

**LEWIS AND CLARK CITY-COUNTY  
BOARD OF HEALTH – MINUTES  
1930 9<sup>th</sup> Ave HELENA, MONTANA 59601  
Board Room  
July 27, 2017**

Members Present

Anne Weber, chair  
James Benish, vice chair  
Commissioner Andy Hunthausen  
Jenny Eck (Arrived @ 1:40 pm)  
Dr. Adron Medley

Members Absent

Jack Copps  
Mayor Jim Smith  
Kammy Johnson  
Scott St. Clair

Staff Present

Melanie Reynolds  
Jolene Helgerson  
Eric Merchant  
Gayle Shirley  
Drenda Niemann  
Sarah Crowley  
Peter Schade

Guests Present

Anne Weber, chair, called the meeting to order at 1:20 p.m. A quorum was not established.

**REVIEW OF AGENDA**

Ms. Weber announced that the action item on the agenda would be heard as soon as a quorum was established. The fourth quarter employee recognition award was moved to the September agenda.

**MINUTES**

Ms. Weber asked if there were any corrections or additions to the May 25, 2017, minutes. The Board approved the minutes as written.

**INTRODUCTIONS**

Drenda Niemann, Community Health Promotion Division Administrator, introduced Sarah Crowley as the new supervisor of the Home Visiting Program. She replaces Brie Oliver, who left the program in July. Melanie Reynolds, Health Officer, introduced Peter Schade, a new water quality specialist for the Water Quality Protection District.

**BOARD MEMBER DISCUSSION**

Finance Report: Ms. Reynolds referenced the FY17 comparison to budget and cash flow for July 2016 through June 2017 (pages 31-32 of the board packet). Ms. Reynolds noted that the department was 100% of the way through its fiscal year. Total revenue to date was \$2,034,184, or 100% of the amount budgeted; actual expenditures were \$2,145,064, or 99% of the amount budgeted. Revenues were under expenditures by \$89,691; total ending cash was \$642,510. Ms. Reynolds announced that the department has posted the finance coordinator position twice. The position was offered to an applicant, but the individual had to remove himself from consideration due to a potential conflict of interest. Ms. Reynolds will consider reposting for the position. In the meantime, county finance staff has been assisting the department with the financial budgets. In answer to a question from Jim Benish, Ms. Reynolds stated that the CDBG grant award for remodel of the lower level of the Murray Building was \$450,000. The department is required to provide a match of 25 percent. The department will still need to contribute

another \$100,000 for the completion of the project. Both the match and the contribution will be funded from the department's capital improvement plan.

Board Appointments for Fiscal Year 2018: Ms. Reynolds enumerated the board positions that needed to be filled for FY2018. The Board made the following appointments:

- Jim Benish as board chair
- Commissioner Andy Hunthausen as vice-chair
- Kammy Johnson as board representative on the Water Quality Protection District board
- Anne Weber as acting hearings officer. Other board members will consider training for the position.

Accreditation Update: Ms. Reynolds presented a banner that will be displayed at the Murray Building informing the public that the health department is now accredited. The department will host an accreditation celebration on August 10 for staff, community partners, and board members. Mr. Benish requested logo wear for board members to wear at the party.

*A quorum was established at 1:40 p.m.*

### **ACTION**

Request for approval of the Lewis and Clark County Communicable Disease Response Plan: Eric Merchant, Disease Control & Prevention Division Administrator, requested board approval of the Lewis and Clark County Communicable Disease Response Plan (pages 8-29 of the board packet). Mr. Merchant noted that no substantive changes were made to the plan. Mr. Merchant will work with staff to make the protocol more user friendly. After board member discussion, Jenny Eck made a motion to approve the Lewis and Clark County Communicable Disease Response Plan. Mr. Benish seconded the motion. The motion carried 5-0.

### **HEALTH OFFICER'S REPORT**

Ms. Reynolds reminded the board of the upcoming ceremony for the 1967 Children and Youth Project #633, which was to be held following the adjournment of the board meeting.

The Board will participate in a tour of the Upper Tenmile Superfund site on August 30 in lieu of the scheduled August 24, 2017, board meeting.

Mr. Merchant was able to acquire grant funding for a building generator for health department use in the Murray Building. Among other things, it will help protect vaccine storage during a power outage.

Ms. Reynolds announced that there are still cases of pertussis being reported to the health department.

The contracting bids for the remodel of the lower level of the Murray Building are almost complete, and construction should begin in late fall.

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

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Anne Weber, Chair

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Melanie Reynolds, Secretary

Action Items from July BOH Meeting

- Jolene Helgerson will provide logo wear for board members to wear at the upcoming accreditation celebration.