

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
316 PARK AVENUE, HELENA, MONTANA 59624
Room 226
January 28, 2016**

Members Present

Anne Weber, chair
Dr. Maria Braman, vice-chair
James Benish
Scott St. Clair
Jenny Eck

Staff Present

Melanie Reynolds Gayle Shirley
Jolene Helgersen Amy Brown
Norman Rostocki
Kathy Moore
Eric Merchant
Drenda Niemann

Members Absent

Kammy Johnson
Kent Kultgen
Mayor Jim Smith
Commissioner Susan Good Geise

Guests Present

Sana Amin, Carroll College Intern

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

REVIEW OF AGENDA

No changes were made.

INTRODUCTION

Melanie Reynolds, Health Officer, introduced new Board of Health member Jenny Eck.

Eric Merchant, Disease Control and Prevention Division Administrator, introduced new Immunization Public Health Nurse Amy Brown.

MINUTES

Ms. Weber asked if there were any corrections or additions to the December 3, 2015, minutes. The Board approved the minutes as written.

ACTION ITEMS

Request for approval of the Cooperative Agreement between MT DPHHS and Board of Health (Food and Consumer Safety). Mr. Merchant requested approval of the Cooperative Agreement between Montana Department of Public Health and Human Services (DPHHS) and Board of Health (BOH) (pages 8-13 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, 2016, through December 31, 2016, and will cover pools, spas, and other water-feature inspections. Mr. Merchant noted there were no changes from the previous year's agreement. In answer to a question from Ms. Weber, Mr. Merchant said that he would like to have more follow-up inspections throughout the year. In answer to questions from Jim Benish, Mr. Merchant said that the sanitarians review all ingredients for food items to be sold at the Farmer's Market that are not exempt under the Montana Cottage Food Act. As for the selling of morel mushrooms at the Helena Farmer's Market, we don't have a local ordinance giving us the authority to inspect the mushrooms to be sold. We are working with DPHHS on initiatives

to allow the safe selling of morel mushrooms. Mr. Benish made a motion to approve the Cooperative Agreement between Montana Department of Public Health and Human Services and Board of Health. Dr. Maria Braman seconded the motion. The motion carried 5-0.

BOARD MEMBER DISCUSSION

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY16 comparison to budget and cash flow for July 2015 through December 2015 (pages 15-17 of the board packet). Mr. Rostocki noted that the department is 50% of the way through its fiscal year. Total revenue to date is \$1,105,967, or 56% of the amount budgeted; actual expenditures are \$1,182,861, or 58% of the amount budgeted. Revenues are under expenditures by \$76,893; total ending cash is \$808,285.

Community Health Improvement Plan (CHIP): Gayle Shirley, Communications and Systems Improvement Manager, is working with an outside facilitator to get ready for the CHIP task force meetings, which are scheduled Feb. 8, March 7, and April 4. The process is an opportunity to develop a common agenda for the entire community to use to set priorities, direct the use of resources, and develop and implement projects and programs that will be most effective in improving the health of our community.

Subcommittee on Long-Term Facility Planning/CDBG: Ms. Reynolds and a subcommittee of BOH members met to discuss Public Health long-term facility planning and possible application for a Community Development Block Grant (CDBG). The subcommittee agreed that public health administration and case management employees who are currently located at the City-County and Taylor Buildings should relocate for the short term to the lower level of the Murray Building once construction of the southeast corner is complete. Public Health will apply for a \$450,000 CDBG to help with the remodel. In answer to a question from Mr. Benish, Ms. Reynolds said that the location of staff off-site from the Murray Building and Public Health's shared space with PureView will not affect our accreditation review.

Meeting Locations for the Board of Health Meetings: Ms. Reynolds asked Board members their thoughts of where the BOH should meet besides the Commission Chambers. They requested that the Commission Chambers continue to be used for variance hearings. They were indifferent to city-county rooms 226 and 326. They added that they would like to have natural light if possible.

Health Officer Report:

Public Health has hired Linda Gleason as a part-time public health nurse for the immunization program. The department has initiated recruitment efforts for a part-time emergency preparedness coordinator and a licensed establishment sanitarian.

Ms. Reynolds highlighted the 2015-6 Community Health Report presentations (page 8 of the board packet).

The air quality program has seen a total of eleven poor air-quality episodes from November 1, 2015, through January 19. During the same time period, the department issued 42 warnings or notices of violation to individuals burning wood stoves in violation of outdoor air quality regulations.

Public Health staff is working on improving their performance measures and workload indicators as part of an accreditation quality-improvement measure. They will present them to the Commissioners during the budget process and will provide an update to the Board at the next meeting.

BOARD MEMBER DISCUSSION *continued*

East Helena Controlled Groundwater Institutional Controls Update: Kathy Moore, Environmental Services Division Administrator, announced that the Montana Department of Natural Resources and Conservation has completed a public-comment period and revision of the draft East Helena Controlled Groundwater Institutional Controls and is now in the process of finalizing rules.

Ms. Moore reminded the Board of the Montana Environmental Trust Group (METG) public meeting and open house invitation (page 28 of the board packet) and the public-comment request from the Montana Department of Environmental Quality regarding the proposed listing of the Blackfoot Post Yard near Lincoln, Montana (pages 29-35 of the board packet).

There being no public comment, the meeting adjourned at 2:59 p.m.

Anne Weber, Chair

Melanie Reynolds, Secretary