

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On May 15, 2018 at 4:00 p.m., President Bonnie McNulty called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Lane Drager, and Greg Deranleau. Amanda Crusier, counsel for Jefferson County Public Health, was also present.

For the record Dr. Dawn Comstock and Kimberley Krapek were absent. A quorum was established.

Staff Members Presenting

Joseph Badalpour, Administrative Services
Dr. Mark Johnson, Executive Director
Jody Erwin, Deputy Director
James Rada, Environmental Health Services
Craig Sanders, Environmental Health Services
Matthew Nii, Administrative Services
Jenna Metzinger, Health Promotion and Lifestyle Management

Acceptance of Agenda

Mr. Deranleau made a motion to approve the agenda as presented. Mr. Drager seconded the motion.

Motion Passed

Acceptance of Minutes

Mr. Drager made a motion to approve the April meeting minutes as presented. Mr. Deranleau seconded the motion.

Motion Passed

Employee of the Month Presentation

The Board of Health presented the May Employee of the Month certificate to Clarissa Sperring, with Community Health Services.

Financial Report

Mr. Badalpour presented the financial report for April of 2018. Mr. Deranleau made a motion to approve the report as presented. Mr. Drager seconded the motion.

Motion Passed

Contracts and Agreements

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

Motion Passed

Approval of Warrants

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

Motion Passed

Old Business

Dr. Johnson shared with the Board members a draft agenda for the June 19th Board of Health Planning Meeting. Items suggested for discussion included; policies and procedures regarding Board of Health meetings and presentations, 2020-2022 strategic planning process discussion, 2019 budget review, Board of Health onsite waste water treatment systems program directives, and Healthy Kids Colorado Survey participation for 2019 discussion. Board of Health President, Bonnie McNulty suggested reviewing the Board's Bylaws. Board Member, Lane Drager would also like to discuss the role of the Board and how to be more successful as a Board. Mr. Drager will forward a website to the Board, that was shared by a presenter at a recent training facilitated by the Regional Institute for Health and Environmental Leadership (RIHEL). This website outlines discussion points regarding Board of Health roles and performance. The clerk for the Board will ask for additional suggestions, if applicable to the absent Board of Health members (Dawn Comstock and Kimberley Krapek). These additional items will be added to the June planning meeting agenda and will be posted on the website within the next few weeks.

New Business

Jenna Metzinger, Jefferson County Public Health's Farmers Market Supplemental Nutritional Assistance Program (SNAP) Coordinator, updated the Board regarding SNAP being used at farmers' markets in Jefferson County. Ms. Metzinger introduced Tamara Orndoff, who is a food advocate for this program. In 2016 one farmer's market was accepting SNAP and Double Up Food Bucks (DUFB). In 2018 Jefferson County will have 11 locations accepting SNAP and DUFB. Double Up Food Bucks participants receive an incentive that matches the amount spent in federal nutrition benefits toward the purchase of healthy, fresh, locally grown fruits and vegetables.

Matthew Nii provided the Board with a progress report on the 2018/2019 strategic plan implementation. The strategic plan is the culmination of the strategic planning process on which Jefferson County Public Health embarked in January of 2017. The process included the efforts of the Board of Health and individuals at all levels of the department. Six goals were selected by the strategic planning committee during the plan development process. The committee also identified 13 objectives and 43 activities. The next steps of the strategic plan will be for Mr. Nii to update the Jefferson County Public Health Leadership team at their monthly meetings. Mr. Nii will also continue to make progress on strategic plan activities. Mr. Nii will facilitate a planning process discussion for 2020-2022 with the Board at the June Board of Health Planning meeting. Strategic planning is a process for defining and determining Jefferson County Public Health's roles, priorities, and direction over three years. The plan sets forth what Jefferson County Public Health plans to achieve, how it will be achieved, and how we'll know it's been achieved. The Board suggested they would like to see how the plan provides a guide for making decisions on allocating resources and taking action to pursue strategies and priorities.

Public Comment

Michael Cunningham from Indian Hills shared with the Board the recent election results for the Indian Hills Water District Board of Directors indicating that there is an entirely new Board in place. Throughout the election process, Mr. Cunningham heard the same concerns from the community surrounding quality and safety of the water in the community. Mr. Cunningham also expressed that those within the community with whom he has spoken, are also very concerned about new builds in the Indian Hills area.

Mr. Chris Arnold is continuing to work with Roy Laws in Environmental Health Services on Table 4.1 in the Onsite Wastewater Treatment System Regulations. Mr. Arnold suggested a stay on all building permits until the finalization on Table 4.1 has been completed.

Dr. Margaret Herzog, addressed the Board and suggested she would like to see a baseline water quality test every five years or at the point of sale of a property. Dr. Herzog expressed the importance of having data on every private well and new development within Indian Hills.

Executive Director's Comments

Dr. Johnson updated the Board regarding a plan for a Family Justice Center facilitated by the Jefferson County District Attorney's office. Jefferson County Public Health has been asked to get involved to help provide immunizations and help plan an exam room at the facility. The District Attorney's office already has a contract in place with another group to do the exams regarding domestic violence and elder abuse cases. Dr. Johnson discussed with the Board the data that has come back from Jefferson County Public Health and the Jefferson County Jail regarding conducting correctional health duties at the Jefferson County Jail. The data shows that Jefferson County Public Health's involvement in conducting these services would not be beneficial for Jefferson County Public Health or the county due to the cost of this program. Jefferson County Facilities has also rolled out a 20-year master facilities plan that recommends that Jefferson County Public Health's Vital Records office be relocated to the Courts and Administration Building near the Clerk and Recorder office. Jefferson County Public Health does not believe this move is in the best interest of the clients who visit the Vital Records office. Due to the bereaved state of many of the community members coming in for death certificates and the competitiveness of providing death certificates state-wide, as well as the cumbersomeness for the community to bring strollers, and children through a planned security station for birth certificates. Dr. Johnson will be sending a memo to County Facilities and the Board of County Commissioners addressing both items.

Director Comments

Jim Rada introduced Environmental Health Service's new Public Health Informatics Specialist, Shaun Callaghan.

Staff Comments:

Environmental Health staff came to the Board of Health meeting to congratulate Carla Opp and Craig Sanders for their upcoming retirement in June and July of 2018. Carla Opp has been with Environmental Health Services for 23 years and Craig Sanders has been with Environmental Health Services for 40 years.

Mr. Craig Sanders provided each Board member with a copy of the recently updated Onsite Wastewater Treatment Services regulations for their records and review. Mr. Sanders thanked the Board for all their support over his 40 years of employment at Jefferson County Public Health.

Board of Health Comment

President, Ms. McNulty commented on how Mr. Sanders has been a “rock, and a calming force” throughout the years at the Board of Health meetings.

Mr. Deranleau also thanked Mr. Sanders for his service to the County and to Environmental Health.

Adjournment:

There being no further business to come before the Board of Health, the meeting was adjourned at 5:27 p.m.