

**MINUTES  
OF THE  
BOARD OF HEALTH  
JEFFERSON COUNTY, COLORADO**

On January 17, 2012 at 8:04 a.m., President Bonnie McNulty called the meeting to order. Ms. Lindsey Andrew took roll call. The following were present: Ms. Linda Reiner, Ms. Beverley Dahan, Ms. Maureen Sullivan, and Ms. Bonnie McNulty. Mr. Victor Boog, counsel, was also present. A quorum was established.

**Acceptance of Agenda**

Dr. Mark Johnson added to the agenda the election of officers under “New Business”. Ms. Dahan made the motion to approve the agenda as amended. Ms. Reiner seconded the motion.

**Motion passed.**

**Acceptance of the Minutes**

Ms. Sullivan made the motion to approve the minutes of the December 20, 2011 meeting. Ms. Reiner seconded the motion.

**Motion passed.**

**Employee of the Month Presentation**

Ms. McNulty presented the January Employee of the Month certificate to Ms. Vanetta Klok.

**Financial Report**

Mr. Jody Erwin presented the December 2011 financial statement **draft**. This financial report will remain a draft until the final billing has been received for 2011. Ms. Dahan made the motion to approve the financial statement as presented. Ms. Sullivan seconded the motion.

**Motion passed.**

**Contracts and Agreements**

Ms. Dahan made the motion to approve the contracts and agreements as presented by Mr. Jody Erwin. Ms. Sullivan seconded the motion.

**Motion passed.**

**Resolutions**

None

**Approval of Warrants**

Ms. Reiner made the motion to approve the warrants as submitted. Ms. Sullivan seconded the motion.

**Motion passed.**

**Old Business**

Mr. Dave Hooker gave an update on the progress of the annual Retail Food Establishment (RFE) License renewals for 2012. Approximately 1,904 renewals were mailed out in late November 2011. Along with the renewals a warning letter was enclosed, indicating payment was to be received by or on January 1, 2012.

In the past, and again in 2012, a grace period was given until January 15, 2012. Currently, 89.4% of the renewals have been received, meaning that approximately 1,703 have been received.

Different licensing procedures were initiated for mobile units and seasonal vendors in December 2011. Environmental Health Services (EHS) attempted to contact seasonal and mobile unit vendors through phone calls, making them aware of changes to the licensing of their operations.

The change of process for the mobile units was implemented due to the fact that mobile units are largely transient and hard to contact. They were grouped into two categories: those which were easy to contact and those which were not. Mobile units that had correct current addresses and phone numbers were mailed their license renewal notices. Mobile units which did not have correct addresses and/or phone numbers were held until that particular mobile unit contacted the department. Those units were also inactivated in the JCPH database. Prior to re-licensing for 2012, operators of inactivated units will need to contact JCPH for their first routine inspection for the year. No civil penalties will be applied to these units.

Most seasonal license renewals for seasonal vendors were held. In this case, the seasonal operators are to contact JCPH prior to opening for 2012.

As of today, JCPH plans to mail 179 RFEs civil penalty letters. The Board was given a copy of the civil penalty letter for review. The amount of the civil penalty is \$250.00 which must be paid in addition to their 2012 license renewal fee. This year there is no plan to bring these RFEs before the Board.

### **New Business**

Election of Officers. Ms. Dahan nominated Ms. Bonnie McNulty for President of the Board of Health. Ms. Maureen Sullivan seconded this nomination.

**Motion passed.**

Ms. Linda Reiner nominated Ms. Maureen Sullivan for Vice President of the Board of Health. Ms. Bonnie McNulty seconded this nomination.

**Motion passed.**

Ms. Maureen Sullivan nominated Beverley Dahan for Secretary of the Board of Health. Ms. Linda Reiner seconded this nomination.

**Motion passed.**

### **Executive Director's Comments**

Dr. Mark Johnson updated the Board on the year end processes. A number of changes have taken place within the department. Dr. Johnson once again recognized Craig Sanders and Jody Erwin as the interim directors of the Environmental Health Services and Administrative Services Divisions, and thanked them for their willingness to assume these additional duties. By February, Dr. Johnson will begin the process of filling the position of Environmental Health Services Director. He has decided not to begin the process of filling the position of Director for the Administrative Services Division until later.

The Legislature is back in session and new bills are on the horizon that may impact public health. Bills concerning fees for solid waste disposal, restaurant inspection, proposed mandatory food safety class for workers are a few that have been proposed or are up for review. The Colorado Association of Local Public Health Officials (CALPHO) and the Colorado Public Health Association (CPHA) also have Legislative Committees which will review proposed bills and make recommendations in regard to whether or not to support them.

The move from the Climax building to the “Parfet Building” in Lakewood is coming up in May 2012. The project manager for the county has been active in looking at all the different unique accommodations the health department will require. The initial feedback from most staff members who have gone to look at different county buildings and office layouts has been very positive. It appears that staff members in the Climax building will have to move locations more than once, due to the building permit process in Lakewood.

Dr. Johnson would like to plan a Board of Health Retreat sometime within the next few months. The purpose of this retreat will be to update new board members and officers and to receive input from the Board of Health members on strategic planning issues and public health issues on which they would like Jefferson County Public Health to focus.

**Vice President’s Comments**

None

**Staff Comments**

None

**Public Comment**

None

**Consent Agenda**

None

There being no further business to come before the Board of Health, the meeting was adjourned at 8:39 a.m.