

MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

On May 21, 2019, at 4:00 p.m., President Greg Deranleau called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Caroline Szuch, Dr. Dawn Comstock, Dr. Kimberley Krapek, and Lane Drager. Amanda Crusier, counsel for Jefferson County Public Health, was also present.

A quorum was established.

Staff Members Presenting

Jody Erwin, Deputy Director

Dr. Margaret Huffman, Community Health Services Director

Elise Lubell, Health Promotion and Lifestyle Management Director

James Rada, Environmental Health Services Director

Joseph Badalpour, Administrative Services

Karen Wiggins, Administrative Services

Acceptance of Agenda

Mr. Drager made a motion to approve the May agenda as presented. Dr. Krapek seconded the motion.
Motion Passed

Acceptance of the Minutes

Dr. Comstock made a motion to approve the meeting minutes from April's Board of Health meeting. Mr. Drager seconded the motion.
Motion Passed

Employee of the Month

The Board of Health presented May's Employee of the Month to Karey Riemersma, with the Community Health Services Division.

New Staff Introductions

Dr. Huffman, with Community Health Services, introduced Virginia Donaldson, Amanda Davis and Michael Miller.

Elise Lubell, with Health Promotion and Lifestyle Management, introduced Rebecca Ramirez and Mila Tchijova.

Jody Erwin, with Administrative Services, introduced Elizabeth Luna.

Public Comment

Rachel Lemmley discussed with the Board the one-acre lot size requirement regarding a variance case she is contemplating bringing before the Board for review. Ms. Lemmley stated she is currently working with Jefferson County Planning and Zoning as well as Jon Vickery with Jefferson County Public Health. The Board discussed with Ms. Lemmley the different limitations Ms. Lemmley is facing and the criteria for hardship and combining lot sizes.

Financial Report

Mr. Badalpour presented the financial report for April of 2019. Mr. Drager made a motion to approve the report as presented. Dr. Krapek seconded the motion.
Motion Passed

Contracts and Agreements

Mr. Badalpour presented the contracts and agreements. Dr. Krapek made a motion to approve the contracts and agreements. Ms. Szuch seconded the motion.
Motion Passed

Approval of Warrants

Mr. Drager made a motion to approve the warrants as submitted. Dr. Comstock seconded the motion.
Motion Passed

Old Business

Karen Wiggins, Jefferson County Public Health's Human Resources Coordinator, discussed with the Board the verbiage for the Jefferson County Public Health Executive Director job requirements. Ms. Wiggins discussed with the Board their role and the county's role in the hiring process for the executive director position.

The Board will review the scope of work presented by Ms. Wiggins and rank their top five essential job duties for the scope of work. The Board of Health members will send their rankings to the Clerk to the Board of Health by June 7, 2019. Ms. Wiggins will compile their edits and present another draft of the scope of work at the June all-day Board of Health meeting.

The Board also discussed the pros and cons between a physician and a non-physician candidate for this position. The Board would like to open the position up to both physician and non-physician candidates. The Board would like to see only the minimum qualifications listed in the minimum requirements section of the job posting.

The Board would like to review a possible time-line of the hiring process at the June all-day Board of Health meeting. The Board would also like to see overlap between when Dr. Johnson retires and when the new executive director begins. Ideally, the Board would like one month of overlap.

Ms. Wiggins will present a proposed time-line along with any other edits the Board of Health make to the scope of work at the all-day June Board of Health meeting.

New Business

Seth Johnson, a volunteer at Jefferson County Public Health through the AmeriCorps program, gave a brief overview of the work he is doing in the opioid response program throughout Jefferson, Broomfield and Boulder counties. Mr. Johnson specifically works with communities to support community strategies and initiatives taking place around opioids. Mr. Johnson works in direct services, provides youth education classes, and naloxone trainings to providers and interested community members. He is also responsible for leading provider education events and providing support to coalitions within the above-mentioned communities. Mr. Johnson has enjoyed his time at Jefferson County Public and will be ending his volunteer role in mid-July. Mr. Johnson is recommending to his AmeriCorps program for another volunteer to be assigned to Jefferson County Public Health for mid-October.

Directors' Comments

Dr. Huffman updated the Board regarding the Health Alliance Committee. This committee is in the planning process of looking at population accountability for Jefferson County which will connect all the network providers to better serve the community. The Health Alliance Committee anticipates hiring a coordinator for this program in early fall of 2019.

Elise Lubell discussed with the Board a meeting the tobacco team had with the Board of County Commissioners earlier in the day. During the meeting, the tobacco team discussed a county ordinance to help reduce youth vaping in Jefferson County. Enforcement opportunities were also discussed regarding tobacco free areas. The Board of County Commissioners are interested in a follow-up meeting with the tobacco team to outline model policies for Jefferson County regarding youth vaping.

Staff Comments

Kelly Keenan provided an update to the Board regarding strategic planning. During the first week of June, the Board will receive a copy of Jefferson County Public Health's Environmental Scan Report for review. The environmental scan report is a thorough documentation of Jefferson County Public Health's current state. The environmental scan report includes data on internal characteristics as well as external characteristics and factors which impact Jefferson County Public Health's ability to perform effectively and meet customer needs.

During the June 18th Board of Health all-day planning meeting the strategic planning committee will facilitate the Board through a strengths, weaknesses, opportunities, and challenges analysis to help guide the development of the 2020 to 2022 strategic plan for Jefferson County Public Health. The leadership team for Jefferson County Public Health will meet on June 24th and 25th to review the environmental scan report and the Board of Health's feedback from the June 18th meeting to develop visions, priorities, and goals for the strategic plan.

Mr. Drager wanted to make sure Jefferson County Public Health's strategic planning includes a review of feedback from stakeholders in the community, as well as community members. Ms. Keenan mentioned all staff at Jefferson County Public Health will have an opportunity to review and provide feedback of the environmental scan report, during four upcoming town hall meetings to be held at Jefferson County Public Health before the June 18th all-day planning meeting for the Board of Health. Mr. Deranleau

requested staff should have the opportunity to provide anonymous comments at the town hall meetings as well.

Board of Health Comments

Mr. Deranleau commented he attended the earlier meeting between the tobacco team and the Board of County Commissioners and felt the meeting was very beneficial and applauded Katie Lazar's presentation to the Board of County Commissioners. Mr. Deranleau looks forward to the follow-up meeting to discuss this important issue.

Dr. Krapek came before Jefferson County Public Health, on behalf of St. Andrew United Methodist Church, which served as a gathering place for individuals affected by the STEM School shooting in Highlands Ranch, Colorado. As part of the debrief afterwards, the crisis response team asked Dr. Krapek to reach out to Jefferson County Public Health to find out what types of services are offered for individuals affected by secondary trauma or a resurgence of trauma for individuals after a new event, such as a school shooting. Dr. Huffman will investigate resources through the State of Colorado Nurse Directors group and update Ms. Krapek at the July Board of Health meeting.

The Board of Health called for an Executive Session immediately following the adjournment of the public portion of the Board of Health Meeting.

Adjournment:

There being no further business to come before the Board of Health, the meeting was adjourned at 5:00 p.m.