

**Butte-Silver Bow Board of Health**  
**Minutes**  
**7 a.m., Jan. 4, 2017**

**1. Administrative Agenda Items**

- a. Call to order.
- b. Roll call.
  - i. Danette Melvin, RN, MN
  - ii. Lyn Ankelman, EdD
  - iii. Pat Dudley
  - iv. Ivy Fredrickson, JD
  - v. Julie Hart, PhD
  - vi. Cindi Shaw
  - vii. Excused absence – Becky Sprunger
- c. Review and approval of the minutes of the Dec. 7, 2016 board meeting – Dr. Ankelman moved to approve the minutes, and Mr. Dudley seconded. The minutes were approved on a unanimous vote.

**2. Public Comments on Any Items on the Agenda**

- a. None.

**3. Action Agenda Items**

- a. Election of officers for 2017. Mr. Dudley moved to retain Ms. Melvin as board chair, with Dr. Hart seconding. Ms. Melvin accepted, and her retention as chair was approved on a unanimous vote. Ms. Melvin relayed that she had a recent discussion with Ms. Sprunger, who agreed to again serve as vice chair if so nominated. Mr. Dudley moved to retain Ms. Sprunger as vice chair, and Ms. Shaw seconded. Ms. Sprunger's retention as the board's vice chair was approved on a unanimous vote. As stated in the board's bylaws, the health officer serves as the board's secretary; Karen Sullivan will continue in that role.
- b. The Board of Health was asked to authorize a contract between the Montana Department of Public Health and Human Services and the Butte-Silver Bow Health Department to establish early intervention services for people living with HIV and those at risk of infection. Services provided by a part-time temporary coordinator would include outreach and targeted HIV testing to help the unaware learn of their HIV status and receive referral to HIV care and treatment services if found to be HIV-infected; establish referral relationships and linkage agreements with social services and other key points of entry into care; access and linkage to HIV care and treatment services such as HIV outpatient/ambulatory health services, medical case management, and substance abuse care; and assessment of health literacy, and the dissemination of health education/risk reduction information related to HIV. Term of the contract is Jan. 15, 2017-Oct. 30, 2017; this is a one-time contract, with continued funding uncertain at this point. For its

- provision of early intervention services, the department receives \$36,728.00. (The department has also responded to a state Request for Proposal that would enhance this funding, bringing the temporary coordinator position from 25 hours to 40 hours weekly – the contract for additional funding likely will appear before the Board of Health at its February meeting.) Ms. Shaw moved to approve the contract, and Dr. Hart seconded. The contract was approved on a unanimous vote.
- c. The Board was asked to authorize an amendment to the Health Department's current HIV contract with DPHHS, with services focused on testing, prevention and case management. The amendment would extend the HIV contract from its original term of Feb. 15, 2015-Dec. 31, 2016 to Feb. 15, 2015-Dec. 31, 2017. The amendment is a one-time occurrence, with funding beyond the term uncertain. The original contract established reimbursement to the department of \$17,848.00 in Calendar Year 2015, and \$17,231.00 in CY2016. The amendment would add \$20,740.00 in CY2017, with allocation as follows: \$1,820.00 to help support the local Men Having Sex with Men (MSM) support group (Butte AIDS Support Services), and \$18,920.00 for counseling, testing and referral. Mr. Dudley moved to approve the contract amendment, with Ms. Frederickson seconding the motion. The contract was approved on a unanimous vote.
  - d. The board was asked to authorize a Memorandum of Understanding between the Health Department and Butte AIDS Support Services (BASS), which is the MSM support group for Butte-Silver Bow. Term of the MOU is Jan. 1, 2017 through Dec. 31, 2017, with the Health Department paying BASS \$1,820.00. Under the MOU, BASS would provide 10 support group sessions during the MOU term. Also under the MOU, the Health Department receives all client referrals from BASS, with the provision of necessary, appropriate and quality care, including rapid HIV testing. Ms. Shaw made a motion to approve the MOU, with Ms. Frederickson seconding the motion. The MOU was approved on a unanimous vote.
  - e. The board was asked to approve a Professional Services Agreement between the Butte-Silver Bow Health Department and the Beaverhead County Public Health Department, for the provision in Beaverhead County of the Personal Responsibility Education Program (PREP), an evidence-based curriculum focused on the prevention of teen pregnancy and sexually transmitted infections. Under the PSA, the Butte-Silver Bow Health Department agrees to reimburse the Beaverhead County department \$1,000. Mr. Dudley moved to approve the agreement, with Dr. Ankelman seconding the motion. The agreement was approved on a unanimous vote.
  - f. The board was asked to approve a maintenance agreement between the Health Department and Audiology Systems, for maintenance of the department's audiology unit and probe, used to test the hearing of home visiting clients and rural school students. Term of the agreement would extend to Nov. 22, 2017, with the Health Department paying to Audiology Systems \$357.57. Ms. Frederickson moved to approve the agreement, with Ms. Shaw seconding the motion. The agreement was approved on a unanimous vote.

#### 4. Briefing Agenda Items

- a. Health Officer's Report – Ms. Sullivan provided highlights from the department's December 2016 activity, including:
  - i. County review of the draft Butte-Silver Bow Transportation Plan has begun.
  - ii. Ms. Sullivan and Community Health Division Manager Tina Randall worked to respond to a Request for Proposal related to HIV Early Intervention Services.
  - iii. Training for the pilot of the Butte-Silver Bow CONNECT Electronic Referral System is being planned.
  - iv. A "hot wash" review is forthcoming on the department's flu clinics and related processes.
  - v. Subcommittees of the Community Action Team continue their work, including the CONNECT pilot, policy/advocacy, a school attendance initiative, and building a trauma-informed community blueprint, including bringing trauma consultant Stacy York to Butte in February.
  - vi. Ramp-up of the 2017 Community Health Needs Assessment is beginning.
  - vii. Five candidates for the position of registered sanitarian will be interviewed.
  - viii. Ms. Sullivan relayed that she is working to design a department orientation; Ms. Shaw said the orientation could be a template for other county departments.
  - ix. Ms. Sullivan relayed that she is working with HR and Finance/Budget to post the position of accreditation coordinator, replacing the position formerly filled by the retired Dan Powers.
  - x. Environmental Health Division Manager John Rolich relayed that 11 wood stoves have been changed out in Fiscal Year 2017, with three more immediately scheduled. A total of \$30,773.56 has been spent thus far in FY17 on installations, with the average cost per installation at \$2,798.00, substantially less than the \$3,200.00 average established at the beginning of the program.
  - xi. Mr. Rolich said his division has agreed to assist the state in training new sanitarians in nearby rural jurisdictions on retail food establishment inspections; this is part of the cooperative agreement the department holds with the state.
  - xii. Ms. Randall discussed results of a recent WIC monitoring visit by the state. The department's WIC program scored a 75 percent, keeping the program in Tier 2 (Tier 1 being the highest). This required the department's WIC program to develop a corrective action plan to the state. Ms. Randall relayed that she and WIC staff were aware of cited deficiencies going into the review, with WIC staff already requesting training on the deficiencies.
- b. Financial Report – Operations Division Manager Diane Regan highlighted a current review related to budget carry-overs from one fiscal year to another, with several past fiscal years being reviewed.

- c. Staffing/Program Updates – Ms. Sullivan detailed recent staffing changes, with Katie Smith recently being named coordinator of the Family Planning Clinic. Rebecca Mills, R.N., began in the Asthma Program on Jan. 3, and Ashley Boyle, R.N., beginning in the Nurse-Family Partnership program Jan. 17.

## **5. Other Business**

- a. Superfund Advisory and Redevelopment Trust Authority – Ms. Melvin relayed that representatives from St. James Healthcare, Kevin Dennehy and Linda McGillen, had been scheduled to present to the Board of Health today but decided a meeting with her and Ms. Sullivan prior to the next board meeting might be beneficial before they present on requesting funds to assist in meeting costs for the 2017 Community Health Needs Assessment and Community Health Improvement Plan. Mr. Dennehy and Ms. McGillen will appear before the board Feb. 1, at which time discussion will be held about funding the request from the Health Initiatives component of the Redevelopment Trust, as outlined in Butte-Silver Bow's Allocation Agreement with Atlantic Richfield Co.

## **6. Presentations**

- a. None.

## **7. Public Comments on Any Items Not on the Agenda**

- a. Mr. Dudley forwarded that a recent news segment indicated that no DUI's were issued in Butte-Silver Bow over the holiday season.
- b. Dr. Ankelman relayed that she will be involved in an upcoming third training with the Butte-Silver Bow Law Enforcement Division on crisis intervention.


## **8. Next Meeting**


- a. The next Board of Health meeting is scheduled for 7 a.m. on Wednesday, Feb. 1, 2017 at the Butte-Silver Bow Health Department Conference Room, 25 W. Front Street, Butte, Mont.

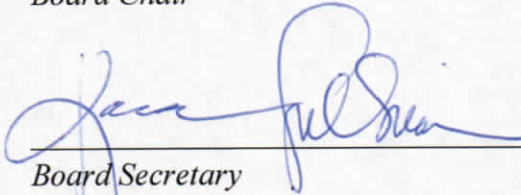
## **9. Adjournment**

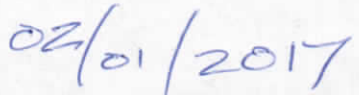
- a. Dr. Ankelman made a motion to adjourn, with Ms. Shaw seconding. The motion was unanimously approved, with adjournment at 8:42 a.m.

Respectfully submitted by Liz Krzan

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date