

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On November 17, 2009 at 8:13 a.m., President Cathy Corcoran called the meeting to order. Ms. Karen Gardella took roll call. Present were Ms. Beverley Dahan, Ms. Bonnie McNulty and Ms. Cathy Corcoran. Ms. Amanda Cruser, Counsel, was also present. A quorum was established.

Acceptance of Agenda

Ms. Bonnie McNulty made the motion to approve the agenda. Ms. Beverley Dahan seconded the motion. **Motion passed.**

Acceptance of Previous Minutes

Ms. Beverley Dahan made the motion to approve the minutes of the October 20, 2009 meeting. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

Employee of the Month Presentation

Ms. Cathy Corcoran presented the November Employee of the Month certificates to the Tobacco Prevention Initiative Team, Mr. Jeremy Vann, Mr. Ed Ellis, Ms. Flo Cisan, Ms. Susan Sobkoviak and Mr. Laurie Robinson. These people work in the Health Promotion Lifestyle Management Division.

Financial Report

Ms. Bonnie McNulty made the motion to approve the 2009 financial report as presented by Ms. Beth Lipscomb. Ms. Beverley Dahan seconded the motion. **Motion passed.**

Contracts and Agreements

Ms. Beverley Dahan made the motion to approve the contracts and agreements as presented by Ms. Lipscomb. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

Resolution BOH 09-7

Ms. Beth Lipscomb submitted Resolution No. BOH 09-7: Authorization for JCPH to submit a request for a supplementary budget and appropriation in the amount of \$14,612.23 and an increase in auxiliary FTE of 1.6.

“Jefferson County Public Health received new funding to participate in the Metro Area Food Safety ARRA Project, the Vaccination and Orientation of Allied Health Students ARRA Project, and the Tdap Cocooning ARRA Project Expansion. This supplemental appropriation covers the period November 3, 2009 through December 31, 2009.”

Ms. Bonnie McNulty made the motion to approve Resolution BOH 09-7. Ms. Beverley Dahan seconded the motion. A roll call vote was taken. Resolution BOH 09-7 was approved by a unanimous vote of 3 to 0.

Approval of Warrants

Ms. Bonnie McNulty made the motion to approve the warrants as submitted. Ms. Beverley Dahan seconded the motion. **Motion passed.**

Old Business

Mr. David Hooker addressed the Board with an update of existing concerns focused on the two Civil Penalty cases that were heard at the October meeting. Inspections of the retail food establishments were conducted November 2, 2009. Critical violations were corrected at the time of the inspections. No evidence of sewage was observed inside either establishment.

Mr. Craig Sanders introduced Mr. John Moody with the Jefferson County Public Health (JCPH) Environmental Health Division. Mr. Moody said that he and Mr. Victor Fenhaus, also an Environmental Health Specialist from the department, inspected the site on November 16th. The field was snow covered and there was approximately 18 inches

of sewage in the vent pipe. There were “muddy” places and it appeared to Mr. Moody and Mr. Fenhaus that the system was still malfunctioning. Snow was pushed over the septic tanks which would make it difficult to pump. Mr. Sanders did indicate that Mr. Spencer House is working with the onsite wastewater engineer, but evidence of pumping has not been received by JCPH. Mr. Sanders will e-mail Mr. House and request receipts for pumping the septic tanks. As a matter of public record at the October 20, 2009 Board of Health hearing, Mr. House agreed to pump the wastewater until a permanent repair could be completed and that he was to produce receipts to JCPH.

New Business

Mr. Craig Sanders asked the Board to consider the revision of the policy of providing public notification for Board of Health meetings. Mr. Sanders requested limiting the number of notification letters being sent to neighboring sites to only those cases involving lot size variances, commercial or change in use proposals and cases that have a direct impact on an adjacent property, such as setbacks to a neighboring well, etc. Since each site will continue to be posted and the cases are now accessible on the department’s website, this change will provide adequate notice to interested parties.

Ms. Beverley Dahan made the motion to revise the policy as presented by Mr. Sanders. Ms. Bonnie seconded the motion. **Motion passed.**

Mr. Sanders stated that this will be effective December 1, 2009.

Mr. Dave Hooker approached the podium to discuss the process of collecting retail food establishment licenses. Mr. Hooker has been working with staff to shorten the collection time for 2010 license renewal fees. The renewals are being sent at this time. A “Warning Block” message is included in each renewal, indicating these fees are due by January 1, 2010. After some discussion, it was decided that a Civil Penalty letter will be mailed certified with return receipt, approximately January 15th. The letter would state the operator now owes the license fee, plus a \$250 Civil Penalty fee.

Executive Director’s Comments

Dr. Mark Johnson reported that the JCPH 2010 budget had been presented to the Board of County Commissioners and he also voiced his appreciation to Ms. Cathy Corcoran for her participation. There should be no problems with this process as it moves forward.

JCPH has been very active with the H1N1 situation. Jefferson County chose to send the first push of vaccine to providers of the highest risk individuals, i.e. pediatricians, OB-GYN offices and other family and internal medicine practices that serve those populations. Some other local health departments chose to do mass vaccination clinics first, which attracted much of the early media attention. Our second phase will begin November 21st with mass vaccination clinics in five Jefferson County high schools. In addition to the November clinics, mass vaccinations will also be held December 12th and 19th.

Dr. Johnson informed the Board of Health that JCPH is pursuing grants for federal stimulus dollars. JCPH has applied for some of these funds in the form of two strategies. One is related to physical activity, obesity and nutrition and the second is for reducing tobacco use and secondhand smoke exposure. We are applying for these two categories under the American Recovery and Relief Act Funding.

The facilities situation continues. There is a new buyer for the Arvada site who is willing to work with us to stay at that location. The county is researching property used for urban renewal in the City of Wheat Ridge. It is located close to Wadsworth and 44th Avenue. There is a possibility of a “County Hub” that would include other county departments and offices within the space. The planning, building and completion will take approximately two years. It appears that the clinic at Kipling and Alameda will be sold but the timeline is not definite. Ms. Lipscomb, Dr. Johnson, Jefferson County Facilities and county personnel visited two large buildings north of the frontage road between Kipling and Union/Simms. One of the buildings is 40,000 square feet and the other is about twice that size. This location is close to public transportation and would satisfy our needs. Dr. Johnson will keep the Board updated as news becomes available.

Dr. Johnson has been asked by the Accreditation Council for Graduate Medical Education (the organization in the United States that accredits all residencies in the U.S.) to travel to Singapore and explore the transition from the

British model of medical education to the American model of education. There will be specialists from eight different residencies. Dr. Johnson was asked to represent the preventive medicine and public health speciality. He will be gone from November 30th through December 6th. There will be no cost to the county and Dr. Johnson will take annual leave. **President's Comments**
None

Staff Comments

None

Public Comments

Mr. John Moody returned to the podium to explain the current process for obtaining Burn Permits. JCPH issues permits for the burning of slash, forest management-type burns. There is a charge, due to the need of an inspection to verify the material to be burned. The policy timeline was amended in April to run for a burn "season" opposed to a calendar year. The season is September 1st through April 30th. This policy amendment was implemented July 1, 2009.

Mr. Craig Sanders introduced Mr. Fred Naess who wished to petition the Board in regard to a Burn Permit. Mr. Naess presented a 2009 Burn Permit that expires December 31, 2009. Due to the change of burn date requirements, Mr. Naess would be required to purchase two burn permits for one calendar year if he conducts the burn after December 31st.

Ms. Beverley Dahan made the motion to approve Mr. Naess' request for "grandfathering" his 2009 burn permit until April 30, 2010, with the understanding that a new 2010 will need to be obtained if the burn occurs after that date. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

10:36 a.m. Ms. Cathy Corcoran called recess

10:41 a.m. Meeting Reconvened and Cases Called to Order

Consent Agenda

Ms. Bonnie McNulty made the motion to approve the Consent Agenda as submitted by staff. The motion was seconded by Ms. Beverley Dahan. **Motion passed.**

Variance Cases

Case #09-119143 OW: Mr. Craig Sanders gave details on this case stating that the geological report meets the required guidelines prior to the revision of the regulations. No one gave testimony in favor of or in opposition to this case. Ms. Beverley Dahan made the motion to approve this case. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

Case #09-119296 OW: Mr. Craig Sanders gave details on this case stating that the owner/applicant, Mr. Scott Bain, wishes to install a well on his property. Currently, Mr. Bain is sharing a well. Deep grouting the well will be required and it will be reviewed and approved by an engineer. No one gave testimony in favor of or in opposition to this case. Ms. Beverley Dahan made the motion to approve this case. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

Case #09-121984 OW: Mr. Craig Sanders gave details on this case. Currently, the septic system is functioning normally, however when the system fails, an advanced treatment system will be required by the owner of the property at that time. Mr. John Carver, applicant, spoke in favor of this case stating that when his clients purchased the property, it was discovered that the driveway of the property encroached on their neighbor's property. A lot line adjustment was requested and Jefferson County required a minor amendment application. Therefore, the variance is to implement the lot line adjustment. Ms. Beverley Dahan made the motion to approve this case. Ms. Bonnie McNulty seconded the motion. **Motion passed.**

There being no further business to come before the Board, this meeting was adjourned at 10:10 a.m.