

07.12.2017 BOH meeting minutes

6:00 PM Courthouse

<b>Board Members Present:</b> Mark Peck, Joe Chopyak, Jan Ivers, George Jamison, Lyn Thompson
<b>Absent:</b> Troy Representative, Nancy Haugen
<b>LCHD Staff:</b> Jennifer McCully, Bryan Alkire, Kathi Hooper, Nick Raines, Dr. Black, , Jinnifer Mariman
<b>Public:</b> None

<b>Agenda:</b>	<b>Discussion:</b>	<b>Action Item:</b>
1. Call to order	Called to order at 6:00 PM by Jan Ivers Pledge of Allegiance	
2. Approval of Minutes	06/14/2017 minutes approval Motion made to approve March minutes by George Jamison, seconded by Mark Peck, motion passed unanimously.	
3. Program Reports:		
Animal Care and Control Update	<b>Rabies Policy:</b> Jenn McCully presented the Rabies Control and Prevention Policy to the Board. Peck mad a motion to accept the Rabies Policy as written. Jamison seconded. Motion passed unanimously.  <b>Animal Control Regulation:</b> Kathi Hooper discussed the Animal Control Regulation and asked for the regulation to be adopted. Joe Chopyak made a motion to accept and adopt the Animal Control Regulation. Jamison seconded, motion passed unanimously.	.
ARP update	<b>Cooperative Agreement /Grant Application Update:</b> Nick Raines updated the Board on the Cooperative Agreement/Grant Application. The EPA extended existing grant thru July 2017 with the expectation that they will award a new grant to the county sometime in July.  <b>Draft MOA:</b> Raines discussed the potential need for an MOU or MOA between the Board and the County. EPA has asked that the county become the grantee for the grant and suggested that and MOU or MOA be drafted between the Board and the County. Raines asked the Board if they would like to develop and MOU/MOA.  MOU/MOAs describe relationship between parties. The relationship between the Board and the County is already developed and defined in statute. The Board agrees that no further action need to be taken unless EPA requires it to award the grant.	

EH update	<p><b>Catering Regulation:</b> Hooper updated the Board on the updates and changes to the draft catering regulation since the last meeting. Changes and updates included defining fresh farm eggs, 6.1.106 changed to 'must be corrected immediately' and updated numbering. Chopyak made a motion to accept and adopt the Catering Regulation. Lyn Thompson seconded, motion passed unanimously.</p> <p><b>Draft Solid Waste Regulation:</b> Hooper updated the Board on the draft solid waste regulation. The last draft was adopted in 1979. There have been significant changes since then. Changes include: adding green box sites, updating enforcement and penalties. Hooper asked for comments and for the Solid Waste Regulation to be added to the agenda for next meeting</p> <p><b>Proposed Fee Schedules:</b> Hooper presented the proposed landfill fee schedule. It costs \$20.00 per cubic yard of landfill space. Currently the fee is \$8.00 per cubic yard above average household use. There has not been a change in fees in at least 12 years. The proposal is to increase fee to \$12.00 from \$8.00. Chopyak asked why only \$12.00 if it costs \$20.00. Peck asked who should be approving fee schedules, is it the Board of Commissioners or the Board of Health? Jinnifer Mariman will report back to board on the fee schedule approval process.</p> <p>Hooper presented the Health Department proposed fee schedule. Mariman will report back to the board on the fee schedule approval process.</p>	<p>Board will review and comment on the Draft Solid Waste Regulation.</p> <p>Mariman will review the proposed fee schedules and rules on which entity can adopt the schedules.</p>
PH update	<p><b>General Update:</b> McCully updated the Board on Public Health Snapshot. Riley is continuing to offer school age shots to update children for school.</p> <p><b>Community Health Improvement Plan grant:</b> McCully updated the Board on the DPHHS Public Health and Safety Division's grant from the Montana Healthcare Foundation. Lincoln County Public Health will receive \$10,000 to complete a Community Health Improvement Plan which is the next plan after completion of the Community Health Assessment.</p>	
4. Focus Area Liaisons	<p><b>Superfund Sites:</b> Jamison reviewed the IC Steering Committee's 2nd Meeting Update. The committee completed the 2<sup>nd</sup> half of the education portion. Next meeting is July 25<sup>th</sup>.</p>	
5. Health Officer Report	No report	
6. Old Business	No old business	

<p>7. New Business</p>	<p><b>Lincoln County Public Information Policy:</b> Raines described the county’s public information policy. The policy outlines a very clear standard process for what must be included in a request, what can be requested, a form and a fee schedule. The health department will develop an information request process internally as well.</p> <p><b>Discussion on Public Comments:</b> Jan discussed the procedure for minutes and written public comments. It is agreed that the following will be the process:</p> <ul style="list-style-type: none"> <li>▪ The Board will keep an electronic correspondence folder for all written comments or correspondence received.</li> <li>▪ If the written comment or correspondence is the subject of discussion at a meeting, it will be included in the minutes.</li> <li>▪ If a written comment or correspondence is not the subject of discussion at a meeting, then it will not be included in the minutes but will be archived in the electronic correspondence folder.</li> </ul> <p>Verbal comment will include the following process:</p> <ul style="list-style-type: none"> <li>▪ A public comment period will be a standard agenda item.</li> <li>▪ Verbal comments will be limited to 3 minutes per person.</li> <li>▪ The Chair may exercise discretion to lengthen the speaking time.</li> <li>▪ The Chair may terminate the comment period if it is deemed that comments are personal attacks, not presented in a respectful manner or not under purview of the Board.</li> <li>▪ The Board or Committee is not obligated to be immediately responsive to the comments.</li> <li>▪ The minutes will identify the speaker and briefly describe the topic presented.</li> </ul> <p><b>By-laws/Interlocal Agreements – Health Department Supervision Language:</b> Jamison described the issues with the supervision language and discrepancies in the By-laws, Interlocal Agreements and Operating Procedure #1.</p> <p><b>Troy Representative Update:</b> Hooper updated the board on the troy representative. The City Council will put this on their July 19<sup>th</sup> meeting agenda. Troy city council needs to select an appointee, but Health Department can help with advertising.</p>	<p>Health Department will develop an internal information request process.</p>
<p>8. Public Comment</p>	<p>No public comment</p>	

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9. Adjournment	Next meeting September 13, 2017  Meeting adjourned at 7:50	