MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

On May 21, 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: Mr. Greg Deranleau, Ms. Linda Reiner, Ms. Beverley Dahan and Ms. Maureen Sullivan. Ms. Amanda Cruser, counsel, was also present.

A quorum was established.

Acceptance of Agenda
Mr. Deranleau made the motion to approve the agenda as presented. Ms. Dahan seconded the motion.
Motion passed.

Acceptance of the Minutes
Ms. Dahan made the motion to approve the minutes of the April Board of Health meeting. Mr. Deranleau seconded the motion.
Motion passed.

Employee of the Month Presentation
Ms. McNulty presented the May Employee of the Month certificate to Ms. Jessa Woodward, with Jefferson County Public Health's Environmental Health Services.

Financial Report
Mr. Erwin presented the April financial report to the Board. Ms. Reiner made a motion to approve the financial report as presented. Mr. Deranleau seconded the motion.
Motion passed.

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

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

Old Business
Mr. Craig Sanders brought a draft of ISDS permit fee waivers to the Board for review. In the regulations individual county agencies can adopt such policies to have certain waivers of fees in place. In the past the policy has always been limited to county governmental agencies or "quasi-government" agencies. However, there are many other agencies; such as, non-profits that could be included in this policy.

After discussion and review of the draft document presented by Mr. Sanders the Board has adopted the following:

- County governmental agencies and quasi-government agencies can ask for a fee waiver and receive a waiver with regards to ISDS permit fees.

- All other agencies will need to fill out a Hardship Waiver and present their case before the Board of Health for consideration of fee waiver.

Ms. Cruser updated the Board as to the Retail Food Establishments. Ms. Dahan motioned to reduce the civil penalty fees for the following establishments to $250.00 from $500.00:

- Eurest Dinning Services (Four Locations)
- Le Peep of Evergreen
- Mama's Candies, LLC.
- Maria Elena Mexican
- My Corner Kitchen
- Pudge Brothers Pizza
- Quzinos
- Valera Speedy Market
- Waterhole #2

The motion was seconded by all members of the Board. **Motion Passed**.

Ms. Cruser will follow up with the following RFE's that were not included in the above motion and bring her findings to the next Board of Health meeting in June. The Board votes to have an Executive Session at the end of the current BOH meeting regarding different aspects of the RFE process. Mr. Deranleau opposed the Executive Session; all other members were in favor of the session.

The following RFE's were not included in the above passed motion :

- Luna's Restaurant
- Rib Runners
- Suzie's Café

New Business

Mr. Jody Erwin discussed with the Board having directors' signature authority concerning certain documents such as agreements, non-financial contracts and advertising contracts. Boog and Cruser will do a thorough study of the statutes regarding signature authority and delegation to staff. Their findings will be presented at the next Board of Health meeting in June.

Executive Director's Comments

Dr. Johnson updated the Board regarding the Parfet Building. Facilities target date to begin the JCPH move into the new building is December 1, 2013. Currently, JCPH directors' and IT are putting together a transition plan for the move.

Dr. Johnson shared a few documents from a recent County meeting with Commissioners and Elected Officials, regarding impacts to Jefferson County's healthcare employee benefit packages as well as budget projections for 2014. Dr. Johnson shared that he discussed in this meeting putting together a study and approaching the Commissioners in Adams, Douglas, and Arapahoe Counties asking them if they would be interested in Jefferson County Public Health joining a metro wide health department instead of having JCPH remain as we are currently. Although the study would be complex Dr. Johnson believes this is an important idea to review. The study would need to review the different complexities such as, county employees' moving from their current retirement plan to a new one. The study would also focus on the benefits to the county and the citizens of the county having JCPH join a larger organization, by providing more or better services at a lower cost. Dr. Johnson will update the Board as more brainstorming surrounding this idea comes to light.

Dr. Johnson also disclosed that he has applied and interviewed for the Executive Director position at Tri-County Health Department. The current Executive Director for Tri-County will be retiring in July 2013. Dr. Johnson will keep the Board updated to the interviewing process as it becomes available to him.

Director's Comments

Ms. Elise Lubell with HPLM division invited the Board to the roll-out of Jefferson County Public Health's Community Health Assessment on Thursday May 23rd at Jefferson High School. After the release of the community health assessment is made this will trigger several other campaigns such as; the community health improvement plan and community engagement process.

Mr. Jim Rada with EHS division informed the Board of the newly adopted On-Site Waste Water Treatment Systems regulation. The regulation will go into effect at the end of July 2013, JCPH will have one year from the effective date to revise JCPH's local regulation and come into conformance to the new state regulation.

President's Comments

N/A

Staff Comments

Ms. Donna Viverette with Jefferson County Public Health's Tobacco program updated the Board with regard to a change to take effect July 1, 2013 in the Tobacco program. Due an audit regarding the original language within the Amendment 35, local health departments will no longer be allowed to conduct policy work surrounding smoke-free initiatives, including expanding the work of the Clean In-Door Air Act. The bill that would have been able to provide clarification to the verbiage within the original amendment has been tabled for the present time. Beginning July 1, 2013 local health departments will have to cease an active role in working on local smoke free policies. Some of the activities that the local health departments will have to remove from their scopes of work for the new grant year might have some impact on budgets and staffing. Currently we are waiting for direction from State regarding which specific activities must be removed and to see if they will allow those funds and activities to be reallocated for other tobacco prevention activities. Jefferson County Public Health will not be as impacted as some grantees, as many have scopes of work and budgets nearly entirely focused on smoke-free policy work. JCPH's scope of work and budget may be impacted some. Ms. Viverette will keep the Board updated to any changes that will come into effect.

Public Comments
Melody Skinner with Mama's Candies, LLC, petitioned the Board for a waiver regarding additional fees in regards to her RFE license. After hearing Ms. Skinner's case the Board accepts her petition for waiver.

Consent Agenda
Mr. Deranleau requests to have case 12-109511 SR removed from the Consent Agenda for discussion.

Mr. Deranleau moved to approve case 12-109511 SR contingent to the following additional conditions:

- The line between the tank and leaching field needs to be permanently disabled either by removal or plugging with concrete cement.

Ms. Dahan seconded the motion. Motion has been approved.

**** The Executive Session has been postponed to June's Board of Health meeting due to time constraints concerning some of the Board members****

There being no further business to come before the Board of Health, the meeting was adjourned at 10:20 am.