

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH – PUBLIC HEARING MINUTES
316 N. Park, Room 330, HELENA, MONTANA 59601
May 23, 2013**

Members Present

Susan Epstein, vice-chair
Commissioner Andy Hunthausen (arrived at 2:18 p.m.)
Mayor Anthony Strainer
Mayor Jim Smith
Anne Weber
Kelly Parsley

Staff Present

Melanie Reynolds Sharon Davis
Jolene Helgerson
Kathy Moore
Gayle Shirley
Drenda Niemann
Laurel Riek
Jill Griffin

Members Absent

Ken Wallace, chair
Kent Kultgen
Jennifer Lowell

Guests Present

Carol Lewis
See Attachment “C”

Susan Epstein, vice-chair, called the meeting to order at 1:34 p.m. A quorum was established.

REVIEW OF AGENDA

No additions were made.

INTRODUCTIONS

Kathy Moore, administrator of the Environmental Services Division, introduced Sharon Davis as the new administrative assistant for the Environmental Services Division. Drenda Niemann, administrator of the Community Health Promotion Division, introduced Jill Griffin as the new WIC CPA for the Community Health Promotion Division.

ACTION ITEMS

Request for Approval of the Lewis and Clark City-County Health Department Communicable Disease Reporting Protocol: Laurel Riek, a registered sanitarian for the Disease Control and Prevention Division, presented and requested approval of the Communicable Disease Reporting Protocols on pages 6-24 of the board packet. After board review, Ms. Epstein noted an error to the protocol on page 9 of the board packet. Ms. Riek stated that asterisks are replaced by the arrows in the protocol. Staff will correct the discrepancy. Anne Weber made a motion to approve the Lewis and Clark City-County Health Department Communicable Disease Reporting Protocol. Kelly Parsley seconded the motion. The motion carried 5-0.

Request for Approval of Amendment to the 2013 Cooperative Agreement with the MT DPHHS: Ms. Riek presented the amendment to the 2013 Cooperative Agreement with the Montana Department of Public Health and Human Services (DPHHS). The purpose of the amendment is to revise the schedules for school assessments and inspections of public accommodations. Kelly Parsley made a motion to approve the amendment to the 2013 Cooperative Agreement with the Montana Department of Public Health and Human Services. Anne Weber seconded the motion. The motion carried 5-0.

PRESENTATION

Presentation of the Draft Lewis and Clark County Health Improvement Plan: Gayle Shirley, Communications Coordinator, presented the draft Lewis and Clark County Health Improvement Plan (see Attachment "A"). Ms. Shirley noted that the plan is missing the executive summary and some baseline data. Ms. Shirley is working with a graphic designer employed by St. Peter's Hospital to put the plan into its final layout. The draft report will be ready for review by the steering committee, task force and the Board of Health by June 7. Ms. Shirley will then present the report to the community for public comment. The Board will adopt the report at the June 27th board meeting. In answer to a question from Anne Weber, Ms. Shirley stated that the Health Department and St. Pete's will be working together to follow up on the plan through periodic meetings with the task force and steering committee and will provide the Board with regular updates. Mayor Smith made the comment that he is glad to see that mental health issues in the community are considered a priority in the plan.

MINUTES

Ms. Epstein asked if there were any corrections or additions to the April 25, 2013, minutes. There being none, the Board approved the minutes as written.

BOARD MEMBER DISCUSSION

Strategic Plan Update: Melanie Reynolds presented the Lewis and Clark Health Department Strategic Plan 2013-2015 process and proposal (see Attachment "B") for Board review. A survey will be sent to the Board to get a background and assessment of the strengths, weaknesses, opportunities and threats the health department faces as it provides public health services. Karen Filipovich will facilitate a strategic planning meeting and requested that a steering committee be created to help move strategic planning forward. Ms. Reynolds asked if one or two members from the Board of Health would participate on the steering committee. Mayor Smith and Mayor Strainer volunteered. The Board suggested that members from law enforcement, community planning committee and St. Peter's Hospital be included in the survey. Staff will send a request to the Board for a date and time for the first strategic planning meeting.

HEALTH OFFICER REPORT

Since the beginning of the year, there have been 70 recorded cases of pertussis within Lewis and Clark County. The highest number of cases is in children between the ages of 10 and 14. Staff is encouraging the public to get their children booster shots as early as 5th grade.

Staff uncovered the first Board of Health Assessment from 1937. The assessment detailed concerns regarding outbreaks of cholera, smallpox and diphtheria.

As a result of the remodeling of the Cooperative Health Center, some health department programs will be relocating permanently to the City-County Building. Administration will be located on the 1st floor and Licensed Establishment will be on the 2nd floor. Ms. Reynolds will work to keep the immunization clinic and the WIC office on the first floor of the current Health Center during and after construction. Staff will present the official blueprints of the new building as soon as they are available.

Applications for 2 positions on the Board of Health, one for a licensed doctor of medicine practicing in Lewis and Clark County (currently held by Susan Epstein) and the other a consumer of health services provided by the local Board, with experience in or knowledge of health care, environmental, or human services programs (currently held by Ken Wallace) will close at the end of May.

BOARD MEMBER DISCUSSION continued

Finance Reports: Melanie Reynolds, Health Officer, referenced the FY13 comparison to budget and cash flow for July 2012 through April 2013 on page 34 of the board packet. Ms. Reynolds noted that the Department is 83% of the way through its fiscal year. Total revenue to date is \$1,123,888 or 68% of the amount budgeted; actual expenditures are \$1,252,474 or 73% of the amount budgeted. Revenues are under expenditures by \$128,585; total ending cash is \$411,844.

PRESENTATION

Ms. Epstein explained the role of the Board of Health and the County regarding food safety in the county. Ms. Riek introduced Jay Plant, John Geach (retired), Laura Hendley, Mark Syverson, registered sanitarians with the License Establishment Program. Ms. Riek explained that this was the third year that the Licensed Establishment Program was awarding Gold and Silver Fork Awards. She stated that the purpose of the awards is to recognize food-service facilities that incur few or no risk factor violations during inspections and that either show significant progress toward developing an effective food safety system or have one in place. An effective food safety system is designed to control the greatest risks of foodborne illness on an ongoing basis. Such a system maintains control over the five most common causes (risk factors) of foodborne illness as identified by the Centers for Disease Control and Prevention. The Gold Fork Award is presented to facilities that had no risk-factor violations during annual inspections in the previous year and that showed evidence of all four components of an effective food safety system. The Silver Fork Award is presented to establishments that had two or fewer minor risk factor violations and demonstrated elements of at least three out of four components of an effective food safety system.

Ms. Riek introduced the 2012 Gold and Silver Fork Award winners (see Attachment “C”).

There being no public comment, the meeting adjourned at 2:45 p.m.

Susan Epstein, Vice-Chair

Melanie Reynolds, Secretary

- Staff will coordinate a date in June for a BOH strategic planning session.
- Staff will send a survey to the Board to get a background and assessment of the strengths, weaknesses, opportunities and threats.