

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH –MINUTES
Chamber of Commerce 225 Cruse Ave, HELENA, MONTANA 59601
December 5, 2013**

Members Present

Kelly Parsley, chair
Commissioner Andy Hunthausen, vice-chair
Anne Weber
Maria Braman
Kent Kultgen
Mayor Anthony Strainer
Jennifer Lowell
James Benish

Members Absent

Mayor Jim Smith

Staff Present

Melanie Reynolds Drenda Niemann
Jolene Helgerson Jim Wilbur
Kathy Moore Jeanne Underhill
Gayle Shirley
Mike Henderson
Karen Lane
Norman Rostocki

Guests Present

Karen Filipovich, Facilitator
Annie Glover
Michelle Cummings

Kelly Parsley, chair, called the meeting to order at 1:35 p.m. Board members were introduced and a quorum was established.

REVIEW OF AGENDA

Melanie Reynolds, Health Officer, introduced Annie Glover, a master’s in public health student from the University of Montana who is observing the meeting as part of her health policy class. Michelle Cummings, a nursing student working with NewWest, is also observing the meeting as part of a class requirement.

ACTION ITEMS

Hearing Officer Recommendation, Mr. and Mrs. Craig and Lisa Woolard: Anne Weber, hearing officer, gave a brief explanation of the Woolard variance hearing held on November 19, 2013, along with her recommendation for approval. Ms. Weber stated that the request has met all of the state Department of Environmental Quality criteria for granting a variance. James Benish moved to ratify the hearing officer recommendation for approval. Maria Braman seconded the motion. The motion carried 8-0.

Request for Approval of the Lewis & Clark City-County Health Department Food and Consumer Safety Contract: Mike Henderson, administrator of the Disease Control and Prevention Division, requested board approval of the 2014 Lewis & Clark City-County Health Department Food and Consumer Safety Contract on pages 6-11 of the board packet. Mr. Henderson noted that changes were made to the 2014 contract on page 10 of the board packet. The changes to the document were removing the wording “or is currently regulating and licensing body art establishments as allowed in MCA 50-48-203” found in the 2013 contract to “under state licensure” for check box three in the 2014 contract. Check box four was not in the 2013 contract but added to the contract in 2014. Commissioner Hunthausen made a motion to approve the 2014 Lewis & Clark City-County Health Department Food and Consumer Safety Contract. Mayor Strainer seconded the motion. The motion carried 8-0.

BOARD MEMBER DISCUSSION

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the FY14 comparison to budget and cash flow for July 2013 through October 2013 on page 13 of the board packet and the non-mill program financial summary on page 14 of the board packet. Mr. Rostocki noted that the Department is 33% of the way through its fiscal year. Total revenue to date is \$194,757, or 10% of the amount budgeted; actual expenditures are \$575,268, or 28% of the amount budgeted. Revenues are under expenditures by \$380,511; total ending cash is \$455,201. Ms. Reynolds stated that, given the uncertainty of where the health department staff will be permanently located after the construction to the clinic is finished, she recommended that the board consider working with an architect to develop a strategic plan for what the health department needs in terms of actual space and functionality within the clinic building or in a different building. The cost for the architect would come from the mill. Mr. Benish recommended that staff develop a target date for a new facility, as architect plans become outdated. Jeanne Underhill noted a correction to the financial summary item number two for the waiver for severe disability and mental illness; instead of \$500,103, the amount should be \$110,000.

Karen Lane, Prevention Programs manager, informed the Board of an open house for her program on December 19 from 3-5 p.m. at the Weed District building. Staff will email the open house announcement to the Board.

STRATEGIC PLANNING

Karen Filipovich facilitated the final Board of Health strategic planning session. Key discussion items were:

- Strategic planning worksheet goals and objective review
- Comments on the draft strategic plan
- Review of actions and next steps

Ms. Filipovich will present the final strategic plan to the Board at its January meeting.

Kelly Parsley, Chair

Melanie Reynolds, Secretary