

**Operating Procedure #1
City-County Board of Health
Lincoln County, Montana
(Final- Approved 8 March 2017)**

Focus Area Liaisons

1. The Board may assign a Liaison for specific focus areas, with the objective of promoting:
 - A. Communication and cooperation between the Board and the Department;
 - B. Support of Department activities, including technical expertise;
 - C. Increased understanding of focus area issues and activities; and
 - D. Increased advocacy with the public and other entities for Board and Department activities.
2. Liaisons may be assigned, or reassigned, at any time by Chair with input from the Board, as documented in minutes, and other means as desired. Assignments will be reviewed and updated at least annually at the first meeting of each calendar year.
3. Focus Areas may include, but are not limited to, the following:
 - A. Environmental Health;
 - B. Superfund Sites;
 - C. Public Health; and
 - D. Landfill.
4. For each Focus Area, one to three Board members will be assigned to act as Liaisons. If more than one Board member is assigned, then one (or two) will be designated as the leader, or co-leaders.
5. A Focus Area Liaison may recommend the formation of one or more work groups that include public or specialized participants, such as legal counsel, consultants, etc. Any such work groups must be approved in advance by the Board.
6. The Focus Area Liaisons are expected to work closely with the Department Director and staff. The Liaison roles are not supervisory or management roles for the Department. Focus area reports at Board meetings will be conducted by the Department staff, and may include input from the Board Focus Area Liaisons.
7. Creation and functioning of Focus Area Liaisons is not intended to be exclusionary to Board Members not assigned to that particular area.

**Superfund Focus Area Liaison
City-County Board of Health
Lincoln County, Montana**
(Revision Date: February 28, 2017)

Assigned Liaison(s):

Commissioner Mark Peck (Co-Lead)
George Jamison (Co-Lead)

Overall Objectives:

Provide liaison and support of Asbestos Resource Program, and successful implementation of the O&M program for the Libby Asbestos Superfund Site.
Be responsive to future considerations of the Libby Groundwater Superfund Site.

Primary Objectives (Asbestos site):

Short Term:

- Support for Grant Renewal
- Gain detailed understanding of O&M issues
- Interaction with EPA and DEQ staff (in support and conjunction with the County's Asbestos Resource Program Manager)
- Begin process of forming IC Steering Committee (solicit interest, applications, interviews)
- Identify sources for specialized support, e.g., legal, consulting, etc

Longer Term:

- Appointment by BOH of IC Steering Committee members based on recommendations from Focus Area Liaisons; goal is for April BOH meeting
- Engage technical and legal services
- Identify issue areas
- Identify specific authorities and responsibilities of BOH, Commissioners, Cities, etc relative to O&M plan and implementation
- Engage proactively in development of ICs
- Recommend ICs to the BOH and Commissioners

Anticipated Milestones:

Appoint IC Steering Committee- April BOH meeting
Acquire technical and legal support services- April/May

Resources Needed:

Technical services
Legal services

**Proposed Structure
IC Steering Committee
(Approved- 8 March 2017)**

Purpose:

Participate in development of Institutional Controls (ICs) for the Libby Superfund Site, primarily by providing input for consideration in drafting the ICs, and commenting on proposed documents and policies. (ICs will be implemented as part of the Operation and Maintenance Phase to protect the EPA remedy and provide long-term management of Libby amphibole asbestos that remains in-place after cleanup is complete.)

Scope:

The Committee will serve as advisors to the City-County Board of Health (BOH) and will work closely with Health Department Staff and BOH representatives as they work with federal, state, and local authorities to develop a proposed Institutional Control (IC) program. While primary focus will be on Operating Units 4-8, attention may be given to the other units to help assure consistency, compatibility, etc.

Goal:

Provide recommendations to the City-County Board of Health, Lincoln County Commissioners, and/or other affected public entities regarding ICs proposed by the EPA/DEQ. Recommendations will include areas of approval, and/or areas unresolved or not recommended for approval (if any).

Committee Structure:

- Members are appointed by the BOH
- 5-7 members may be appointed
- Focus Area Liaison(s) are additional (*ex officio*) members
- The committee will be chaired by one of the BOH Focus Area Liaisons
- Submittal of a completed application (provided by Department staff), and participation in an interview are mandatory for consideration as members
- Recommendations to the BOH for appointments to the Committee and the proposed chairperson will be made by the Focus Area Liaisons and Department staff
- Meetings will likely be monthly for about a 12-month period
- Department staff will provide administrative support, including posting notices of meetings, drafting and posting of minutes, etc.