

**MINUTES  
OF THE  
BOARD OF HEALTH**

**JEFFERSON COUNTY, COLORADO**

On September 19, 2017 at 8:00 a.m., President Bonnie McNulty called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Greg Deranleau, Lane Drager and Kimberley Krapek. Amanda Crusier, counsel for Jefferson County Public Health, was also present.

A quorum was established.

**Staff Members Presenting**

Dr. Mark Johnson, Executive Director  
Jody Erwin, Deputy Director  
James Rada, Director/Environmental Health Services  
Jon Vickery/Environmental Health Services  
Kelly Keenan/Administrative Services  
Craig Sanders/Environmental Health Services  
Christine Schmidt/Community Health Services

**Acceptance of Agenda**

Mr. Deranleau made a motion to add to the agenda Update to OWTS Regulations from Craig Sanders with Environmental Health Services. Mr. Drager seconded the motion.

**Motion Passed**

**Acceptance of Minutes**

Ms. Krapek made a motion to approve the July meeting minutes as presented. Mr. Drager seconded the motion.

**Motion Passed**

**Employee of the Month Presentation**

The Board of Health presented the August and September Employees of the Month certificates to Sophie West with Community Health Services and Kelly Schossow, Meredith Quenzer and Kelsey Rivera with Health Promotion and Lifestyle Management.

**Variance Cases:**

Jon Vickery with Environmental Health Services presented variance Case Number 17-115299 OW. After Board review and discussion, Mr. Drager made a motion to approve Case Number 17-115299 OW. Ms. Krapek seconded the motion. For the record, Mr. Deranleau opposed the motion.

**Motion Passed**

**Conceptual Case:**

Mr. Vickery presented conceptual Case Number 17-101412 OW. After Board review and discussion, Mr. Deranleau made a motion to approve Case Number 17-101412 OW. Mr. Drager seconded the motion.

**Motion Passed**

**Variance Case:**

Mr. Vickery presented variance Case Number 17-122263 OW. After Board review and discussion, Mr. Deranleau made a motion to approve Case Number 17-122263 OW. Ms. Krapek seconded the motion.

**Motion Passed**

**Variance Case:**

Mr. Vickery presented the experimental Onsite Wastewater Treatment System (OWTS) Case Number 17-115091 OW. After Board review and discussion, Mr. Deranleau made a motion to approve Case Number 17-115091 OW. Mr. Drager seconded the motion. Mr. Deranleau requested the engineer come back before the Board with an update regarding the experimental system.

**Old Business**

Kelly Keenan with Administrative Services presented an update regarding the accreditation process and the timeline of the accreditation site visit. The accreditation site visit team is coming to Jefferson County Public Health on December 18<sup>th</sup> and 19<sup>th</sup>. The accreditation site team will need to meet with the Board on December 19<sup>th</sup> after the Board of Health meeting. The Board would like Ms. Keenan to give more insight on the details of the site visit. The Board invited Amanda Cruser, with Boog and Cruser, Jefferson County Public Health's counsel, to come to the accreditation site visit meeting on December 19th.

Craig Sanders, with Environmental Health Services, updated the Board about the stakeholder meeting regarding updates to the Onsite Wastewater Treatment System (OWTS). The timeline is set and a complete summary of the regulations will be presented to the Board when ready. Environmental Health Services will plan a public hearing for the adoption of the proposed regulation changes at the October 17<sup>th</sup> Board of Health meeting, with final approval by the Board at the December 19<sup>th</sup> Board of Health meeting. The deadline to submit new regulations to the State is December 24, 2017. Based on approval from the State, the effective date for changes will be February 1, 2018. The proposed changes will bring JCPH's regulations in line with the State regulations.

**Financial Report**

Mr. Erwin presented to the Board the financial reports for July and August 2017. Mr. Drager made a motion to approve the report as presented. Ms. Krapek seconded the motion.

**Motion Passed**

**Updated Fee Schedule:**

Mr. Erwin brought before the Board a fee schedule updated to allow Environmental Health Services to be in line with State statutes. Mr. Drager would like to see more of a break-down in the fees for Environmental Health Services in 2018. Mr. Drager made a motion to approve the updated fee schedule. Mr. Deranleau seconded the motion.

### **Contracts and Agreements**

Mr. Erwin presented the contracts and agreements to the Board. Mr. Deranleau made a motion to approve the contracts and agreements as presented. Ms. Krapek seconded the motion.

**Motion passed**

### **Approval of Warrants**

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

**Motion passed**

### **Executive Director Comments**

Dr. Johnson reported to the Board that the 2018 budget for Public Health has been presented to the Board of County Commissioners for their review and approval. Dr. Johnson also updated the Board regarding a couple of building projects at Jefferson County Public Health's Parfet Building. Facilities and construction management is working on the landscaping around the building and this should be completed by the end of September. Facilities and construction management will also be working on a roofing project at the Parfet building beginning the first week of October. The roofing project will impact the third floor of the Parfet building. During this impact, half of the employees from the third floor will be moved to the Jefferson County Courts and Administration Building, while the other half of the employees from the third floor will be moved to various cubes and offices on first and second floors of the Parfet Building. The project is scheduled to be completed before the end of the year.

The Board of County Commissioners has appointed a new Board of Health member to take the place of Maureen Sullivan. The new member is Dr. Dawn Comstock, a professor of epidemiology at the Colorado School of Public Health. She will attend the upcoming day-long Board of Health Retreat scheduled to be held at the Boettcher Mansion Carriage Room on October 10<sup>th</sup> at 9:00 am.

Jefferson County had a department-wide fair in August and a few of Jefferson County Public Health's staff were recognized during this event. Nicole Work, with Health Communications, sang the National Anthem, and Lindsey Gonzales, with Administrative Services, received the "Happy Emoji" Award.

### **Director Comments**

Mr. Erwin introduced Ferris Alexander, our newest employee with Administrative Services. Ferris works within our IT division.

Elise Lubell, Director of Health Promotion and Lifestyle Management, introduced Ashley Moore, JCPH's new Public Information Officer. Ms. Moore is working on numerous projects for JCPH, including the rollout of the new Jefferson County branding.

Jim Rada, Director of Environmental Health Services, updated the Board regarding rabies and plague cases within Jefferson County. Mr. Rada also updated the Board regarding working in the Buffalo Creek area and partnering with North Fork Fire Protection and Rooney Road Recycling on a community household hazardous waste clean-up in this area. Over 19,000 pounds of hazardous waste was collected, including 107 vehicles, 7,900 gallons of paint, 3,000 gallons of flammable materials and 386 waste tires.

Chris Schmidt, interim Director for Community Health Services while Dr. Huffman is on vacation, updated the Board regarding the upcoming flu vaccination campaign for employees and public. Community Health Services is also working with Coleman and Associates on evidence- based solutions to improving care and efficiency in their clinic.

**Adjournment:**

There being no further business to come before the Board of Health, the meeting was adjourned at 11:20 a.m.