

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH –MINUTES
316 PARK AVENUE, HELENA, MONTANA 59624
Room 309
March 26, 2015**

Members Present

Anne Weber, chair
Mayor Jim Smith
James Benish
Kent Kultgen
Dr. Maria Braman
Jennifer Lowell
Kelly Parsley

Members Absent

Scott St. Clair
Commissioner Susan Good Geise

Staff Present

Melanie Reynolds
Jolene Helgerson
Norman Rostocki
Gayle Shirley
Drenda Niemann
Mike Henderson

Guests Present

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 after action item 3, Mike Henderson, Administrator for the Disease Control and Prevention Division, discuss the potential of a measles outbreak in Montana.

MINUTES

Ms. Weber asked if there were any corrections or additions to the February 26, 2015, minutes. The Board approved the minutes as written.

ACTION ITEM

Request for Approval of Protocol for Response to a Truck Wreck: Mr. Henderson requested approval of the Emergency Preparedness protocol for handling distressed foods in truck wrecks (page 8 of the board packet). Changes to the protocol that were made are:

- Page 9- Contact information for the state Departments of Agriculture and Livestock
- Page 12 “C”- Reminder to sanitarians to check road conditions and weather before heading to a wreck
- Page 15-16- Addendum to the protocol for disposal and voluntary holding agreements

In answer to a question from James Benish, Mr. Henderson stated that the food that can be salvaged during a wreck is referred to a licensed food salvager. In answer to a question from Ms. Weber, Mr. Henderson stated that a tabletop discussion was held between the licensed establishment sanitarians and representatives from the State of Montana. Kelly Parsley made a motion to approve the protocol for response to a truck wreck. Mr. Benish seconded the motion. The motion carried 7-0.

BOARD MEMBER DISCUSSION

Measles Preparedness: The measles outbreak that started in California is now a multi-state outbreak. Affected states are California, Washington, Oregon, Arizona, Nevada, Colorado, and Nebraska. The

Health Department is preparing for the likelihood of a measles diagnosis in Montana. They are sending out regular health alerts, providing outreach to the community and schools, and offering vaccination clinics for those who have not received their measles vaccination. In answer to a question from Mr. Benish, Mr. Henderson stated that pharmacy businesses that provide immunizations are not required to enter vaccination data into a national registry. Mr. Benish recommended that the Communicable Disease Program look into a cooperative agreement between local pharmacy businesses and the health department that would require vaccination data to be reported to the health department.

PRESENTATION

Drenda Niemann, Administrator for the Community Health Promotion Division, gave an update on program activities, promotions, and challenges within WIC, Healthy Families, Tobacco Prevention, Cancer Control, Healthy Communities Coalition, Consented Referral System, and Early Childhood Coalition (see Attachment "A").

BOARD MEMBER DISCUSSION *continued*

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY15 comparison to budget and cash flow for July 2014 through February 2015 (page 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 \$1,224,087 or 65% of the amount budgeted; actual expenditures are \$1,218,566 or 60% of the amount budgeted. Revenues are over expenditures by \$5,521; total ending cash is \$701,104. Ms. Reynolds detailed the timeline for the Fiscal Year 2016 budget process.

Health Department Rebranding Update: Gayle Shirley, Communications Manager, announced that a small work group of Health Department staff met with local graphic designer Luke Duran recently to review 4 draft logo designs for the department. The group agreed to eliminate one design and asked Mr. Duran to make slight revisions to the other 3 for further consideration. All reflect the upcoming name change to Lewis and Clark Public Health. The group hopes to roll out the new name and brand during National Public Health Week, April 6-12.

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

HEALTH OFFICER REPORT

Ms. Reynolds advised the Board of an upcoming court case between an employee of the county vs. Montana Association of Counties (MACo) and Montana Public Employee Association (MPEA). The court case is set to begin April 6, 2015.

Ms. Reynolds referred to a letter sent to the health department from the head of the Sleeping Giant Citizens Council (SGCC) (page 31 of the board packet). She noted that the SGCC is broadening its mission to include the transportation of crude oil by rail. Ms. Reynolds spoke with board member Scott St. Clair by phone prior to today's board meeting, and he wanted the board to be kept apprised of any future correspondence from SGCC.

Ms. Reynolds presented the 2015 County Health Rankings for Lewis and Clark County (see Attachment "C"). In answer to a question from Ms. Parsley, Ms. Niemann stated that the health department works closely with the Youth Connections Coalition and DUI Task Force regarding the county's high ranking related to alcohol-impaired driving deaths.

The Board of Directors of the Cooperative Health Center has hired Bozeman resident Jill Marie Steeley to serve as the center's new executive director. She will start work at the CHC part-time in May and full-time in June. She replaces Kate McIvor, who resigned from the position last September. Former CHC Board member Dennis Taylor is acting deputy director until May.

A subcommittee consisting of Ms. Reynolds, Ms. Weber, Ms. Braman, and Mr. Benish met to discuss and review the cooperative agreement and memorandum of understanding between the CHC and health department. The next step is to continue communications with the new executive director.

At the next board meeting, Ms. Reynolds will bring for approval a proposal for a health department hourly fee increase.

The clinic renovation will be completed by the end of April. Health Department employees will move into the south side of the building in May. The Immunization, Home Visiting, and WIC programs will be upstairs, and the Prevention and Licensed Establishment programs will be located in the basement. Administration will continue to be located at the City-County Building, and the Case Management Program will stay at the Taylor Building.

Ms. Weber reminded the Board to return Ms. Reynolds's performance appraisal to her by March 31.

There being no public comment, the meeting adjourned at 3:10 p.m.

Anne Weber, Chair

Melanie Reynolds, Secretary

Action Items from March 26 BOH Meeting

- At the next board meeting, Ms. Reynolds will bring for approval a proposal for a health department hourly fee increase.