

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
120 S. LAST CHANCE GULCH, HELENA, MONTANA 59601
Lewis and Clark City-County Building
May 24, 2018**

Members Present

James Benish, chair
Mayor Wilmot Collins
Scott St. Clair
Dr. Adron Medley
Anne Weber
Jack Copps

Staff Present

Melanie Reynolds Beth Norberg
Jolene Helgersen Aaron Douglas
Drenda Niemann
Kathy Moore
Eric Merchant
Gayle Shirley
Heather Parmer

Members Absent

Commissioner Andy Hunthausen, vice chair
Jenny Eck
Kammy Johnson

Guests Present

Jim Benish, chair, called the meeting to order at 1:15 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 April 26, 2018, or the March 22, 2018, minutes. The Board approved the minutes as written.

ACTION ITEMS

Board of Health Recommendation of the Fiscal Year 2019 Department Budget: Melanie Reynolds, Health Officer, presented the proposed FY2019 Lewis and Clark Public Health budget for recommendation to the Board of County Commissioners for approval (see Attachment “A”). Ms. Reynolds gave an overview of the budget summary, the FY2019 Licensed Establishment and Environmental Division fee schedule changes, the capital improvement plan, the FY2019 mill budget, and the FY2019 staffing summary. In answer to questions from Mr. Benish, Ms. Reynolds stated that public notification for the Licensed Establishment and Environmental Services Division fee increases would happen through email, newspaper ads, and signage. The fee increases will take effect July 1, 2018. Ms. Reynolds noted that the department has not raised its fees since 2009. She also noted that there is no formal venue for public comment but that each comment from the public will be reviewed. In answer to questions from Scott St. Clair, Kathy Moore, Environmental Services Division Administrator, said the environmental fee increase is for septic services only. She also noted that a fee increase is needed to cover the cost of staff and Board time with variance hearings and septic services. By state law, the department is required to offer a variance process to the public as part of local onsite wastewater regulations, but the Board has the option to charge for that process. Anne Weber made a motion to recommend the FY2019 budget to the County Commissioners for approval. Mayor Wilmot Collins seconded the motion. The motion carried 6-0.

Mayor Collins made a motion to approve the FY2019 Licensed Establishment and Environmental Division fee increase as noted. 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 March 2018 (pages 10-11 of the board packet). Ms. Reynolds noted that the department is 75% of the way through its fiscal year. Total revenue to date is \$1,341,754, or 64% of the amount budgeted; actual expenditures are \$1,548,127 or 70% of the amount budgeted. Revenues are over expenditures by \$206,373; total ending cash is \$553,381.

Open House & Retirement Party: An open house and retirement party for Ms. Reynolds is scheduled for June 8, 2018, from 1 to 3 p.m. in the new administration suite of the Murray Building.

HEALTH OFFICER'S REPORT

Staff will submit an annual report to the Public Health Accreditation Board by July 30.

New employee Franchesca Talbot will join the Licensed Establishment team on May 30.

The E. coli outbreak linked to romaine lettuce from Yuma, AZ, appears to be nearing its end. After confirmation from state and government agencies, Eric Merchant, Disease Control and Prevention Division Administrator, will send a notice to the public that it is safe to consume romaine lettuce.

Health department staff has been closely involved in monitoring and responding to the flooding in the Helena Valley and in Lincoln.

PUBLIC COMMENT

No public comment was made.

The meeting adjourned at 2:00 p.m.

Jim Benish, Chair

Melanie Reynolds, Secretary