

**LEWIS AND CLARK CITY-COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH –MINUTES  
316 N. Park, Room 309, HELENA, MONTANA 59601  
October 24, 2013**

Members Present

Kelly Parsley, chair  
Mayor Anthony Strainer  
Mayor Jim Smith  
Anne Weber  
Kent Kultgen  
Jennifer Lowell  
James Benish

Members Absent

Commissioner Andy Hunthausen, vice-chair  
Maria Braman

Staff Present

Melanie Reynolds  
Jolene Helgerson  
Norman Rostocki  
Frank Preskar  
Kathy Moore  
Mike Henderson

Guests Present

Deputy County Attorney Paul Stahl

Kelly Parsley, chair, called the meeting to order at 1:33 p.m. A quorum was established.

**REVIEW OF AGENDA**

No additions were made.

**MINUTES**

Ms. Parsley asked if there were any corrections or additions to the September 26, 2013, minutes. There being none, the Board approved the minutes as written.

**ACTION ITEMS**

Request for Approval of the Lewis and Clark City-County Health Department Sample Transport Plan:

Mike Henderson, administrator of the Disease Control and Prevention Division, requested board approval of the 2013 Specimen Transport Plan on pages 12-14 of the board packet. The purpose of the plan is to facilitate assessment and the rapid delivery of specimens of immediate concern for laboratory analysis. Chain-of-custody documentation will be implemented when a credible threat has been established. All agencies involved with submission of samples will be notified when chain-of-custody documentation is indicated. After Board review, Mayor Smith made a motion to approve the 2013 Specimen Transport Plan. Jennifer Lowell seconded the motion. The motion carried 7-0.

Hearing Officer Recommendation, Mr. and Mrs. Jeff and Lila Thomas: Anne Weber, hearing officer, gave a brief explanation of the Thomas variance hearing held on October 24, 2013, along with her recommendation for approval. Ms. Weber stated that the request has met all of the state Department of Environmental Quality criteria for granting a variance. Kent Kultgen moved to ratify the hearing officer recommendation for approval. Ms. Lowell seconded the motion. The motion carried 7-0.

**BOARD MEMBER DISCUSSION**

Finance Reports: Norman Rostocki, Finance Coordinator, referenced the FY13 comparison to budget and cash flow for July 2013 through September 2013 on page 17 of the board packet. Mr. Rostocki noted that the Department is 25% of the way through its fiscal year. Total revenue to date is \$167,808 or 9% of the amount budgeted; actual expenditures are \$395,770, or 19% of the amount budgeted. Revenues are under expenditures by \$227,961; total ending cash is \$549,058.

Melanie Reynolds, Health Officer, said that the final FY 2013 Performance Measures and Work Load Indicators will be emailed to the board for review.

### **HEALTH OFFICER REPORT**

Construction work to the health clinic building will begin in mid-November. Final decisions regarding the remodeling have been presented to HRSA.

Management staff met on October 21 for a table-top exercise on an outbreak of measles in the community and the steps staff would take to control the outbreak.

The Board of Health Finance Committee will meet on November 9 at 9 a.m. in room 309 of the City-County Building.

Ms. Reynolds noted that she is part of a transportation planning group that is discussing ways for improving transit for the City of Helena. The group will have a round-table discussion on November 13 at 2:15 p.m. at St. Peters Hospital.

The health department has hired a new billing clerk for billing of private and non-private insurances.

The Board will meet on December 5 for its final strategic planning session.

The Health Department has completed its move to the City-County Building –Administration room 148 and Licensed Establishment room 230; Weed District Building- Chronic Disease Prevention Programs; and the John Taylor Building- Medicaid Waiver and SDMI Programs. The Immunization, Home Visiting, and WIC programs are still located at the Health Department on 9th Avenue.

Ms. Lowell noted that the Water Quality Protection District Board recently toured the Asarco Superfund site in August. The Board of Health requested that staff arrange a similar tour. Ms. Reynolds noted that with winter soon arriving, the best time for a tour is in spring or summer.

### **BOARD OF HEALTH WORK SESSION**

Kathy Moore, administrator of the Environmental Services Division, and Frank Preskar, Sanitarian, gave a PowerPoint presentation on the variance process of the County On-site Wastewater Treatment Regulations. Mr. Preskar explained to the Board how septic systems work, including a discussion of groundwater monitoring, septic tank placement, and design factors. Ms. Moore highlighted the process for a variance from design standards, key variance characteristics, why the board reviews variances, roles of applicants and staff, and role of a hearing officer. She also included a new variance procedure and check-off-sheet on pages 33-35 of the board packet. Deputy County Attorney Paul Stahl gave a brief update on the legal aspect of variance criteria. Mr. Stahl highlighted nine criteria the board must follow when approving or denying a variance and explained the definition of exparte and quasi-judicial decisions.

### **BOARD MEMBER DISCUSSION** continued

Ms. Reynolds informed the Board of a need for an emergency board meeting for a failing septic system in Lincoln. Due to conflict of schedules, the Board recommended the variance be heard by a hearing officer. After further discussion, the Board elected County Administrative Officer Eric Bryson to act as Hearing Officer for the Lester and Amy Baldry variance.

There being no public comment, the meeting adjourned at 3:45 p.m.

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Kelly Parsley, Chair

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Melanie Reynolds, Secretary

Action Items from October 24 BOH Meeting

- Staff will provide the Board with the final FY2013 Performance Measures and Workload Indicators by email.

- Melanie Reynolds will work with staff to coordinate a tour of the Asarco Superfund site.