

**LEWIS AND CLARK CITY-COUNTY
BOARD OF HEALTH – MINUTES
316 PARK AVENUE, HELENA, MONTANA 59624
Room 330
February 25, 2016**

Members Present

Anne Weber, chair
Mayor Jim Smith
Commissioner Susan Good Geise
James Benish
Scott St. Clair
Jenny Eck (departed at 3:00 p.m.)
Kammy Johnson
Kent Kultgen (departed at 3:05 p.m.)

Members Absent

Staff Present

Melanie Reynolds	Gayle Shirley	Karen Lane
Jolene Helgerson	Robie Marcoux	Linda Gleason
Norman Rostocki	Gayle Sheldon	Jeanne Underhill
Kathy Moore	Melissa Baker	Brie Oliver
Eric Merchant	Frank Preskar	
Drenda Niemann	Beth Norberg	

Guests Present

Nancy Everson
Commissioner Andy Hunthausen

Anne Weber, chair, called the meeting to order at 1:30 p.m. A quorum was established.

REVIEW OF AGENDA

Melanie Reynolds, Health Officer, asked to add a septic maintenance update to the agenda under board member discussion.

INTRODUCTION

Eric Merchant, Disease Control and Prevention Division Administrator, introduced new Public Health Nurse Linda Gleason.

MINUTES

Ms. Weber asked if there were any corrections or additions to the January 28, 2016, minutes. The Board approved the minutes as written.

PRESENTATION

The Quality Council conducted an interactive presentation on quality improvement. The Council presented the Plan-Do-Study-Act (PDSA) (page 8 of the board packet), a four-stage problem solving model adopted by Lewis and Clark Public Health to carry out quality improvement initiatives. The council is committed to implementing and sustaining a continuous quality improvement program that encompasses all programmatic and operational aspects of the agency. Ms. Reynolds briefly discussed the public health performance measures and workload indicators (pages 9-30 of the board packet). The performance measures and workload indicators are an example of how the health department assesses its performance.

ACTION ITEMS

Ms. Reynolds requested approval for the adoption of Public Health Code of Ethics and the establishment of a Lewis and Clark Public Health Ethics Committee (pages 32-33 of the board packet). The purpose of the Ethics Committee is to assist and advise the Board of Health and public health staff in making ethical

decisions regarding Public Health policies and procedures. In answer to a question from Commissioner Good Geise, Ms. Reynolds stated that the money budgeted for accreditation does not include staff time spent working on the requirements for accreditation. Accreditation work is part of the essential public health work we do at the health department. Ms. Reynolds asked for Board volunteers to serve on the ethics committee and stated that, if approved, the committee already has a community member, a member from the Lewis and Clark County Attorney's office, and Public Health staff representation. Kent Kultgen asked Ms. Reynolds to keep him in mind for the committee. Ms. Reynolds announced that the committee would meet within the next month or two and would meet thereafter as needed. Commissioner Good Geise noted a spelling error under committee operation. Ms. Reynolds said that "on-binding" should read "non-binding." Mr. Kultgen made a motion to approve the adoption of the Public Health Code of Ethics and the establishment of a Lewis and Clark Public Health Committee. Jim Benish seconded the motion. The motion carried 8-0.

BOARD MEMBER DISCUSSION

Finance Report: Norman Rostocki, Finance Coordinator, referenced the FY16 comparison to budget and cash flow for July 2015 through January 2016 (pages 35-36 of the board packet). Mr. Rostocki noted that the department is 58% of the way through its fiscal year. Total revenue to date is \$1,182,071, or 60% of the amount budgeted; actual expenditures are \$1,306,067 or 64% of the amount budgeted. Revenues are under expenditures by \$123,996; total ending cash is \$761,182. In answer to a question from Commissioner Good Geise, Mr. Rostocki stated that the county finance staff recommends a 90-day reserve at the end of the fiscal year. Commissioner Good Geise asked that staff track the current cash reserve (in days) as we get closer to the end of the fiscal year. Mr. Rostocki also discussed the FY17 budget timeline.

Community Health Improvement Plan (CHIP): Gayle Shirley, Communications and Systems Improvement Manager, stated that Public Health and St. Peter's Hospital collaborated to hold the first Community Health Improvement Planning (CHIP) meeting on Feb. 8. Close to 50 people, representing many sectors of the community, attended. This was the first of 3 meetings that will result in a Community Health Improvement Plan that all can use to move forward in addressing health issues in the county. The group has begun narrowing its focus to more specific health issues that it believes need to be priorities in the next 3 years. The next CHIP meeting is scheduled for March 7 at St. Peter's Hospital from 11:00 a.m. to 2:00 p.m. More information about the CHIP process is available on our website at <http://www.lccountymt.gov/health/about-us/health-improvement-plan.html>

Board of Health Vacancy: Ms. Reynolds noted that there are vacancies for the Board's vice-chair position and the representative on the PureView Health Center Board. The Board made the following appointment:

- James Benish as vice-chair
- PureView Health Center Board Representative remained undecided

Ms. Reynolds stated that the Board of County Commissioners will review and vote on the applications for the open BOH position at their next scheduled commission meeting.

Septic Maintenance Update: Beth Norberg, Registered Sanitarian with the Environmental Services Division, gave an update on the septic maintenance program reporting period from July 1, 2011, to February 22, 2016 (see Attachment "A"). Ms. Norberg highlighted the number of notices mailed, assessment forms received, inspections reported, percentage of compliance and other activities related to the program.

HEALTH OFFICER'S REPORT

Ms. Reynolds acknowledged the wonderful work the county's GIS program has provided to Public Health in setting up mapping for restaurant inspections, air quality enforcement, and WIC.

The Disease Control and Prevention Division has hired Brett Lloyd as part-time emergency preparedness coordinator and Kacie Noonan as a temporary, part-time registered sanitarian.

There being no public comment, the meeting adjourned at 3:08 p.m.




Anne Weber, Chair



Melanie Reynolds, Secretary

Septic Maintenance Program Report

Reporting Period: July 1, 2011 to February 22, 2016.

	Total # Notices Mailed	Total # Assessment Forms Received	Total # Inspections Reported	% Compliance
FY2012	910	672	130	88%
FY2013	973	746	92	86%
FY2014	1112	801	49	76%
FY2015	1168	786	131	78%
FY2016	1239	680	89	61%
TOTAL	5402	3685	491	77%

Other Activities related to the Septic Maintenance Program:

Areas Completed	Aquifer Sensitivity Study Area, currently working outside the study area within the Lake Helena Watershed. Will be working with GIS in 2016 to refine notification process and finish all notifications for Lewis and Clark County. We have also begun with recurring notices-those that were completed in 2011 and are due again.
Deficiencies during inspections	31-Deficiencies during inspection ranged from complete failure to simple maintenance upgrades. 335 pumping reports submitted by companies revealed the top 3 issues being risers not installed to grade for proper maintenance to tanks not being water tight and effluent running back into the tank from the drainfield after pumping. Real estate inspections have also revealed deteriorating tanks and tree root intrusion.
Inspection Certification Course	The Department has held at least one training and certification course every year since the start of the Septic Maintenance Program. The class is instructed by the National Association of Wastewater Technicians (NAWT) and has instructed participants who are not just from Lewis and Clark County, but from other counties in Montana as well as other states. The course focuses on proper maintenance practices, troubleshooting and identification of system components.
Outreach and Education	Over the 4 years of the program, there have been numerous outreach and education activities: <ul style="list-style-type: none"> • Panel discussion at the Capitol building for Senator Ed Lieser's proposed HB 483, giving Boards of Health language and standards for inspection at time of real estate transfer • Continuing education course for the Board of Realty Regulation. • Each Assessment form that is submitted has the EPA Homeowner's Guide attached to it. • Numerous discussions with homeowners associations and real estate businesses • The development of a local homeowner's guide to septic systems • Presentations to various state associations: Montana Environmental Health Association, Montana planners, Montana GIS professionals, real estate professionals and water and wastewater operators • Annual attendance at the Lewis and Clark County Water Quality Protection District's Watershed Festival
Staff	There is currently one part time administrative support (Megan Lewing) for the program and one part time Sanitarian (Beth Norberg)
Obstacles Encountered	Most of the obstacles focus on identifying permitted systems due to database restrictions. Because the rules rely heavily on having a permit to identify which type of maintenance activity will be required, this has slowed the notification process substantially. There is also concern with enforcement procedures for non-compliance.