



Missoula City-County Board of Health
June 21, 2007

Board Members Present: Chairman Garon Smith, Vice Chairman Sandy Kuntz (by phone), Jean Curtiss, Dr. Alan Gabster, and Eileen Sansom

Board Members Excused: Dick Haines and Ross Miller

Health Department Staff Present: Health Administration: Ellen Leahy, Julie Mohr, and Leanne Vreeland; and Environmental Health: Jim Carlson, Shannon Therriault, and Erik Englebert

Legal Counsel Present: Marnie McClain

MEETING CALLED TO ORDER

Chairman Smith called the June meeting of the Board of Health to order at 12:19 p.m.

ITEM 1 APPROVAL OF MAY 17, 2007 MINUTES

Minutes were approved with the correction in **Item 2** to delete the redundant text "...reported on..."

ITEM 2 JULY AND AUGUST MEETING DATES AND ACTION ITEMS

Director Leahy and Julie Mohr outlined upcoming agenda topics and the need for a quorum for a hearing on the proposed PM_{2.5} non-attainment area boundary and for a variance request from Conoco, both of which must occur before September. Board members agreed to cancel the July meetings of the Health, Air Pollution Control, and Water Quality District Boards and confirmed sufficient attendance for a quorum at each of the pertinent August meetings.

ITEM 3 ADOPT PROPOSED REVISIONS TO BOARD BYLAWS: REMOVE REQUIREMENT TO ADVERTISE AGENDAS IN THE MISSOULIAN

Director Leahy reported Marnie McClain reviewed and approved the bylaw changes as proposed in **Attachment A**, [Memo: Adoption of Proposed Revisions to Board of Health Bylaws](#). Chairman Smith noted the cost effectiveness and other benefits of using e-mail and the Internet for meeting notification purposes. The Board reaffirmed the continued practice of publishing the agenda at the department and via the Internet and distributing the agenda by e-mail to local media—including staff members at the Missoulian—and to members of the *Interested Parties List*.

Public Comments: Chairman Smith called for public comment. None was given.

Motion: The motion was unanimously approved to revise the Board of Health bylaws as worded in Attachment A to remove the requirements to publish the meeting schedule annually and the meeting agendas monthly via paid advertisements in the Missoulian.

ITEM 4 AFTER ACTION REPORT FOR THE MAY 15, 2007 COMMUNITY PREPAREDNESS DRILL

Leanne Vreeland described the scenario, activities, and goals of the Missoula County emergency exercise conducted on May 15, 2007. (See page 1 of **Attachment B, All Hazard Homeland Security Exercise and Evaluation Program**.) The department was challenged as to which staff members would participate due to vacations, staff position changes and position vacancies, and the need to give less experienced personnel an opportunity to participate in an Incident Command. Department performance was good in the areas of teamwork, critical thinking, and communication with personnel in the field and with Director Leahy at the EOC. Areas for improvement include the need to purchase additional communications equipment, to increase the depth of Incident Command System training, to implement PIO activities earlier in an event, and to participate in countywide efforts to improve inter-agency communications and planning. (See page 4 of **Attachment B**.) Directly Leahy shared that operations at the unified command were far less successful: command and communications were not effectively established. One factor was the decision by many agencies to involve personnel with little or no previous experience working at that high level of Incident Command.

In response to a question from Vice Chairman Kuntz, Ms. Vreeland reported that department training will ideally result in all staff members gaining basic familiarity with Incident Command and awareness that their day-to-day duties may change in an emergency situation. However, the main focus will be to reinforce skills for directors and supervisors who typically assume key roles in Operations, Planning, and Logistics, or as a PIO—and to develop a strong secondary tier of staff to support them and assume those roles during ongoing events. Ms. Kuntz proposed encouraging staff members to develop personal emergency disaster plans to put into place if called in to work during a disaster. In response to a question from Jean Curtiss, Director Leahy and Ms. Vreeland described the department’s present capabilities to host an emergency hotline.

Chairman Smith described how one agency developed a PIO “charm school” in response to the need to effectively groom staff members for this vital role. He developed a similar program for his graduate students and suggested the department and other city and county agencies might consider doing so. Eileen Sansom reported on the finding of the National Association of Local Boards of Health that staff at appropriate agencies failed to respond to pagers and other notification during a weekend emergency event. The group also discussed equipment issues and efforts by the department to help organizations in the community to develop emergency plans.

ITEM 5 REQUEST FOR HEALTH BOARD REPRESENTATION AT THE SEPTEMBER 13, 2007 PANDEMIC INFLUENZA DRILL

Director Leahy requested participation by Dr. Gabster and Sandy Kuntz at the decision/policy makers’ table at an upcoming pandemic influenza drill on September 13, 2007 at Saint Patrick Hospital from 8:30 a.m. – 2:00 p.m. Ms. Kuntz confirmed her availability. Dr. Gabster will participate if his schedule permits.

Temporary Adjournment: Chairman Smith temporarily adjourned the meeting and convened the Air Pollution Control Board meeting.

Meeting Reconvened: Following the Air Pollution Control and Water Quality District Board meetings, Chairman Smith reconvened the meeting of the Board of Health.

ITEM 6 DIRECTOR'S REPORT

Director Leahy gave updates on union negotiations and personnel changes. Members of the Management Team are concerned about the challenge to retain young workers. Environmental Health recently achieved full staffing but now two sanitarians are leaving. Also, two nurses resigned. A recent salary survey showed department wages for nurses are comparable with other public health agencies and with Saint Patrick Hospital but not with Community Medical Center. There will also be a layoff for one .8 paraprofessional position in Nursing in order to stay within the fiscal year 2008 budget. Director Leahy and Health Services personnel are working closely to determine the factors resulting in the shortfall in Medicaid revenue. Partly, two senior nurses were off long term due to health issues. Review is also focused on referrals.

In order to receive immunization money from the state, the department is required to enter data in the department's system and again in the state's registry. The home visiting software commissioned by the department is proving to be a useful and effective tool: five of the largest public health departments in the state are now using it, which may help force the state to begin working cooperatively on electronic data sharing issues.

As one outcome of this year's legislative session, DPHHS received \$2.7 million more in new chronic disease money, with strong support from the department. However, \$625,000 per year will go toward the medical and clinical stream for diabetes, rather than to basic public health. This is a serious concern because the ability to perform community assessments is lost when money is not channeled to public health and community-based primary prevention.

Director Leahy will take vacation time in August. Notice as to who is in charge during her absence will be provided to the Board.

ITEM 7 PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Chairman Smith asked for public comment on items not on the agenda. None was given.

ADJOURNMENT: Chairman Smith declared the meeting adjourned.

Respectfully submitted,

Ellen Leahy
Health Officer

Garon Smith
Chairman