

# **Board of Health Meeting Wednesday, June 6, 2012 MINUTES**

## **Members Present:**

Jane Weber, Chair  
Sue Ann Warren, Vice Chair  
Bill Bronson  
Ryan Burke  
Marcus Johnson, MD  
Don Jelinek, DDS  
Alicia Thompson

## **Staff/Visitors Present:**

Janelle Olberding; CCHD Preparedness & Communications Assistant  
Tawnee Winberry, RN; CCHD Public Health Nurse  
Sandy Johnson, RS; CCHD Environmental Health Division Manager  
Tanya Houston; CCHD Preparedness & Communications Officer  
Russell Klinkenberg, CHCC Executive Director

***Jane Weber called the meeting to order at 11:30am and stated that a quorum was present.***

## **ACTION ITEMS:**

**1. Approve Minutes from the May Meeting: Jane Weber** – Ms. Weber had proposed two revisions be made to the May minutes. In paragraph 2 of page 2, Ms. Weber suggested removing the word “list.” In paragraph 3 of page 2, she recommended the wording in line 8 be changed to read “installing a pressure-dosed system.” Another change was suggested for this same area; Ms. Johnson had not spoken with a Missoula County attorney, but a Missoula County Sanitarian who had been advised by an attorney for that county. The wording was changed to reflect this. **Dr. Johnson made the motion to approve the Minutes from the May Board of Health Meeting with the suggested revisions. Mr. Burke seconded the motion, and with all in favor the Minutes were approved.**

Mr. Burke inquired of the current water system being utilized at the property of the denied variance request. Ms. Johnson reported that she does not know yet if the water system is being used as is or if improvements will be made. A formal letter to deny the request has been received by the property owner. Mr. Burke would like to see the property owner make improvements to the system.

**2. By-Law Amendment Review: Bill Bronson** – Ms. Weber suggested that the Board go through the by-laws page-by-page and then review the addendum on meetings and quorum (Article V). After review of March’s Board meeting minutes, it was determined that no formal action has yet been taken on the by-laws.

Mr. Bronson reviewed each Article. The revisions and/or additions made to each are as follows:

- Article I: The language was simplified; “City-County Health Department Board of Health” was shortened to “Board of Health” or “Board.”
- Article II: Information in this Article was brought up-to-date with Montana Code Annotated (MCA).

- Article III: This Article was brought into compliance with Article I and was made current with MCA.
- Article IV: Grammar changes were made to this Article. The language was also made consistent with the other Articles.
- Article V: This Article allows for Board members to participate by phone in real-time. Mr. Bronson has determined that Board Source, an organization that gives guidance to non-profit boards of directors, says this practice is allowable unless prohibited by State law; Montana does not prohibit this. Ms. Warren asked about conducting executive sessions in this manner and wondered if there would be a risk of breaching confidentiality this way. Mr. Bronson replied that any Board member participating by phone conference would undertake security measures to protect confidentiality. He added that this is not in the by-laws, but is an implied expectation of all Board members. Ms. Weber suggested that, before executive session, phone attendees could be reminded to secure privacy. Ms. Thompson shared that the Health Department now uses GoToMeeting, which will allow users attending by phone to also connect via the internet to view documents shared on the Conference Room screen.
- Article VI: Language in this Article was simplified. A sentence stating that financing is subject to the MOU was added.
- Article VII: Language was added to reflect that the Board uses the “most current version of Robert’s Rules of Order.”
- Article VIII: Grammar was changed and language was updated to be consistent with the other Articles.
- Article IX: Grammar was changed and language was updated to be consistent with the other Articles.

Mr. Burke asked if page numbers and a revision date would be added. Ms. Weber said these, along with a signature block, would all be included in the final version. **Dr. Johnson made a motion to approve the by-laws. Mr. Bronson seconded the motion, and with all in favor the by-laws were approved.**

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

**a. Public Health Accommodation** – Ms. Johnson reported that on May 25, guidelines were updated in accordance with the Administrative Rules of Montana for licensed public accommodation establishments. There were no dramatic changes made to regulations. A circular on adequate water supply was added to address facilities that are not regulated by the Department of Environmental Quality.

**b. City Code Revisions in Licensed Establishments** – Ms. Johnson shared that the City’s code on short term food and Farmers’ Market permits is less stringent than that of the State. She is currently working with the City to remove this language from the code so that State rules will be followed. Ms. Johnson added that City code is outdated in terms of Environmental Health matters, and much can be removed and replaced with statement saying that State rule has been adopted. She believes there is no need for City code to be more stringent than State rules.

Ms. Weber inquired about the role of the Board in a change of City code. Mr. Bronson believes that a recommendation from the Board would be appropriate. Ms. Weber suggested that Ms. Johnson bring a write up on the Board of Health’s position to the next meeting. She would also like Mr. Bronson to review the position statement prior to it being brought before the Board.

Ms. Johnson reported that there is currently no City code regarding tattoo and piercing establishments. These establishments are not regulated locally, but are State mandated. Ms. Thompson added that these practices are risk factors for Hepatitis C, HIV and other blood borne diseases. Ms. Johnson has a Sanitarian assigned to visit these establishments because she believes local intervention will help resolve complaints quicker and easier.

Ms. Thompson shared that there have been recent complaints from Farmers' Market vendors about the change in City code. Ms. Johnson explained that the old Farmers' Market permit issued by CCHD was a "catch-all" for vendors; low risk items not covered by State regulations were allowable with this permit (coffee, lemonade, etc.). Now that State regulations are being applied locally, vendors are unable to continue selling these items. Ms. Weber stressed that the Board's responsibility is to comply with law, and the Board will back the position of Ms. Johnson and her staff. Ms. Johnson said that she is also being backed by DPHHS officials in this matter. Her staff tries to have a presence at Farmers' Markets and provides training to the Market Manager. The Board of Health was unanimous in its support of Environmental Health staff enforcing State regulations.

c. Responsibilities in the Rabies Program – Ms. Johnson reported that she and her staff are working on obtaining better coordination and communication with other agencies, including the Police Department, Animal Control and the animal shelter. All these agencies document bite reports, making follow up and closing cases difficult. Mr. Bronson asked Ms. Johnson to notify him if there are continued issues; city managers may be able to help with this. Dr. Jelinek inquired about a fungal disease that has been killing bats in other parts of the country. Neither Ms. Johnson nor Ms. Thompson have heard of the presence of this in our area.

#### **4. Prevention Services Report: Tawnee Winberry**

Ms. Winberry presented the Communicable Disease Report for the month of May, explaining that CCHD has seen fewer cases of all diseases across the board. Public Health Nurses investigated a case of Cytomegalovirus and also a possible case of Tuberculosis. The patient was hospitalized, but tested negative for TB. CCHD received report of another Hantavirus case, but this was a false-positive caused by an issue at the State lab. Mr. Bronson asked about the pertussis situation in Cascade County. Ms. Winberry reported that there have been no cases here, but contacts have been treated. Cascade County has an 83.6% childhood vaccination rate against pertussis.

**5. Financial Report: Alicia Thompson** – Ms. Thompson reported that interviews for the Administrative Services Manager position will be held on June 15.

CCHD is currently making corrections in grant funding streams. One more month of revenue is coming in, and taxes have already been posted. The Health Department is at 91% for expenses; Environmental Health is at 83% for expenses. All programs/divisions are right on target. **Mr. Bronson made a motion to approve the financial report. Dr. Johnson seconded the motion, and with all in favor the financial report was approved.**

Ms. Thompson added that the Health Department has 19 different funding streams, so County assistance in the absence of an Administrative Services Manager is not possible; it would take a great amount of time to learn all the Health Department's grants and the ins and outs of the system. Mr. Burke inquired about overall retention of Health Department employees. Ms. Weber shared that currently there is no way to evaluate employees for steps for pay raises. Cascade County pays 64% of what other counties of similar size pay employees. Ms. Thompson added that clerical staff get

experience at the Health Department or other County departments and often move to higher paying jobs elsewhere. Retaining Sanitarians is difficult, she added, because Sanitarians-in-Training often don't know all the job entails when they accept it; many move on after a short time.

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

a. ACHIEVE Grant – Ms. Thompson reported that an NACCHO site visit take place on June 7. NACCHO representatives will provide technical support with the Community Action Plan. Ms. Thompson also plans on taking them to the Get Fit Great Falls meeting, the County employee wellness fair, Alive at 5, the Senior Olympics and a windshield tour of the community.

c. Community Transformation Grant – Ms. Thompson wished to discuss item c. prior to item b. She shared that she is currently working on applying for a Community Transformation Grant. This grant provides for community-based intervention programs including those promoting tobacco prevention and active lifestyles. Ms. Thompson believes CCHD is well-positioned to receive this grant, and she is collaborating with City officials. One potential plan is to stripe existing bike routes and then conduct an evaluation of the pre and post-striped bike routes. The Community Transformation Grant will allow CCHD and the community to implement a program called Young Lungs at Play, which makes playgrounds tobacco-free areas. The grant also includes a diabetes prevention component that will be useful to the Community Health Care Center, Inc. Ms. Thompson asked whether the Board would like her to proceed with this by making proposals to Get Fit Great Falls and other local organizations that should be involved.

Ms. Weber asked whether this could be county, not just city, wide. She listed Black Eagle and Sun Prairie as examples of neighborhoods that could benefit. Ms. Thompson replied that she could write into the grant that the Community Health Assessment focused on other community pockets, not just Great Falls. Mr. Bronson said that Black Eagle is currently engaged in community improvement, and Ms. Weber added that they have an active park board that has made many improvements. She will send Ms. Thompson contact information for the board.

Ms. Thompson requested a formal motion that would show how the Board supports the idea of the Community Transformation Grant. **Mr. Bronson made the motion that the Board endorse moving forward with the Community Transformation Grant. Dr. Johnson seconded the motion, and with all in favor the motion passed.**

b. CIAA Updates – Ms. Thompson reported that two facilities have requested authorization to build smoke shacks. A letter with guidelines was sent to them. The letter stated that any Plan Reviews do not apply to the CIAA; any approval given for food safety has nothing to do with approval of compliance with the CIAA. The photos that have been approved will be sent out as well. It has been determined that any renovations, not just new construction of smoke shacks, will receive this letter as well.

## **7. July Meeting: Jane Weber**

Ms. Weber suggested moving the July meeting to July 11. A quick poll showed that a quorum should be present on this day.

## **8. Other Business/Comments**

Ms. Weber encouraged everyone to attend the Senior Olympics. This event is all volunteer-run, and the athletes that compete are prime examples of living healthy lifestyles.

Ms. Weber wished to express thanks to Mr. Bronson, Mr. Burke and Ms. Thompson for their work on the by-laws.

Mr. Klinkenberg expressed excitement at the potential enhancement of the diabetes program that the Community Transformation Grant would enable.

***Dr. Jelinek made a motion to adjourn the meeting at 12:40pm. Mr. Burke seconded the motion and with all in favor the meeting was adjourned at 12:40pm.***

Respectfully Submitted,

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Jane Weber, Chair

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Date

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