MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

On September 18, at 8:00 a.m., President Bonnie McNulty called the meeting to order. Ms. Lindsey Andrew took roll call. The following additional Board members were present: Ms. Linda Reiner, and Ms. Beverley Dahan. For the record, Ms. Maureen Sullivan and Mr. Greg Deranleau were absent. Mr. Victor Boog, counsel, was also present. A quorum was established.

Acceptance of Agenda
Ms. Reiner made the motion to approve the agenda. Ms. Dahan seconded the motion.
Motion passed.

Acceptance of the Minutes
Ms. Dahan made the motion to approve the minutes of the August 21, 2012 meeting.
Ms. Reiner seconded the motion.
Motion passed.

Employee of the Month Presentation
Ms. McNulty presented the August Employee of the Month certificate to Ms. Nancy O'Brien with Jefferson County Public Health's Health Promotion and Lifestyle Management Division.

Financial Report
Mr. Jody Erwin presented the August financial summary. Ms. Dahan made the motion to approve the financial statements as presented. Ms. Reiner seconded the motion.
Motion passed.

Contracts and Agreements
Mr. Erwin presented the contracts and agreements to the Board. Ms. Reiner made the motion to approve the contracts and agreements as presented. Ms. Dahan seconded the motion.
Motion passed.

Resolutions
N/A

Approval of Warrants
Ms. Dahan made the motion to approve the warrants as submitted. Ms. Reiner seconded the motion.
Motion passed.

Old Business
In the first quarter of 2012, the Board asked Mr. Craig Sanders (Acting EH Director) and Mr. David Hooker were directed to develop a concise process whereby issues concerning non-payment of 2013 retail food service establishment licenses could be quickly resolved.

In May 2012, the Board agreed to the Sanders/Hooker plan to the following:

1. "A grace period will no longer be in place for the establishments that are late in paying their license renewal fee.
2. A letter to the establishments will be sent out during the month of November along with a letter that will include a warning that a civil penalty will be imposed, starting at $500.00, if they are late in paying their renewal license fee by December 31st .
3. A list of the RFE's which have not paid by January 2, will be emailed to the Law Firm of Boog & Cruser, P.C. for collection."

Today, Mr. Hooker presented a 2013 draft of a Retail Food Service Establishment 'Warning Block' letter. The draft addressed the 3 ideas of the Sanders/Hooker plan.

The Board agreed to the updated 'Warning Block' letter, as written. This letter will accompany the 2013 Retail Food Service Establishment license renewal application. Bulk mailing to retail food service establishment operators is planned for mid-November.

During the 2013 licensing process, the Board agreed to hear cases where operators may have extenuating circumstances.

As well, the Board agreed to hear cases from 2013 who for late payment.

Jefferson County Public Health Administration Services Division is working setting up a credit card machine for establishments to have the option to pay via credit card. This option should be available within the next two-three months.

Elise Lubell addressed the Board regarding the Youth Risk Behavioral Survey (YRBS). This survey is currently not being utilized within the Jefferson County Public School District. This survey could be seen as a valuable tool to guide public health efforts within the County. The Board agrees for Jefferson County Public Health to draft a resolution regarding the values of this survey within the next two to three months.

New Business
N/A

Executive Director's Comments
Dr. Johnson thanked the Board of Health for taking time to participant in the Board of Health Retreat, which took place mid-September. The Board and JCPH directors agreed the retreat was a great start and time well spent. The Board looks forward in discussing upcoming and current issues in public health. Both parties believe it would beneficial to have a retreat on a yearly basis.

Norma Tubman, Director of Community Health Services and Dr. Johnson are visiting Washington D.C. this month to discuss public health issues with senate and/or congress staffers.

The Colorado Association's Public Health in the Rockies Conference is the week of September 17th. Currently JCPH has six staff members conducting presentations for the conference. Dr. Johnson will not be attending the conference due to his engagement in Washington D.C.

The University of Illinois is interested in interviewing several employees of JCPH as well as the Board of Health Members. University of Illinois has been involved in researching the government of Boards of Health. Jefferson County is unique in the fact that we have been involved in law suites that have gone to the State Supreme Court which have helped set policies surrounding Board of Health and how it is governed within the State of Colorado. Dr. Johnson thanked everyone who has been available for the interview process.

Beginning September 26th, Dr. Johnson will be out of the country in Nepal on a mission trip with the Global Health Initiatives through the Centura Health system in Colorado. Dr. Johnson will return October 12th. The group will be working in hospitals participating in OBGYN surgeries and another team will go into the community doing community health projects as done in the past in Belize. Dr. Johnson will be a part of the community health team. The director in charge while Dr. Johnson will be gone will be shifting due to the many conferences and commitments of the various directors. Lindsey Andrew will have a list of the director in charge, please contact her with any questions.

Dr. Johnson also has been asked to be on the advisory committee at the Dartmouth-Hitchcock Medical Center in New Hampshire for a preventive leadership program through their preventive residency program. The preventive medicine leadership program at Dartmouth is combining preventive medicine with other clinical specialties so that the residents that come out of these programs are leaders within their fields of study and in prevention. Dr. Johnson and the Board are excited for the opportunity to be a part of this committee.

Dr. Johnson and the Board members discussed changing the agenda to the Board of Health meetings and Mr. Boog, legal counsel for the Board of Health, will draft up a revised agenda and amended Board of Health Bylaws and present it to the Board, within the next couple of months.

Director's Comments

Mr. Jim Rada, Director of Environmental Health Services advised the Board that September is National Food Safety Month and because of that Environmental Health has awarded two leaders in food safety awards this year. The first one goes to Santiago's Mexican Restaurant in Golden, Colorado. Dr. Johnson presented this award to Santiago's earlier in September. This program has also been extended to Gilpin County. The award for Gilpin County will go to the Isle of Capri – Calypso Café. The Gilpin County Commissioners will present this award sometime within the near future.

In addition to Environmental Health presenting at the Colorado Public Health Association conference, two members of the division will also be presenting at the Colorado Environmental Health Association conference at the end of this month. Mr. Rada will be presented at the Wyoming Public Health Conference October 4th as well to discuss local public health response to natural gas development.

Ms. Norma Tubman, Director of Community Health Services updated the Board regarding HIV Outreach within Jefferson County. Jefferson County has hired a Public Health HIV Coordinator.

President's Comments

N/A

Board of Health Member Comments
N/A

Staff Comments
N/A

Public Comment
N/A

Consent Cases
Ms. Dahan made the motion to approve case number 12-116662 OW, the consent case as submitted and heard before the Board of Health. The motion was seconded by Ms. Reiner.
Motion passed.

Variance Cases
Ms. Reiner made the motion to approve case number 12-116235 OW, the variance case as submitted for **(2) two** bedrooms as heard before the Board of Health. The motion was seconded by Ms. Dahan.

There being no further business to come before the Board of Health, the meeting was adjourned at 9:14 a.m.