

**MINUTES  
OF THE  
BOARD OF HEALTH**

**JEFFERSON COUNTY, COLORADO**

On February 18, 2014 at 8:00 a.m., President Bonnie McNulty called the meeting to order. Ms. Karen Wiggins took roll call. The following additional Board members were present: Ms. Maureen Sullivan, Ms. Beverley Dahan, and Ms. Linda Reiner. Mr. Greg Deranleau was not present. Ms. Amanda Cruser, counsel, for Jefferson County Public Health, was also present.

**Acceptance of Agenda**

Ms. Reiner 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 January Board of Health meeting with one correction to the wording from the Contracts and Agreements section. The word "signed" should be changed to "approved" in the sentence "Number seven under expenditure has been stricken from the agenda and will be signed at a later date." Ms. Sullivan seconded the motion.

**Motion passed**

**Employee of the Month Presentation**

Ms. McNulty presented the February Employee of the Month certificate to Alicia Dzialo in Jefferson County Public Health's Community Health Services Division.

**Financial Report**

Mr. Erwin presented the January financial report to the Board. Ms. McNulty made a motion to approve the financial report as presented. Ms. Sullivan 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. Reiner 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 stated that the OWTS Regulatory Revisions are nearing completion. He reviewed questions and comments from the public meeting held January 25, 2014. After discussion and comments from the Board members, Mr. Sanders will make changes to the proposed document and send the final draft to the Board before the next meeting. Mr. Sanders asked that the Board adopt the regulations at the March 18<sup>th</sup> meeting. Once adopted, the regulations will be sent to the state for their final analysis and become effective on May 2, 2014.

Mr. Jim Rada informed the Board that all retail food establishment license renewal fees have now been collected from brick and mortar establishments in Jefferson and Gilpin counties. There are 33 mobile and seasonal operations that are unpaid and not yet licensed; these will be completed soon.

There is the expectation of approximately 133 temporary event vendors this year. As the season progresses, the fees from these vendors will be collected. Lastly, the revised approach to collecting renewal fees - staff hand delivering the first notice of violation to food establishments in January – has had a significant effect on collecting fees. There were no civil penalties collected this year.

Mr. Jody Erwin provided an update on the Parfet move for the Lakewood staff. They are preparing now and will move the first week of March. He thanked the Board members who were able to tour the Parfet building.

### **New Business**

N/A

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

Dr. Mark Johnson acknowledged the Parfet Move Committee members especially Mr. Jody Erwin and Ms. Lindsey Gonzales for their work on the move to Parfet.

Dr. Johnson informed the Board that JCPH continues to work with Facilities and Human Services to find a different site for the Arvada WIC program. The Head Start offices at what used to be Russell Elementary school would be an excellent location.

The Parfet tour – Dr. Johnson reported that two County Commissioners as well as the Deputy County Administrator toured the building. Mr. Ralph Schell acknowledged that changes need to be made to the parking lots. Funds for this may be available from the CoP projects.

Dr. Johnson updated the Board on the 3% increase for staff salaries. All staff who are not on review status or are not currently on probation will receive the 3% increase.

Legislation updates:

The change in fees for retail food establishments has not been introduced yet.

A tobacco bill has been introduced to change the law to prohibit the sale of nicotine products to minors.

A bill may be introduced this week to tighten up the personal exemption option for those who don't want to immunize their children.

Human Trafficking – A task force has been established for Jefferson County.

There being no further business to come before the Board of Health, the meeting was adjourned at 9:25 a.m.