Gallatin City-County Board of Health
Committee Charter

Name of Committee: Environmental Health Subcommittee (EHSub)

Committee Members: Chris Budeski, Jeff Lee, John Edwards, Sheree Watson, Whitney Lonsdale

Staff Representatives: Lori Christenson, Brittney Krahn, Jera Samuelson, Nick Haskell, Cameron Enright and Joce McCullough

Board members appointed by: The Board of Health at a regularly scheduled meeting

Staff members appointed by: The Health Officer assigns staff based on the skill and expertise needed by the Committee for any given topic

Overall Responsibilities:

This Committee makes recommendations to the Board of Health (BOH) on issues of environmental public health importance related to air and water quality, soil, wastewater treatment system issues, licensed establishment procedures, and other issues of public health importance. The EHSub tracks environmental public health indicators related to these issues, explores partnerships to address priority concerns through community initiatives, public education or development of public health policy. This is done by the creation of an annual work plan.

In order to implement the statutory authority of the BOH, the EHSub also provides consultation for department staff in prioritizing and pursuing enforcement of appropriate local or state public health regulations. In this capacity, the EHSub is vested by the BOH with the authority to authorize legal action on behalf of the BOH to enforce public health laws and regulations. The BOH also may recommend legal action to the Health Officer or Gallatin County Commission for enforcement of public health laws and regulations. The EHSub is not authorized to initiate legal action unless the Health Officer agrees. If the EHSub and the Health Officer cannot agree on the initiation of legal action on a specific matter, both shall notify the Chair of the BOH for resolution by the BOH. If the EHSub authorizes legal action and the Health Officer agrees, the specific matter will be reported to the BOH.

Responsibilities:

- Work with department staff to identify and compile data and other community information to help address issues of public health importance and concerns identified by department staff or members of the community. Identify potential strategies for addressing the prioritized issues.
- Authorize or recommend legal action, on behalf of the BOH, to pursue enforcement of public health rules and regulations consistent with this Charter.
- Assist staff in prioritizing and creating procedures and recommend policy to address identified issues.
- Make recommendations to the BOH for inclusion of priority issues to be addressed by the BOH directly.
- Collaborate with the staff, other BOH members, and the community to assess environmental health issues and help shape the strategic plan to guide department priorities.
- When deemed necessary, create a work plan for the EHSub. Regularly, present work plan progress to the full BOH.

Annual Committee Goals and Outputs: Set by adopting an annual work plan by the end of the first quarter each fiscal year.

Meetings and Quorum

Meetings occur monthly or as requested by the Chair.

- Health Department staff will assist in fact finding and data collection.
- The majority of all members of the subcommittee (3 of 5) shall be required to pass any action.
- A quorum of all members of the subcommittee (3 of 5) must be present to hold a meeting.
- The EHSub chair will provide written or verbal reports to the BOH about progress in the work plan initiatives.
- Open meeting requirements will be followed, and minutes kept and made available to the public if requested as set forth in the BOH Bylaws.
- The EHSub follows the procedure adopted by the BOH for communication with the public, media and other entities.

Date Revised and Approved: 9/4/2025

Subcommittee Chair Signature: John E Edwards