	X	X	X	X	X			

Legend:

X = Present

X_p = Present by phone

--- = Not a member of the board at that time.

O = Absent

* = No meeting held

P = Strategic Planning Session



Lewis & Clark Public Health

1930 Ninth Avenue
Helena, MT 59601
PH: 457-8900
Fax: 406.457.8990

Susan Good-Geise
County Commissioner
316 N. Park
Helena, Montana 59623
447-8304 (W) 447-8370 (Fax)
E-mail: sgeise@lccountymt.gov

(1)
Pleasure of L & C County Commission

Mayor Jim Smith
City Commissioner
316 N. Park
Helena, Montana 59623
447-8410 (W)
E-mail: jsmith@helenamt.gov

(2)
Pleasure of City of Helena Commission

Kent Kultgen
Superintendent, Helena School Dist. No. 1
55 S. Rodney
Helena, Montana 59601
324-2001 (W)
E-mail: kkultgen@helena.k12.mt.us

(3,a)

Dr Adron Medley
2300 Lime Liln Rd
Helena, MT 59601
439-3733 (c)
E-mail adronmedley@hotmail.com

(3,b)
Term expires - June 30, 2016

Kammy Johnson
2800 North Montana #202
Helena, MT 59602
799-3654 (W) 458-1956 (H) 439-0914 (C)
E-mail: kjohnsonmt@gmail.com

(3,c)
Term expires - June 30, 2018

Scott St. Clair
P.O. Box 1105
East Helena, MT 59635
410-1125 (H)
E-mail: ehp chop8@gmail.com

(3,d)
Pleasure of East Helena City Council

James Benish
1302 Highland
Helena, MT 59601
442-3452 (H) 465-0054 (C)
E-mail: benishjim@gmail.com

(3,e)
Term expires - June 30, 2016

Anne Weber, chair
3883 Flaxstem St.
East Helena, Montana 59635
202-2166 (C) 227-8154 (H)
E-mail: anne.weber@bresnan.net

(3,f)
Term expires - June 30, 2018

Jenny Eck
563 3rd Street
Helena, MT 59601
459-1082 (C)
E-mail: jennyeck4mt@gmail.com

(3,g)
Term expires - June 30, 2018

Updated March 2016

*"To Improve and Protect the Health of all Lewis and Clark County
Residents."*



LEWIS & CLARK CITY-COUNTY BOARD OF HEALTH

1930 Ninth Avenue
Helena, MT 59601
PH 406.457.8900
Fax: 406.457.8990

MEMBERS

Jenny Eck	Term expires - June 30, 2018	First Term
Anne Weber	Term expires - June 30, 2018	Second Term
Dr. Adron Medley	Term expires - June 30, 2016	First Term
James Benish	Term expires - June 30, 2016	First Term
Kammy Johnson	Term expires - June 30, 2018	First Term
Kent Kultgen	Superintendent of Schools, Ex-officio Voting	
Susan Good Geise	Pleasure of Lewis & Clark County Commission	
Mayor Jim Smith	Pleasure of Helena City Commission	
Scott St. Clair	Pleasure of East Helena City Council	

MEETING DATES FOR FISCAL YEAR 2016

Scheduled for 1:30 p.m. in Room 226 of the City-County Building.

July 23, 2015

August 27, 2015 Canceled

September 24, 2015

October 22, 2015

December 3, 2015

January 28, 2016

February 25, 2016

March 24, 2016

April 28, 2016

May 26, 2016

June 23, 2016

March 2016

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