

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH –MINUTES  
316 N. Park, Room 309, HELENA, MONTANA 59601  
January 23, 2014**

Members Present

Kelly Parsley, chair  
Commissioner Andy Hunthausen, vice-chair  
Dr. Maria Braman  
Anne Weber  
Kent Kultgen  
Jennifer Lowell  
James Benish

Members Absent

Anthony Strainer  
Mayor Jim Smith

Staff Present

Melanie Reynolds      Karen Lane  
Jolene Helgerson      Ardis Sullivan  
Norman Rostocki      Jessica Erickson  
Beth Norberg      Katie Wagner  
Jay Plant  
Jeanne Underhill  
Karen Dobson

Guests Present

Kelly Parsley, chair, called the meeting to order at 1:32 p.m. A quorum was established.

**REVIEW OF AGENDA**

Melanie Reynolds, Health Officer, stated that the presentation on the connection between health and built environment will be presented at the February board meeting.

**STAFF INTRODUCTIONS**

Introductions of new staff members Ardis Sullivan; Jessica Erickson, R.N.; and Katie Wagner were made. Ms. Reynolds noted that Megan Lewing is another new staff member but was unable to attend the board meeting.

**MINUTES**

Ms. Parsley asked if there were any corrections or additions to the October 24 and December 5, 2013, minutes. Jennifer Lowell requested that her name be added to the attendance for the Strategic Planning Session notes on page 11 of the board packet. The Board approved the minutes as written along with the amendment to the Strategic Planning Session notes.

**ACTION ITEMS**

Request for Approval of the Lewis and Clark City-County Health Department Strategic Plan for 2014-2017: Ms. Reynolds highlighted the key goals of the strategic plan on the executive summary of the strategic plan handout (see Attachment “A”). The four goals were to enhance communication and partnerships to improve public health; provide quality public health services, plans and policies; recruit and retain a well-trained, competent workforce; and maximize resources to support the Lewis & Clark City-County Health Department in order to address its identified priorities and goals. Also discussed was the plan’s vision, mission and expected outcomes. James Benish made a motion to approve the Lewis and Clark City-County Health Department Strategic Plan for 2014-2017. Commissioner Hunthausen seconded the motion. The motion carried 7-0.

**BOARD MEMBER DISCUSSION**

Update on the Septic Maintenance Program: Beth Norberg, registered sanitarian with the Environmental Services Division, highlighted the activity relating to the Septic Maintenance Program for the reporting period of FY 2014 (July 1, 2013, to January 15, 2014) on page 19 of the board packet. In answer to questions from Mr. Benish, Ms. Norberg stated that those who are waiting for pumping receipts are receiving periodic reminders. Ms. Norberg also stated that septic waste is currently disposed at the City of Helena Transfer Station, the landfill in Jefferson County, and that it is also land applied. In answer to a question from Commissioner Hunthausen, Ms. Norberg said that Big Sky Septic is the only company that submits its pumping inspections to the county and that at this time pumpers are not required to do so. Commissioner Hunthausen suggested that staff send out handouts to all pumpers explaining the steps of submitting a pumping inspection and how it can make it easier for the pumper in the long run.

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the FY14 comparison to budget and cash flow for July 2013 through December 2013 on page 18 of the board packet. Mr. Rostocki noted that the Department is 50% of the way through its fiscal year. Total revenue to date is \$920,615 or 50% of the amount budgeted; actual expenditures are \$853,368, or 42% of the amount budgeted. Revenues are over expenditures by \$67,247; total ending cash is \$792,432.

Update on the Current Air Quality Season: Jay Plant, registered sanitarian with the Environmental Services Division, stated that the Air Quality reporting season is from November 1 to February 28. From November 1 to date there have been 75 good air quality days, 9 watch, and 0 poor. Last year at this time, there were 7 poor air quality days recorded. Air sampling monitors are located at Rossiter School. Staff is looking into the possibility of having wireless monitoring readers instead of manually reading the monitors. In 2013, the Montana Department of Environmental Quality (DEQ) installed an air quality reader board outside of the Health Center. Due to construction of the health clinic and location of the reader board, DEQ is looking to relocate the reader board. The department has received 3 air quality complaints about wood stove smoke. Every 6 months, staff is required to attend Smoke School to learn how to read the opacity of smoke coming from wood burning stoves. The Environmental Protection Agency has placed Lewis and Clark County airshed at risk for becoming a non-attainment site based on the PM Advance requirements. Staff is working with the community to lower emissions of wood smoke and other pollutants during poor air quality days by providing educational material.

## **HEALTH OFFICER REPORT**

The Health Department assisted the Helena School District during a recent lead contamination at the C.R. Anderson Middle School. Staff created FAQ sheets to hand out during a parent meeting and was there to talk with parents regarding their concerns. St. Peter's Hospital is providing free blood lead screening to current C. R. Anderson students and staff. To date, 75 families have chosen to get tested.

During construction at the health center on January 22, a gas line was damaged, which caused gas fumes to enter the building. Staff was evacuated while the line was repaired.

The immunization program will be moving into a modular trailer unit during construction. Other health department employees will move into rooms vacated by the immune program.

## **BOARD MEMBER DISCUSSION continued.**

Wolf Creek Resort Tax: Commissioner Hunthausen noted that the community of Wolf Creek is eligible to become a resort district, which will allow it to enact up to a 3 percent sales tax.

There being no public comment, the meeting adjourned at 2:56 p.m.

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Kelly Parsley, Chair

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Melanie Reynolds, Secretary

Action Items from January 23 BOH Meeting

- No action required