

# **Board of Health Meeting Wednesday, May 2, 2012 MINUTES**

## **Members Present:**

Jane Weber, Chair, Cascade County Commissioner  
Bill Bronson, City of Great Falls Commissioner  
Cheryl Crawley, Superintendent of GF Public Schools  
Marcus Johnson, MD, Medical Society Representative  
Don Jelinek, DDS, Dental Society Representative  
Alicia Thompson, Health Officer

## **Staff/Visitors Present:**

Sandy Johnson, RS, CCHD Environment Health Manager  
Janelle Olberding, CCHD Preparedness & Communications Assistant  
Teddy Nault, CCHD Tobacco Use Prevention Specialist  
Tawnee Winberry, CCHD Public Health Nurse  
Jill Boettcher, CCHD Public Health Nurse  
Mary Kay Burns, CCHD Public Health Nurse  
Trisha Gardner, CCHD HIV Case Manager  
Russell Klinkenberg, CHCC Executive Director

***Jane Weber called the meeting to order at 11:37am and stated that a quorum was present.***

## **ACTION ITEMS:**

**1. Approve Minutes from the March Meeting: Jane Weber** – Dr. Johnson made the motion to approve the Minutes from the March Board of Health Meeting. Mr. Bronson seconded the motion, and with all in favor the Minutes were approved.

**2. By-Laws Subcommittee Report: Bill Bronson** – Board of Health members Ryan Burke, Alicia Thompson and Bill Bronson met in early March to conduct a review of the Board of Health's current by-laws. The group reviewed the legal obligations set out in the by-laws and determined that the by-laws needed to be updated to match current law. Mr. Bronson shared that this was completed. He also changed grammar and cleaned up the language in the by-laws, keeping the content consistent with State law. A purpose statement for all Articles was also included. Mr. Bronson further shared that the current Memorandum of Understanding (MOU) between the City and County for Health Department business was originally put into place in 1975. This MOU is out-of-date and not consistent with current statutes. However, Mr. Bronson recommends using caution once the effort to update this MOU begins; any actions taken should be done so in a manner that will not upset the current relationship between parties. Mr. Bronson also added that the formatting of the document will be corrected and consistent throughout.

Ms. Weber asked all Board members if they had any comments or concerns regarding the election process outlined in Article IV. No comments or concerns were given.

Ms. Weber shared that Ryan Burke, has been unable to attend recent meetings, and will probably be unable to do so in the future as well due to a change in his job position. Ms. Weber believes that Mr.

Burke is a valuable member of the Board of Health and added that he feels he can participate by telephone. This option, however, is not specified in the by-laws. Dr. Johnson stated that list has been done in the past, and Mr. Bronson added that the by-laws may not need to be modified to allow this since they do not specifically prohibit such action. Ms. Thompson, however, spoke with County attorney Brian Hopkins on the matter, and Mr. Hopkins encourages making this addition to the by-laws since meetings are usually conducted face-to-face. Ms. Weber added that allowing Board members to telecommute would make it easier to have a quorum present on time. Ms. Weber added that dialogue must be real-time and open to the public and that all handouts, charts, diagrams, etc. would need to be sent to those telecommuting ahead of time. **Ms. Crawley made the motion to add a clause in the by-laws allowing electronic and telephonic attendance. Mr. Bronson said that he could have a draft of this addition by the next meeting for review. A decision on this addition to the by-laws will be made at the June meeting. Since no second to Ms. Crawley's motion was made, a withdrawal of the motion was not necessary.**

### **3. Environmental Health Report: Sandy Johnson**

**a. Status of Neihart Variance** – Ms. Johnson reported that the deadline to respond the variance proposal was approaching, and a decision on the issue must be made on this day. She further reported that, after speaking with other counties in the state, she learned variances under these same circumstances had never before been addressed. A Missoula County attorney advised Ms. Johnson that granting a variance does not necessarily set precedence since all situations are unique. She was also given the impression that no other counties would entertain such a request since there are technologies currently available to satisfy the problem. Ms. Johnson agreed with this and gave examples including using an insulating barrier and installing a pressure. Mr. Bronson stated that it is important to consider the opinions of officials in other counties; Flathead County was used as an example, since they have stringent groundwater and runoff control standards. **Mr. Bronson made a motion to deny the variance request. Dr. Jelinek seconded the motion, and with all in favor the motion passed.**

**b. City Ordinance – Food Permits** – Ms. Johnson shared that in recent years there has been a growing number of temporary events and food booths. City ordinance currently requires all vendors, except non-profit fundraising groups, to obtain a Short Term Food permit. Due to variances in State law and local ordinance, however, more and more individuals and groups that need to have these permits are evading regulations, or are unaware of them. Ms. Johnson and her staff are working with City Commissioners to take the Short Term Food permit requirement out of local ordinance and match State regulations. All potential vendors will be required to fill out an information form about their operation, but only for-profit vendors/groups will need to obtain State licensure.

Ms. Johnson pointed out that an additional Food Manufacturing license may be required for some vendors. She gave the example of vendors handing out free samples at events such as Made in Montana Marketplace. Special Farmers' Market licensure will also no longer be required; vendors will either be licensed for or exempt from Farmers' Market activity on their regular license. In 1991, CCHD began requiring its own Food Service permit. Ms. Johnson would like to do away with this requirement as well. In short, the changes she would like have made to the food licensing program will make the process more consistent and concise for all vendors. She and her staff are working with Mr. Bronson to make these changes.

### **4. Prevention Services Report**

**a. Communicable Disease Report: Tawnee Winberry** – Ms. Winberry presented the Communicable Disease Report for the month of April, explaining that the current trends are typical for what is usually

seen during this season in other years. She did, however, address the two cases of Hantavirus that were confirmed in Cascade County during the month of April. Ms. Winberry shared that Hantavirus is a rare illness, but has a high mortality rate (between 30 and 50%), so CCHD released a large amount of public information and education when these cases were reported. Mr. Bronson asked whether the increased incidence of Hantavirus may be due to the mild winter; Ms. Winberry replied that this was possible, but was unable to speak to that with certainty. Ms. Weber added that CCHD produced a poster about Hantavirus, which was sent out to several locations/agencies in the community including County offices and the school district.

Ms. Winberry also reported that there had been flu activity in April, but a number of cases comparable to other years. The Communicable Disease report lists both actual confirmed cases and flu-like illnesses that were reported/investigated. Ms. Crawley asked about waterborne diseases such as Cryptosporidiosis and Giardia; Ms. Winberry answered that a spike in these illnesses is normal during this time of year, due to the increased number of people beginning to recreate outdoors and/or travel. Mr. Bronson asked if there were any cases of whooping cough in the County; Ms. Winberry replied that there were no confirmed cases, but contacts to cases in other areas have been treated.

Russell Klinkenberg tentatively stated that no fatalities had resulted from any of the cases of communicable disease. Ms. Winberry confirmed this, however, Ms. Thompson stated that public health doesn't follow up on the outcome of cases once they have been investigated. As far as we know, no Cascade County cases resulted in fatality, but locally we cannot confirm this. Dr. Johnson added that the State keeps track of the numbers and would know with certainty of fatalities from communicable diseases.

HIV Report: Trisha Gardner – Ms. Gardner shared that HIV is not included on the Communicable Disease report because of the differences in reporting and tracking HIV cases and cases of other communicable diseases. Ms. Gardner reported that there are not usually a large number of new HIV cases reported in Cascade County each year. Two cases were confirmed in 2010 and three in 2011. Each year, Ms. Gardner has approximately 30 individuals in case management. These individuals may have been diagnosed in Cascade County or elsewhere in Montana or the nation. A nationwide referral system is in place that requires any individuals' lab reports of white blood cell counts to be forwarded to the public health jurisdiction they reside in; this requirement helps keep Ms. Gardner informed of any new cases of HIV or the status of current patients.

Ms. Gardner also shared that Montana recently had a cluster of cases diagnosed in the Missoula area. Individuals diagnosed were in the 19-39 age range and were primarily men who have sex with men, which corresponds with national age and status statistics. Ms. Thompson added that local public health officials are currently talking with DPHHS about the need for better communication when a situation like this occurs. She and Ms. Gardner were not made aware of the situation until much later than they would have preferred to be.

CIAA – Proposal for Education Proprietors: Teddy Nault – Mr. Nault presented the Board of Health with examples of an educational handout to give proprietors that may be interested in building smoke shacks. The educational proposal stemmed from a recommendation made earlier by County attorney Brian Hopkins not to draw up a policy on smoke shacks. Ms. Thompson shared that CCHD and City staff are receiving inquiries about proper smoke shacks, and a consistent educational handout would be a benefit. Mr. Nault's handout included an example of written guidance and also photo examples of smoke shacks in the Great Falls area. Mr. Hopkins pointed out that all the given examples meet the

standards set out in the Clean Indoor Air Act and would not require any enforcement. Ms. Crawley pointed out that it was difficult to tell if the smoke shack in the top right example photo was open on one side and suggested replacing it with another. Mr. Nault agreed to do this.

Ms. Weber inquired about how this educational information would be disseminated. It was agreed that the information would be sent to local restaurants and bars and also liquor licensing establishments and City and State partners. The handout would also be available to anyone requesting information on smoke shacks.

Mr. Hopkins provided a brief update on the current litigation. The Plaintiffs in the case said earlier that they had received approval for their smoke shack; Mr. Hopkins has served them with a request for documentation of this approval.

**5. Financial Report: Carol Benoit** – The Financial Report was deferred due to a health issue involving the Administrative Services Manager.

**Ms. Weber had to leave the meeting and asked that Mr. Bronson chair the rest of the meeting.**

**6. Health Officer Report: Alicia Thompson**

2011 Annual Report – As part of public health accreditation requirements, Ms. Thompson shared a summary of CCHD's 2011 activities and accomplishments. This summary was prepared earlier in the calendar year, but has been deferred in Board of Health meetings until this time.

Ms. Thompson shared that public health is the third arm of public safety and operates under three core functions: assessment, policy development and assurance. Public health is then further divided into 10 essential services.

Highlights of 2011 in this presentation included:

- CCHD and the Community Health Care Center, Inc. are working toward becoming separate entities, resulting in major changes to the organizational structure.
- Ms. Crawley pointed out that the County Commission is represented on the organizational chart, but City leadership is not, though the City contributes financially. Mr. Bronson suggested making revisions to the chart later this year.
- The Environmental Health division accomplished a lot of tasks although they only had three full-time fully trained staff all year. This is an ongoing concern for Ms. Thompson; she would like to see more staff members in the division.
- 74% of all off-site work was done within a three mile radius of the main CCHD building.
- CCHD staff participated in at least 6 emergency response exercises and/or training activities.

Ms. Thompson also shared some actions that will be taken this year.

- CCHD received the ACHIEVE grant for \$40,000 over 2 years.
- CCHD's vehicle fleet is aging. CCHD will retire three vehicles and replace two.
- Since CCHD serves as an Emergency Operations Center in emergency situations, the facility needs a backup power source. A generator will be purchased later this year.

ACHIEVE – Action Institute – Ms. Thompson reported that the CHART (Community Health Action Response Team) Team recently returned from a trip to Atlanta to attend the Action Institute. They

learned how to use the Change Tool and determined that this tool will be very useful in measuring worksite wellness program efficiency. Mr. Bronson attended the Action Institute and shared the following statistic: the current generation will have a shorter lifespan than the previous if current health trends continue. This is a sobering public health concern. Ms. Thompson shared that public health and local officials cannot force people to make healthy choices, but it is their responsibility to create environments and opportunities for people to make healthy choices if they choose. Ms. Crawley is interested in developing more partnerships that will help to fight childhood obesity; Ms. Thompson and Mr. Bronson both agreed that this will happen in the near future.

Accreditation and CHA Collaboration – Ms. Thompson shared that all health departments seeking accreditation and all hospitals and health centers need to complete a Community Health Assessment. Local agencies have begun working together, pooling resources and ideas, to accomplish this goal. Ms. Thompson has invited all local hospitals and health centers and also all of those located in Region 2 of the Montana Public Health Association. Ms. Crawley pointed out that school districts also collaborate, and perhaps they could work together with this sub-committee to combat childhood obesity.

MIECHV ID Grant – Ms. Thompson shared information about the Maternal Infant Early Childhood Home Visiting Infrastructure Development grant that CCHD recently received. CCHD is pushing much of the grant money straight through to Great Falls Public Schools to support the Early Childhood Coalition and to pay for training and program development. The grant is for two years, with \$100,000 of funding each year. Sharon Lindstrom is the school district's contact person for this grant.

Board of Health Self-Assessment – The Self-Assessment has been deferred to a later time.

***Dr. Johnson made a motion to adjourn the meeting at 1:05pm. Ms. Crawley seconded the motion and with all in favor the meeting was adjourned at 1:05pm.***

Respectfully Submitted,

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Jane Weber, Chair

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Date