

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH –MINUTES  
316 PARK AVENUE, HELENA, MONTANA 59624  
County Commission Chamber  
January 22, 2015**

Members Present

Anne Weber, chair  
Commissioner Susan Good Geise  
Mayor Jim Smith (departed at 2:50 p.m.)  
James Benish  
Scott St. Clair  
Dr. Maria Braman  
Jennifer Lowell

Staff Present

Melanie Reynolds  
Jolene Helgerson  
Norman Rostocki  
Gayle Shirley  
Mike Henderson

Members Absent

Kent Kultgen  
Kelly Parsley

Guests Present

Commissioner Andy Hunthausen  
Becky Lawson  
Tim Meldrum

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

**REVIEW OF AGENDA**

Melanie Reynolds, Health Officer, requested that the Health Department Branding Project discussion be moved to the action item portion of the agenda.

**MINUTES**

Ms. Weber asked if there were any corrections or additions to the December 4, 2014, minutes. The Board approved the minutes as written.

**PRESENTATION**

Preliminary Architectural Report Update: Becky Lawson and Tim Meldrum with Schlenker & McKittrick Architects gave an update on the Preliminary Architectural Report (PAR) they have been preparing for the health department. Ms. Lawson stated that the PAR was done in a format appropriate to accompany an application for Montana Department of Commerce Community Development Block Grant funding of up to \$450,000. Ms. Lawson presented 4 possible long-term locations for the Health Department. They were the existing county building at 1930 Ninth Avenue, where the Health Department has historically been located; the Old Armory building; Albertson's grocery store on 11<sup>th</sup> Avenue, and new construction. Ms. Lawson presented the cost and pros and cons of each location. The next step is to meet with the health department's stakeholder group to decide whether to submit a grant application based on any of the 4 locations. Ms. Reynolds noted that long-term leasing may also be an option. In answer to a question from Commissioner Good Geise, Ms. Reynolds stated that the health department did express its concerns regarding enough space for its staff in the county clinic building to the commissioners when the Cooperative Health Center (CHC) received the grant that is being used to renovate the building. She also expressed concern that the health department's accreditation efforts could be affected by co-locating with a CHC and that future expansion of the CHC could create additional space problems. Ms. Reynolds will send a copy of the PAR to the Board for review.

## **ACTION ITEM**

### Request approval to submit an application and fee to the Public Health Accreditation Board (PHAB):

Ms. Reynolds presented the 2014-2015 Public Health Accreditation Board (PHAB) Accreditation Application Fee Schedule and the seven steps of the accreditation process (pages 9-10 of the board packet). Ms. Reynolds noted that the health department falls under category 2 for accreditation fees based on the size of the population it serves. The health department has budgeted for the 5-year payment plan. James Benish made a motion to approve the health department's desire to move forward with the accreditation process by submitting an application and fee to the Public Health Accreditation Board. Commissioner Good Geise seconded the motion. The motion carried 7-0.

Health Department Branding Project: Gayle Shirley, Communications Coordinator, presented a health department plan to rebrand itself through adoption of a new name and logo. A rebranding committee made up of department staff and a member of the Board of Health has agreed on "Lewis and Clark Public Health" as the best name for the health department. In answer to a question from Commissioner Good Geise, Ms. Reynolds said she would work with the county attorney regarding any legal issues in changing the name. Dr. Maria Braman made a motion to approve the department's name change to "Lewis and Clark Public Health." Commissioner Good Geise seconded the motion. The motion carried 7-0.

## **BOARD MEMBER DISCUSSION**

Ms. Shirley noted that the health department is in the process of changing the department's logo as part of the rebranding. The department has contracted with graphic designer Luke Duran of ElementL Design in Helena. The rebranding committee will choose the design that it believes best represents the department and will seek feedback from all staff.

## **ACTION ITEM continued**

Election of Board Vice-Chair: Mr. Benish nominated Dr. Braman as the Board of Health Vice-Chair. There being no objections, the Board approved the nomination 7-0.

## **BOARD MEMBER DISCUSSION continued**

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY15 comparison to budget and cash flow for July 2014 through December 2014 (page 16 of the board packet). Mr. Rostocki noted that the Department is 50% of the way through its fiscal year. Total revenue to date is \$1,111,591 or 59% of the amount budgeted; actual expenditures are \$1,007,096 or 49% of the amount budgeted. Revenues are over expenditures by \$104,495; total ending cash is \$811,702.

Response Letter from Montana Rail Link: Ms. Reynolds presented an email from Montana Rail Link responding to a BOH request for clarification to a Montana Rail Link letter dated November 5, 2014 (see Attachment "A"). Ms. Reynolds stated that she will apprise the Board of any new dialog between Montana Rail Link and the health department. In answer to a request from Scott St. Clair, Ms. Reynolds said she will follow up with the City of Helena on a possible letter of support by the Board of Health regarding construction of an overpass or underpass at the Montana Avenue railroad crossing.

Seasonal Flu Update: Mike Henderson, Disease Control and Prevention Division Administrator, noted that influenza activity is widespread across Montana. Since the start of the flu season, there have been 1600 lab-tested influenza cases in Montana. In a one-week period, there were 542 lab-tested state cases and in the last 30 days in Lewis and Clark County there have been 30 hospitalizations. There have been 114 diagnosed flu cases reported to the health department. 107 of them have been subtyped as influenza

type A. Part of that strain is the H3N2 subtype that is not part of this season's flu vaccine. There have been no deaths reported in Lewis and Clark County. The health department continues to send out press releases to the public promoting the flu vaccine. Dr. Braman commented that St. Peter's Hospital is discouraging sick individuals from visiting hospital patients to avoid the spread of flu. The health department is continuing active surveillance with schools, medical facilities, long-term-care facilities, and daycares.

Legislative Update: Ms. Reynolds highlighted current public health related activities at the Montana Legislative Session (see Attachment "B").

### **HEALTH OFFICER REPORT**

The health department participated in a meeting with St. Pete's OB and pediatrics doctors to discuss smoking during pregnancy.

The health department has contracted with Dr. Heather McRree to serve as the health department's medical director.

The Environmental Protection Agency (EPA) has asked the health department to create a work plan to develop Institutional Controls (IC) and soil regulations for the Upper Ten Mile Superfund area. Kathy Moore, Environmental Services Division Administrator, will give a presentation to the Board at a later date. In answer to a question from Commissioner Good Geise, Ms. Reynolds stated that the health department will treat the development of ICs like it did the development of the East Helena ICs and continue dialog with residents of the Upper Ten Mile. The EPA will pay for the work plan and the ICs.

The Montana HealthCare Foundation is making \$1.6 million available to local and tribal health departments to continue to work toward accreditation. The health department plans to apply for a grant that will allow it to implement part of the community health improvement plan.

Ms. Reynolds met with County Public Works, County Administrator, and IT&S to discuss the long-term and short-term relocation plans of the health department. Some programs of the health department will move back into the basement of the clinic as part of the short-term relocation.

There being no public comment, the meeting adjourned at 3:24 p.m.

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Anne Weber, Chair

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Melanie Reynolds, Secretary

Action Items from January 22 BOH Meeting

- Ms. Reynolds will send a copy of the PAR to the Board for review.
- Ms. Reynolds will follow up with the City of Helena on a possible letter of support by the Board of Health regarding an overpass or underpass at the Montana Avenue railroad crossing.