

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH - MINUTES
316 N. Park, Room 309, HELENA, MONTANA 59601
July 26, 2012**

Members Present

Ken Wallace, vice-chair
Commissioner Andy Hunthausen
Mayor Jim Smith
Mayor Anthony Strainer
Susan Epstein
Kelly Parsley
Anne Weber
Jennifer Lowell
Kent Kultgen

Staff Present

Melanie Reynolds
Jolene Helgerson
Kathy Moore
Gayle Shirley
Karen Lane
Brett Christian
Mike Henderson

Guests Present

Members Absent

Ken Wallace, vice-chair, called the meeting to order at 1:32 p.m. A quorum was established.

REVIEW OF AGENDA

No additions to the agenda were made.

INTRODUCTION OF NEW BOARD MEMBERS

Melanie Reynolds, Health Officer, introduced new board members Kelly Parsley, a member residing in the City of Helena; Anne Weber, a member residing outside the city limits of Helena; Jennifer Lowell, a professional with experience in the field of environmental, biological, chemical or engineering sciences; and Kent Kultgen, Superintendent of Schools for School District #1.

MINUTES

Ken Wallace asked if there were any corrections or additions to the June 28, 2012, minutes. In answer to a question from Ken Wallace, Melanie stated that the finance officer will discuss the Septic Maintenance Program's funding during the finance report.

ACTION ITEM

Findings of Fact, Shawn Otheim: Ken Wallace, Hearings Officer during the Shawn Otheim Variance Hearing held on July 24, 2012, gave a brief explanation of the variance. A handout of the Findings of Fact for Shawn Otheim was presented to the Board (see Attachment "A"). Mayor Smith moved to approve the Findings of Fact and Conclusions of Law for Shawn Otheim. Commissioner Hunthausen seconded the motion. The motion passed 9-0.

Communicable Disease Investigation & Surveillance Protocol: Mike Henderson requested Board approval of the Communicable Disease Investigation & Surveillance Protocol checklist on pages 11-12 of the board packet. Mike noted that the full protocol was not presented in the paper copy of the packet but in the electronic version of the board packet. Mike stated that the completed checklist ensures that the full protocol contains all the elements of the health department communicable disease surveillance and control function. Mike noted the changes that were made to the protocol are a description of the department's

capability to receive disease reports 24/7. Mayor Smith moved to approve the checklist for review and approval of Communicable Disease Reporting Protocols. Susan Epstein seconded the motion. The motion passed 9-0.

Board Resolution and Letter on Tobacco Free Parks: Dorothy Bradshaw, Division Administrator, stated that the Parks Board met on July 11, 2012, and at the meeting the Health Department's Chronic Disease Prevention staff gave a presentation to the Parks Board regarding the public's opinion about tobacco-free parks. The Parks Board voted unanimously to recommend to the City Commission that Centennial Park be designated tobacco free. The City Commission will hear the recommendation at its August 15, 2012, meeting. Dorothy presented the draft Resolution in Support for Lewis & Clark County and City of Helena Tobacco-Free Parks Policy and the letter of support recommending designating Centennial Park tobacco free on pages 14-16 of the board packet. Karen Lane, Chronic Disease Prevention Programs Manager, gave a brief update on the presentation her staff presented to the Parks Board. Susan Epstein moved to approve the adoption of the Resolution in Support for Lewis & Clark County and City of Helena Tobacco-Free Parks Policy. Kelly Parsley seconded the motion. The motion passed 8-0 with Mayor Smith abstaining from the vote. During discussion regarding the letter of support recommending designating Centennial Park tobacco free, Dorothy noted that a resolution addressing only Centennial Park was considered but the Board of Health wanted it on record that they support tobacco-free policies for all parks in the City and County. The letter specifically supports the recommendation that the Parks Board is making to the City Commission. In answer to a question from Kelly Parsley, Dorothy stated there will be signage around the park indicating that it is tobacco free if the recommendation is passed by the City Commission. Susan Epstein moved that the Board of Health send the letter the City Commission supporting the recommendation of the Parks Board to make Centennial Park tobacco free. Jennifer Lowell seconded the motion. The motion passed 8-0 with Mayor Smith abstaining from the vote.

BOARD MEMBER DISCUSSION

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the comparison to budget and cash flow for fiscal year ending June 30, 2012 (see Attachment "B"). Norman noted that we are 100% through the fiscal year. Total revenue is \$1,612,174, or 104% of the amount budgeted; actual expenditures are \$1,559,526, or 98% of the amount budgeted. Revenues are over expenditures by \$52,647; total ending cash is \$657,874.

Norman stated that the Septic Maintenance Program is currently running at a deficit of \$35,000. The recommendation made by Nancy Everson, County Finance Officer, and Norman on how to address the deficit going into fiscal year 2013 is to bring the fund to a zero balance by making a transfer from the mill levy to the program. The transfer was deposited into the restricted cash account of the Septic Maintenance fund. The Board of Health will need to address the transfer as a loan from the mill or as a subsidy. The Septic Maintenance Program is budgeted in fiscal year 2013 to fund itself.

Wolf Creek Community Wastewater System: Kathy Moore, Division Administrator, presented the Wolf Creek Wastewater System Summary sheet (see Attachment "C") in which she highlighted the Wolf Creek's wastewater concerns, establishment of a septic district, estimated costs to residents, and the options available for Board consideration. In answer to a question from Ken Wallace, Kathy stated that staff has found nitrates in the groundwater in Wolf Creek but no dangerous bacteria that pose an immediate public health threat due to failing septic systems. At this time, the county cannot force individuals in Wolf Creek to connect to a community wastewater system. Kathy noted that residents of Wolf Creek must make a decision on whether to connect to a community wastewater system by October 24, 2012. If 95 percent of the EDUs (equivalent dwelling units) do not connect, then the federal grant monies may be awarded elsewhere. Kathy asked the Board to consider adopting a resolution identifying

Wolf Creek as a priority area for implementation of the septic maintenance requirements portion of the onsite wastewater regulations. Currently, the Helena Valley is the priority area. Susan Epstein and Jennifer Lowell both agreed that evaluating individual properties and educating the community such as through the Septic Maintenance Program would help in the community's decision. Jennifer Lowell noted that discussing the impact of wastewater contaminants to groundwater was an important part of the education component. Kathy noted that staff will be at the next Wolf Creek Sewer District meeting to answer questions and provide educational material. In answer to a question from Susan Epstein, Commissioner Hunthausen stated that the idea of a resort tax like the one in the City of Craig is an option that has been brought up, but no action has been taken. Ken Wallace recommended making a decision regarding the options provided by staff at the August board meeting. At the request of staff, Ken recommended writing a letter to the community of Wolf Creek with information about comparative costs of maintaining an individual septic system versus connection to the proposed community system.

Institutional Controls-Discussion Plan for a Work Session: Kathy Moore stated that staff is finalizing the Institutional Controls (IC's) for the City of East Helena and would like the Board to consider discussing the IC's during the August board meeting or during a special work session. The Board agreed to a work session. Staff will schedule a date and time for the work session.

Board Appointments: Melanie Reynolds highlighted the board appointments that are available for fiscal year 2013 on page 27 of the board packet. Melanie also added to the list the appointment of a hearings officer. The following Board appointments were made for fiscal year 2013:

- Ken Wallace as chair of the BOH
- Susan Epstein as vice-chair of the BOH
- Jennifer Lowell as BOH representative to the Water Quality Protection District board
- Kelly Parsley as BOH representative to the Cooperative Health Center board
- Ken Wallace as acting hearing officer.

Kelly Parsley requested that the Board consider expanding the number of Board members. Staff will work on a list of possible candidates and will bring the discussion back to the Board in October.

CHC Co-Applicant Agreement: Melanie Reynolds stated that members from the Board of Health, Cooperative Health Board, Kate McIvor, and Eric Bryson met on July 23, 2012, to discuss and clarify the revised 2009 co-applicant agreement between the Board of Health, Cooperative Health Board, and Lewis and Clark County. The next meeting of this group will be on August 22.

Accreditation Update: Melanie Reynolds stated that the Health Department has completed a community health assessment, which is the first of three prerequisites for accreditation. The department is embarking on the second prerequisite, which is a health improvement plan (HIP). The last of the prerequisites is the agency strategic plan. Melanie and other staff attended the Summer Public Health Institute which they learned valuable information about the accreditation process.

HEALTH OFFICER REPORT

The City of Helena and Lewis and Clark County will host their annual volunteer appreciation event on August 23 at the Lewis and Clark Fairgrounds at 5:30 p.m.

Mike Henderson and Melanie Reynolds along with Commissioner Brown attended Augusta Government Day on July 13, 2012. The Health Department gave a presentation at the event. Sarah Howe-Cobb, public health nurse in Augusta, presented the work she does in Augusta.

Melanie highlighted the Performance Measures and Work Load Indicators on pages 33-58 of the board packet.

Dorothy Bradshaw will leave the Health Department and move on to new adventures. Her last day will be September 7, 2012.

The Health Department has installed a reader board that was paid for by a grant from the Montana Department of Environmental Quality to highlight air quality conditions within Helena and other health related news.

Susan Epstein requested that board members be notified by email when information included in the electronic board packet is not also in the paper board packet.

There being no public comment, the meeting adjourned at 3:36 p.m.

Ken Wallace, Vice- chair

Melanie Reynolds, Secretary

Action Items from July 28, 2012, BOH Meeting

- The Board of Health will make a decision on the options presented by staff regarding Wolf Creek's community wastewater system at the August board meeting. Staff will also write a letter to the community of Wolf Creek which will provide cost information regarding septic systems versus connecting to a community system.
- Staff will schedule a date and time for an IC's work session.
- The Board will continue their discussion on the possibility of expanding the number of board members at the October board meeting.