# **MINUTES**

#### OF THE

#### BOARD OF HEALTH

# JEFFERSON COUNTY, COLORADO

On February 19<sup>th</sup>, 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, Mr. Greg Deranleau, and. Ms. Amanda Cruser, counsel, was also present.

A quorum was established. For the record Ms. Maureen Sullivan and Mr. Beverley Dahan was absent.

## **Acceptance of Agenda**

Mr. Craig Sanders suggested a change to the agenda. ISDS cases should be moved to item 7 and Old Business move to the end of the agenda. Mr. Deranleau made a motion to approve the February agenda as modified. Ms. Reiner seconded the motion.

Motion passed.

#### **Acceptance of the Minutes**

Ms. Reiner made the motion to approve the minutes of the January Board of Health meeting.

Mr. Deranleau seconded the motion.

Motion passed.

## **Employee of the Month Presentation**

Ms. McNulty presented the January Employee of the Month certificate to Ms. BJ Mitchell, with Jefferson County Public Health's Administrative Division.

### **Financial Report**

Mr. Jody Erwin, Administrative Director, presented the financial summary. Mr. Deranleau made the motion to approve the financial summary 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. Mr. Deranleau seconded the motion. **Motion passed.** 

# Approval of Fee Schedule 2013 - Modified

Mr. Deranleau made the motion to approve the 2013 Fee Schedule as modified. Ms. Reiner seconded the motion.

Motion passed.

#### **Approval of Warrants**

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

Motion passed.

#### **Consent Cases**

Mr. Deranleau made the motion to approve the consent agenda as submitted and heard before the Board of Health. The motion was seconded by Ms. Reiner.

#### Motion passed.

# **Public Comment**

Mr. Joe Tempel from Friends of Dinosaur Ridge came before the Board to request the Board waive the ISDS fees for the new construction which was previously approved. Mr. Deranleau proposed the ISDS fees to be waived. Ms. Reiner seconded the proposal.

#### **Fees Waived**

Chief Carson from the Indian Hills Fire Department came before the Board and requested the Board waive the ISDS fees associated with an ISDS upgrade on property owned by the Indian Hills Fire Department. Mr. Deranleau proposed the ISDS fees to be waived. Ms. Reiner seconded the proposal.

#### **Fees Waived**

The Board would like Environmental Health staff to submit a draft policy surrounding waiving fees and/or lessening fees. Environmental Health staff will submit a draft during the March Board of Health meeting for review.

#### **Old Business**

Mr. Craig Sanders updated the Board in regards to the mobile home inspection program which is up for discontinuation. A letter was sent out to the municipalities and mobile home parks within Jefferson County asking for their comments regarding the discontinuation proposal. Jefferson County, the City of Lakewood and one of the mobile home parks sent back letters stating they would have no problem regarding the program going to a complaint response program. Ms. Reiner made the motion to discontinue the routine inspection program for mobile home parks. Mr. Deranleau seconded the motion.

#### **Motion Passed**

Mr. Jim Rada submitted several changes and/or updates to the renewal program for Retail Food Licensing. After much discussion the Board agreed on the following changes and/or updates to the program:

- BOH agreed to reduce civil penalties to \$250.00 for the first violation, \$500.00 for the second (after the third notification).
- BOH agreed to have EHS staff hand deliver a letter to a manager of the establishment prepared by Boog and Cruser (attorney for Jefferson County Public Health) notifying facilities that we have not heard from (paid no fees) of the need to pay the license fee and \$250.00 civil penalty fee within 10 days of receiving the letter. Facilities will be notified that failure to pay will result in an additional civil penalty of \$500.00.
- BOH agreed to honor appeals categorized as valid, if the operator can produce adequate evidence that they had paid their fees on time.

- BOH agreed to deny all other appeals. Operators who had their appeals denied will be
  required to pay the civil penalty of \$250.00. Boog and Cruser will provide letters to all these
  operators notifying them of the appeal denial, reduction of penalty, payment due date and
  consequences of non-payment.
- BOH agreed to refund \$250.00 of the penalty to those that had already paid it. A letter will accompany the reimbursement informing the operator of the BOH decision and to be prepared for payment next December.
- BOH agrees establishments can set up a payment plan for the civil penalties, not the original licensing fee.
- BOH agreed to follow-through on a formal policy document this spring that will lay out the entire process.
- BOH suggested publicizing the new policy when ready.

# **New Business**

N/A

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

Dr. Johnson introduced a new program within Jefferson County Public Health called "Go Ask Tish". This service is for the public to text questions they may have confidentially to Jefferson County Public Health Nurses. Jefferson County Public Health and the Jefferson County Board of Health are very pleased and supportive of the program. Not only are teens using this service but also adults varying in age are also using this service. "Go Ask Tish" is also being used as a referral program to different resources within the community. Larimer County and some other counties in Colorado have been using this type of program as well, and find it very beneficial. Since the roll out of this program on February 12, 2013, there have been 123 texts 20 which have been in Spanish.

Dr. Johnson congratulated Mr. Jim Rada, Director of Environmental Health Services, for being appointed as a water quality commissioner.

The final plan for the Parfet Building is in place. Staff members will have the chance to visit the facility before construction, to get an idea of where their office space will be. The plan to move the Golden location and the Lakewood location is estimated to take place between September and December of 2013. Facilities have supplied maps of the Parfet Building and they are currently being displayed throughout the different JCPH locations for the public to view, as well as staff.

Facilities has approached Jefferson County Public Health regarding the Arvada clinic site. Facilities would like to consolidate county agencies and a vacancy has opened up across the street from the current Arvada clinic site. The vacancy is right next door to the motor vehicle office. Currently supervisors and directors of JCPH are taking a look at the draft plans from facilities. Nothing is finalized and Dr. Johnson will keep the Board updated if things move forward.

# $\frac{\textbf{Director's Comments}}{N/A}$

# $\frac{\textbf{President's Comments}}{N/A}$

# **Staff Comments**

N/A

There being no further business to come before the Board of Health, the meeting was adjourned at 9:42 a.m.