

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH - MINUTES
316 N. Park, Room 309, HELENA, MONTANA 59601
August 23, 2012**

Members Present

Ken Wallace, chair
Mayor Jim Smith
Kelly Parsley
Anne Weber
Jennifer Lowell
Kent Kultgen

Staff Present

Melanie Reynolds Mike Henderson
Jolene Helgersen Dorothy Bradshaw
Kathy Moore Marylis Filipovich
Gayle Shirley Norman Rostocki
Beth Norberg
Frank Preskar

Members Absent

Commissioner Andy Hunthausen
Mayor Anthony Strainer
Susan Epstein, vice-chair

Guests Present

Troy and Rose McGee
Rick Greenlee
Holly Manning

Ken Wallace, 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.

FAREWELL AND APPRECIATION

Board members and staff presented Dorothy Bradshaw, Community Health Promotion Division Administrator, and Marylis Filipovich, Home Visiting Program Manager, with certificates of appreciation for their years of service to Lewis and Clark County and wished them all the best in their new adventures as they leave the health department.

MINUTES

Ken Wallace asked if there were any corrections or additions to the July 26, 2012, minutes. There being none, the Board approved the minutes as written.

ACTION ITEM

Findings of Fact, Troy and Rose McGee: Ken Wallace, Hearing Officer during the Troy and Rose McGee Variance Hearing held on August 21, 2012, gave a brief explanation of the variance. A handout of the Findings of Fact for Troy and Rose McGee was presented to the Board (see Attachment "A"). Anne Weber moved to approve the Findings of Fact and Conclusions of Law for Troy and Rose McGee. Jennifer Lowell seconded the motion. The motion passed 5-0, with Mayor Smith abstaining from the vote.

Wolf Creek Resolution: Kathy Moore, Environmental Services Division Administrator, explained the wastewater issues involving the town of Wolf Creek, as well as a brief background of Wolf Creek Sewer District. She also presented information pertaining to the outreach and communication that staff has provided to members of the Wolf Creek community. Kathy presented to the Board for approval a resolution (see Attachment "B") to revise the 2011 Lewis and Clark City-County Onsite Wastewater Treatment Regulations to establish the area within the Wolf Creek Sewer District as a first priority for implementation of the minimum standards for operation and maintenance of an onsite wastewater

treatment system. In answer to a question from Jennifer Lowell, Kathy stated that staff's time to complete the notices, review assessments and inspections and follow up in Wolf Creek should be about one month. In answer to a question from Ken Wallace, Kathy stated that the resolution presented meets all legal requirements for amending the regulation. Ken Wallace asked for public comment. Holly Manning, engineer of the wastewater system for the Wolf Creek District, stated that the district has been working on upgrading their system for the past five years and needs to finalize the work in order to secure funding. Ms. Manning also stated that the district wants to use the county sewer maintenance program to motivate people who think their systems are fine but could actually be failing. Rick Greenlee, Wolf Creek Sewer District board member, stated that the district hopes the Lewis and Clark County Septic Maintenance Program will serve as a proactive step in locating possible failing septic tanks instead of a harassment tool to get residents to sign the sewer agreement. After no further public comment, Ken closed the comment period. Kathy Moore presented the cost breakdown that residents could possibly pay over a 20-year period for a standard pressure-dosed system, an advanced treatment system, and a holding tank versus the cost of individual wastewater treatment systems. After further board member discussion, the Board recommended changing the sixth paragraph of the resolution, which read "additional information about the condition of existing septic systems within the Wolf Creek Sewer District able to support a septic system which is compliant with Lewis and Clark County Onsite Wastewater Treatment Regulations" to "additional information about the condition of existing septic systems within the Wolf Creek Sewer District and if the systems are compliant with the Lewis and Clark County Onsite Wastewater Treatment Regulations." Mayor Smith made a motion to pass the resolution regarding the Wolf Creek Sewer District with the recommended change. Jennifer Lowell seconded the motion. The motion passed 6-0. Melanie Reynolds stated that staff will give an update regarding Wolf Creek at the next board meeting.

BOARD MEMBER DISCUSSION

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the comparison to budget and cash flow for the fiscal year ending July 31, 2012 (see Attachment "C"). Norman noted that we are 8% of the way through the fiscal year. Total revenue to date is \$37,151, or 2% of the amount budgeted; actual expenditures are \$80,226, or 4% of the amount budgeted. Revenues are under expenditures by \$43,075; total ending cash is \$561,469.

Norman stated that the Septic Maintenance Program is currently running at a deficit of \$34,000. 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.

Septic Maintenance Program Update: Beth Norberg, Sanitarian, gave a brief PowerPoint presentation on how and why the Septic Maintenance Program was established and highlighted the Septic Maintenance Program report for the reporting period of July 1, 2011, to August 17, 2012, on page 12 of the board packet. In answer to a question from Kelly Parsley, Beth stated that residents in Lewis and Clark County are requested through a mailed notification to complete a self-assessment form describing their water use and septic information and submit the form along with a pumping record and payment to the Environmental Services Division. A voucher is provided to those in the Lake Helena Watershed to help reduce the cost of septic pumping. Mayor Smith commended Beth on the work she has done with the Septic Maintenance Program but suggested that the Board consider revisiting its regulatory approach in the Helena Valley.

Institutional Controls-Discussion Plan for Work Session: Kathy Moore stated that a Board of Health Institutional Controls (IC's) work session is scheduled for August 29, 2012, and August 31, 2012. Kathy presented the timeline for a public hearing and adoption of the East Helena Superfund Soils Regulations on page 13 of the board packet. After board member discussion, the Board recommended having the public hearing for the soil ordinance at the October board meeting, which will be held in the evening in East Helena. Kathy will send an email to the Board with the time and location of the meeting.

Health Department Transitions/Interim Plan: Melanie Reynolds stated that during the transition before hiring replacements for Dorothy Bradshaw and Marylis Filipovich, she will oversee the Prevention and the Home and Community Based Service programs and Mike Henderson will oversee the Home Visiting and WIC programs. Melanie is working with the county administrator and Human Resources to reorganize the Community Health Promotion Division.

Accreditation Update: Gayle Shirley, Communications Coordinator, stated that she and Melanie Reynolds have completed an online coaching series on accreditation, and they are also working with other counties in Montana as they go through the accreditation process. The Health Department is moving forward with the second prerequisite of accreditation, which is a health improvement plan (HIP). The last of the prerequisites is the agency strategic plan.

HEALTH OFFICER REPORT

Melanie has been accepted as a member to the Helena Leadership Program sponsored by the Chamber of Commerce. Melanie looks forward to representing the Health Department.

Melanie participated in a training academy with representatives from the Cooperative Health Center (CHC), VA, and Leo Pocha Clinic. The group offered the training academy for those who refer people to health-care services within the community.

Melanie and Gayle Shirley will set up meetings with congressional district staff to discuss overall funding for public health services. Melanie will send out the dates of those meetings. Board members are welcome to attend.

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. Melanie invited board members to attend.

Mike Henderson, Disease Control and Prevention Division Administrator, presented an update to the 2011 Licensed Establishment Inspection Summary spreadsheet along with a memo from the Montana Department of Public Health and Human Services (DPHHS) Food and Consumer Safety on pages 15-17 of the board packet.

Melanie highlighted a public health incident that occurred on August 5, 2012, on page 22 of the board packet. Melanie stated that this was an example of public health done right.

Anne Weber asked if board members could receive the County Pulse staff newsletter electronically rather than in hard copy. Gayle Shirley will make sure that all board members receive a copy via Constant Contact.

Kelly Presley asked that any attachments that don't make it into the board packet in time be sent via email before the meeting, such as the Findings of Fact, resolutions, etc.

The meeting adjourned at 3:29 p.m.

Ken Wallace, Chair

Melanie Reynolds, Secretary

Action Items from August 28, 2012, BOH Meeting

- Staff will give an update on the status of the Wolf Creek Resolution at the September board meeting.
- Kathy Moore will send the Board an email with a time and location for the October board meeting.
- Melanie will provide the Board with the dates and times for meetings with members of the congressional district.