

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
316 N. PARK AVENUE, HELENA, MONTANA 59601
Room 330
March 22, 2018**

Members Present

James Benish, chair
Commissioner Andy Hunthausen, vice chair
Scott St. Clair
Anne Weber
Dr. Adron Medley
Jack Copps

Members Absent

Kammy Johnson
Jenny Eck
Mayor Wilmot Collins

Staff Present

Melanie Reynolds Shelly Maag
Jolene Helgersen Tanner Rasmussen
Eric Merchant Laurel Riek
Drenda Niemann Laura Hendley
Frank Preskar Eric Henrich
Gayle Shirley Jessica Romain (intern)
Kathy Moore

Guests Present

Michelle Cummings, University of Mary Student
Pat Christian, Helena Citizens Council
David Smith, YMCA
Mike Clark, Holiday Inn Express

Jim Benish, chair, called the meeting to order at 1:18 p.m. A quorum was established.

REVIEW OF AGENDA

No changes were made to the agenda.

MINUTES

Mr. Benish asked if there were any corrections or additions to the February 22, 2018, minutes. The Board approved the minutes as written.

INTRODUCTIONS/EMPLOYEE RECOGNITION

Eric Merchant, Disease Control and Prevention Division Administrator, introduced new Immunization Nurse Tanner Rasmussen. Mr. Merchant also introduced Carroll College Intern Jessica Romain. Melanie Reynolds, Health Officer, announced that the quarterly employee recognition award was given to Senior Administrative Assistant Jolene Helgerson.

ACTION ITEMS

Hearing Officer Recommendation, Mr. Matthew Sullivan:

Anne Weber, Acting Hearing Officer, gave a brief account of the Sullivan variance hearing held on March 21, 2018. Ms. Weber recommended ratification of her recommendation to approve the variance. She said the request met all of the Montana Department of Environmental Quality criteria for granting a variance. Commissioner Hunthausen moved to ratify the hearing officer recommendation for approval. Mr. St. Clair seconded the motion. The motion carried 6-0.

BOARD MEMBER DISCUSSION

Finance Report: Ms. Reynolds referenced the FY18 comparison to budget and cash flow for July 2017 through December 2017 (pages 8-9 of the board packet) along with the FY18 Public Health Budget (page 10 of the board packet). Ms. Reynolds noted that the department is 50% of the way through its fiscal year. Total revenue to date is \$1,119,660, or 53% of the amount budgeted; actual expenditures are \$1,081,510 or 49% of the amount budgeted. Revenues are over expenditures by \$38,150; total ending cash is \$797,904.

Quality Improvement Update: Kathy Moore, Environmental Services Division Administrator, gave an update on the department's quality improvement projects and council (see Attachment "A"). Ms. Moore mentioned members currently on the quality council, council goals, training, achievements, presentations, upcoming projects, and challenges. Anne Weber asked that the board receive a copy of the official management documents storyboard. In answer to a question from Ms. Weber, Ms. Moore stated that the difference between a storyboard and a story map is that a storyboard is a report only and a story map consists of electronic photos, graphics, and text. Ms. Moore will present a story map at a future board meeting. Ms. Reynolds noted that the department routinely sends out surveys to staff to assess the department's culture of quality. The next survey is scheduled for May.

Performance Measures: Ms. Reynolds highlighted the 2018 2nd quarter performance measures and workload indicators (see Attachment "B"). The health department has changed the way that management and staff review the measures. Staff now present their work on the performance measures and workload indicators to the management team. She also noted that the department will be installing new performance management software to better track and present data that is collected.

Healthy Together Update: Gayle Shirley, Communications and Systems Improvement Manager, said that Healthy Together, the coalition formed to produce our community health reports and improvement plans, will conduct 2 surveys this spring to collect health data. A community telephone survey is scheduled to begin in mid-March and reach about 400 residents. An online key stakeholder survey will be delivered in April to more than 300 health providers, public health professionals, and community and business leaders. Both surveys will be conducted by Professional Research Consultants (PRC). Information about Healthy Together can be found on the Public Health website. In answer to a question from Ms. Reynolds, Ms. Shirley said the Healthy Together steering committee is made up of representatives from Public Health, PureView Health Center, St. Peter's Health, United Way, and Rocky Mountain Development Council.

Health Officer Recruitment: In two weeks, the Lewis and Clark County Human Resource Office will begin recruiting for the Health Officer position. Mr. Benish asked members of the board to volunteer to be part of the hiring process for the new health officer. Ms. Weber said she would like to participate during the interview process.

HEALTH OFFICER'S REPORT

The Gold and Silver Buoy awards will be presented after today's meeting.

At the April 26 Board of Health meeting, board members will participate in a strategic planning session from noon to 3 p.m. Staff will email the location of the meeting to the board once it's determined.

Before Ms. Reynolds leaves her position as health officer in June, she said she will commit to working on the FY19 budget, accreditation yearly renewal, performance appraisals, and assist with the recruitment process.

Construction in the lower level of the Murray Building is almost finished. Staff should be moved in by the beginning of May.

Ms. Reynolds noted that the health department is working on filling the finance coordinator position. The new health officer will work with human resources regarding recruitment.

There being no public comment, the meeting adjourned at 2:15 p.m.

Jim Benish, Chair

Melanie Reynolds, Secretary

After the adjournment of the Board of Health meeting, Board members and staff of the Licensed Establishment Program recognized 9 operators of public, recreational water features for their exceptional efforts to provide a clean, healthy, and safe environment and presented them with Gold and Silver Buoy Awards.