# **MINUTES**

#### OF THE

# **BOARD OF HEALTH**

# JEFFERSON COUNTY, COLORADO

On July 16, 2013 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. Bonnie McNulty, Ms. Maureen Sullivan, Mr. Greg Deranleau, and Ms. Linda Reiner.

Mr. Victor Boog, counsel, for Jefferson County Public Health, was also present.

The following members were absent: Ms. Beverley Dahan.

A quorum was established.

# **Acceptance of Agenda**

Ms. Sullivan made the motion to approve the agenda as presented with *item number 14 to be held postponed* until the entire Board is present. Ms. Reiner seconded the motion.

# **Motion passed**

# **Acceptance of the Minutes**

Ms. Sullivan made the motion to approve the minutes of the June Board of Health meeting with the following correction: Page 2 under "Old Business" change "except" to "accept" Ms. Reiner seconded the motion.

## **Motion passed**

# **Employee of the Month Presentation**

Ms. McNulty presented the July Employee of the Month certificate to Mr. Anthony Doll, with Jefferson County Public Health's Administrative Services Division.

#### **Financial Report**

Mr. Erwin presented the June financial report to the Board. The June financial report has not yet closed at the County. As soon as the June financial report is finalized the Board will receive a copy of this report for review. Mr. Deranleau made a motion to approve the financial report as presented. Ms. Reiner seconded the motion.

#### **Motion passed**

#### **Budget for 2014**

Mr. Erwin presented the 2014 budget for JCPH to the Board. Mr. Deranleau made the motion to approve the proposed 2014 budget with the caveat that changes may occur throughout the year. Ms. Reiner seconded the motion.

#### Motion passed/ Proposed budget approved

#### **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 Warrants**

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

## **Motion passed**

Ms. Sullivan would like the mileage checks from staff to be turned in monthly or quarterly rather than year end submission. Mr. Erwin will send out an email to the staff implementing this process which follows County guidelines. Dr. Johnson has asked Mr. Erwin to work with the county to check if there is a cut-off for submitting mileage checks.

#### **Old Business**

N/A

#### **New Business**

Mr. Rada Director of Environmental Health Services submitted a policy regarding the process of civil penalty assessment for statutory and regulatory non-compliance at retail food establishments. The intent of this policy is for the Board of Health to formally authorize the Division to administer the civil penalty provisions of the Colorado Food Protection Act. This will greatly improve the efficiency of this program element and better protect public health by streamlining the process and by gaining compliance in a timelier manner. This policy does not remove the Board of Health from the process. Operators affected by the decisions of the Division will continue to have the opportunity to appeal the Board. Additionally, the Board will continue to make decisions regarding suspension and revocation of the licenses as well as to direct other legal remedies as appropriate. The Board agrees this process would streamline the process. Mr. Deranleau would like Mr. Rada and his team to report back sometime within three to six months with pros and cons of the new process and keep the Board updated with this process. Ms. Reiner made the motion to authorize the EHS Division under policies and procedures internally and statutorily to be allowed to administer the civil penalty process as outlined. Ms. Sullivan seconded the motion for approval.

# Motion passed/Policy approved

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

Dr. Johnson thanked Mr. Rada and his staff for all the work that was put in to developing the policy for non-compliance at retail food establishments and bringing it to the Board for review and approval. Dr. Johnson also thanked JCPH Directors, Supervisors and Admin staff for all the work done regarding the budget for 2014. Dr. Johnson reported that CHS is completely staffed with supervisors thanks to Ms. Tubman's hard work in getting these jobs filled. Ms. Tubman was committed to filling these positions and has done so before the end of the year. Ms. Tubman acted as an interim supervisor for the programs who lacked a full-time supervisor.

JCPH has been working with the County Commissioners regarding a tobacco ordinance for the unincorporated area of Jefferson County to try and close some of the loop holes within the Clean In-Door Air Act. JCPH now has a model or ordinance that has been worked on and put together and this model has gone before Commissioners and they have set up a briefing with JCPH on August 6<sup>th</sup>. Dr. Johnson thanked Donna Viverette and Ms. Elise Lubell for all the work that went on to get this ordinance put together. Dr. Johnson also thanked the community groups helping come up with suggestions for the ordinance as well as working with the County Commissioners to move this forward.

The Executive Director for the Colorado Department of Health and Environment position has closed. It appears within the requirements of the job announcement it appears as though the Governor has chosen to go back to the model where they will have an Executive Director and a Chief Medical Officer.

At CCI there was a proposal that was put forward in legislation to increase the retail food establishment inspection fee. Those fees are established by statue and typically very difficult to increase. However, the last increase took place four to five years ago. Dr. Johnson will keep the Board updated as to this process.

Dr. Johnson has met with the Colorado Health Institute which is an organization that was put together by the three larger health foundations in Colorado. The group is a non-partisan non-profit organization that was put together to study health in Colorado and be able to give reports to decision makers and legislators and others regarding the health situation in Colorado. The Colorado Health Institute has put together a proposal to study the idea of are there benefits to be gained by looking at Jefferson County Public Health to be joined with Tri-County Health Department and perhaps even others within the metro area. The proposal that has been together is a three-step proposal with the first two steps doing most of the studying and reporting back. The third step would be moving forward and working with the legislative or political side of things. Of the first two steps the organization stated it would cost them around \$24,000.00. Dr. Johnson has begun looking for some helping with funding this project through some of the health foundations within Colorado, so it is done without cost to Jefferson County. Dr. Johnson will keep the Board updated throughout this process.

### **Director's Comments**

Ms. Elise Lubell updated the Board with regards to the two community engagement meetings that have taken place. Ms. Lubell feels the meetings have been a success and she is looking forward to the three additional meetings taking place in July and August.

Ms. McNulty attended the first community engagement meeting and agreed that there was a good turn-out and found it to be very informative. Ms. McNulty is planning to put the outcomes of the meetings on their City website for the community to review.

#### **Consent Case Agenda**

Ms. Sullivan moves to approve Case Number 13-109650 OW, Case Number 13-110408 OW, and 13-110880 OW on the consent agenda. Mr. Deranleau seconded the consent agenda motion to approve.

There being no further business to come before the Board of Health, the meeting was adjourned at 8:50 am.