

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On March 19th, 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: Mr. Greg Deranleau, Ms. Beverley Dahan, Ms. Maureen Sullivan and. Ms. Amanda Crusier, counsel, was also present.

A quorum was established. For the record Ms. Linda Reiner was absent.

Acceptance of Agenda

Mr. Jim Rada suggested an addition to the agenda. Under “Old Business” Retail Food Establishment – Update was added. Ms. Sullivan made the motion to approve the revised agenda. Mr. Deranleau seconded the motion.

Motion passed.

Acceptance of the Minutes

Mr. Deranleau made the motion to approve the minutes of the February Board of Health meeting. Ms. McNulty seconded the motion.

Motion passed.

Employee of the Month Presentation

Ms. McNulty presented the March Employee of the Month certificate to Ms. Margaret Lees-Roldan, with Jefferson County Public Health’s Health Promotion and Lifestyle Management Division.

Financial Report

Mr. Jody Erwin, Administrative Director, presented the financial summary. Ms. Dahan made the motion to approve the financial summary as presented. Ms. Sullivan seconded the motion.

Motion passed.

Contracts and Agreements

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

Motion passed.

Approval of Warrants

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

Motion passed.

Old Business

Mr. Jim Rada updated the Board regarding the Retail Food Establishment licensing process. As directed by the Board in February Board of Health meeting 62 refunds have been processed to establishments who have paid their licensing fee and their civil penalty fee and 41 establishments still need to pay their civil penalty fee.

The retail food establishments that still need to pay their civil penalty fees will now be subject to a \$500.00 penalty fee upon receiving their third written notice of failure to pay.

Mr. Rada and Mr. Hooker with the EHS division are currently working on a formal policy for the retail food establishment licensing program and will have the draft to the Board within the next few months.

New Business

Mr. Craig Sanders brought a draft policy before the Board regarding reducing or waiving ISDS permit fees. The purpose of this policy is to establish criteria for reducing or waiving individual sewage disposal system application fees for non-profit, government and private parties so that they would not have to make specific requests to the Board. The Board asked Mr. Sanders to check the last two years of permits to determine how many fees would have been waived if this policy had been in place and to report back in April.

Executive Director's Comments

Mr. Jody Erwin addressed the Board for Dr. Mark Johnson who was out of town for the Board of Health meeting. Mr. Erwin updated the Board in regards with the Arvada proposed moved and the Parfet Building. A tour of the Parfet Building was conducted for staff within Jefferson County Public Health. Staff was able to see their possible work stations and tour the rest of the building. The Arvada site is also being looked at to possibly move. As details become available the Board will be updated.

Director's Comments

Ms. Elise Lubell updated the Board regarding the Health Profile that will be rolling out soon. A draft of the profile will be submitted to the Board for review within the next few months. Ms. Lubell reminded the Board that March is National Nutrition Month and on April 4, 2013 the Board of Health will present awards to the Public Health Champions for 2012.

President's Comments

N/A

Staff Comments

N/A

Public Comments

Ms. Sara Amadio the owner of the Bistro in Evergreen, Colorado came before the Board to request a waiver for a new ISDS fees to redo the property's leach field for a new ISDS system. Ms. Dahan proposed the fees to be waived. The Board seconded the proposal.

There being no further business to come before the Board of Health, the meeting was adjourned at 9:13 a.m.