

MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

On June 18, 2019, at 9:00 a.m., President Greg Deranleau called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Dr. Dawn Comstock, and Lane Drager.

A quorum was established.

For the record Dr. Kimberley Krapek and Caroline Szuch were absent. Amanda Cruser, counsel for Jefferson County Public Health joined the all-day planning meeting at 12:00 p.m.

Staff Members Presenting

Karen Wiggins, Administrative Services
Matthew Nii, Administrative Services
Jody Erwin, Deputy Director

Acceptance of Agenda

Mr. Deranleau made the following correction to the agenda: County Manager, Don Davis will discuss the 2020 Jefferson County Budget. The new agenda item will take the place of agenda item: Public Health Transformation. Dr. Comstock made a motion to accept the June all-day planning meeting agenda with proposed changes. Mr. Drager seconded the motion.
Motion Passed

Contracts and Agreements

Mr. Erwin presented the contracts and agreements. Dr. Comstock made a motion to approve the contracts and agreements. Mr. Drager seconded the motion.
Motion Passed

Strategic Planning

Matthew Nii presented the key findings of Jefferson County Public Health's Environmental Scan Report to the Board. After reviewing and discussing the environmental scan, the Board of Health and Jefferson County Public Health Directors completed a silent, sticky note brainstorm and created affinity diagrams for the strengths, weaknesses, opportunities, and challenges (SWOC) facing Jefferson County Public Health. The group ranked each category on the affinity diagram and identified the top five in each category.

Using the environmental scan and the SWOC analysis, the Board of Health and directors completed a silent, sticky note brainstorm and created an affinity diagram for a 10-year vision for Jefferson County Public Health. The exercise was not intended to create a final vision statement for Jefferson County Public Health, but rather provide input for the leadership team as the vision is narrowed and refined.

Mr. Nii will take the SWOC and vision ideas from today's meeting and use them as inputs at the Jefferson County Public Health leadership team offsite planning meeting. Mr. Nii outlined the major next steps to completing the 2020-2022 Strategic Plan:

- Leadership Offsite (6/24/19 to 6/25/19) to finalize vision, priorities, and goals
- Update to the Board of Health (8/20/19)
- Submission of final Strategic Plan document to the Board of Health (11/4/19)
- Board of Health meeting (11/19/19) to approve document

The Board discussed the desire to include community partners in the strategic planning process. Mr. Nii explained how the refinement phase of the planning process will work and that workforce members will be asked to identify the strategic objectives that will enable success with the strategic goals and priorities. During this process, it is expected that the community partners with whom Jefferson County Public Health already collaborate with on specific strategic objectives will be identified and consulted.

Lunch break was taken at 12:30 p.m.

2020 Budget Review

Mr. Erwin, Deputy Director presented Jefferson County Public Health's 2020 budget to the Board. Mr. Erwin discussed with the Board the upcoming budget cuts, the 10-County budget data, and TABOR limits. Mr. Erwin will present the finalized version of the 2020 budget to the Board at the July Board of Health meeting. The Board discussed their concerns over marginalizing programs due to the upcoming budget cuts.

Jefferson County's County Manager, Don Davis, discussed with the Board the 2020 budget cuts across all Jefferson County programs. Mr. Davis discussed in depth the three lines of effort; Health and Well-being, Safety, and Stewardship, TABOR limits, mill levy reduction, Jefferson County's bond rating, Jefferson County's reserve status, property taxes, the general fund, the 10-County budget data, and Jefferson County growth. The Board discussed with Mr. Davis their concerns regarding the proposed budget cuts, especially those to public health in Jefferson County. The Board also related to Mr. Davis that they will continue to be advocates for Jefferson County Public Health and will focus on efficiency and effectiveness.

The Board of Health discussed drafting a letter to communicate to the Board of County Commissioners their concerns regarding the budget situation. Dr. Comstock made a motion for Mr. Deranleau and Dr. Johnson to draft a letter to the Board of County Commissioners outlining the Board of Health's concerns regarding budget cuts and to address TABOR issues. Mr. Drager seconded the motion.
Motion Passed

Dr. Johnson and Mr. Deranleau will work together to draft the letter and send to the Board of Health members for review. The letter will be signed at the July 16th Board of Health meeting by all the Board members. Once signed, the letter will be sent to the Board of County Commissioners.

Hiring Process and Next Steps for Executive Director Position

Karen Wiggins discussed with the Board the proposed time-frame for the hiring process for Jefferson County Public Health's Executive Director position. Ms. Wiggins mentioned to the Board that Jennifer Fairweather, Jefferson County Human Resources Director, will be present at the July Board of Health meeting to answer any follow-up questions the Board may have.

Between June 19th and July 16th, the Board will make their final edits to the job description for the executive director position. Ms. Wiggins will compile the Board's edits and send them to Jefferson County Human Resources for their review.

The directors brought to the Board staff concerns of when staff will be able to provide feedback concerning the hiring process and the statement of work of the executive director position. Dr. Huffman also raised concerns from her staff regarding their desire and perceived need for a physician as the executive director.

The Board would like a guided conversation with staff surrounding their input regarding the executive director job description. The Board will finalize and return their edits of the executive director job description and recruitment package by July 16th. The Board will send the draft copy to the Clerk to the Board of Health along with a memo by July 17th. The Clerk to the Board will send the draft copy of the executive director job description to Jefferson County Public Health directors to share with their staff, so they can provide feedback. All feedback from staff must be sent back to the clerk before the August Board of Health meeting for Board review.

The Board also discussed the first and second round of the interview process. The Board would like the final candidates to do a presentation to all staff during the second-round interview process. After the final candidates do their presentation to all staff, the Board of Health will conduct a more formal second round interview. The second round of interviews will all be held in person. The first round of interviews may be held in person or over Skype. Ms. Wiggins will get more information from Jennifer Fairweather regarding how the county conducts first round interviews.

The Board of Health approved the proposed time-line with the following changes: Board of Health reviews applications from November 1 to December 1, 2020. Board of Health will hold an executive session to review potential candidates during the week of December 2. The Board of Health will divide potential candidates and conduct phone screenings between December 3rd and December 20th.

The Board also provided feedback regarding the draft recruitment package layout. The Board would like the county's vision statement and Jefferson County Public Health's vision statement to link together. The Board would also like to see distinction between preferred and minimum qualifications.

Ms. Wiggins will compile the Board's comments from today's meeting to the draft job description and recruitment package and send a draft back to the Board by July 1st for Board review.

Mr. Deranleau asked Kelly Keenan to follow up with the Public Health Accreditation Board (PHAB) regarding the impacts of a new executive director and if there are any resources or recommendations from them about the hiring process. Ms. Keenan will report back to the Board at their July Board of Health meeting. Mr. Deranleau would also like to share the recruitment package at the NALBOH and NACCHO conferences in July and August of 2019.

Director Comments

Mr. Jim Rada provided data to the Board of Health regarding the Onsite Wastewater Treatment Systems operating permits and use permits. There were 50 systems that were not yet formally connected to the operating permits program as required by the OWTS regulations. As of today, 12 of the 50 systems were delisted due to being no longer active. Fourteen operating permits obtained new service contracts, one became owner maintained, one system is under repair, and one system has been noted as being maintained, however, the owner has not submitted any reports to show maintenance. Seventeen operating permits are still in violation and they have all received priority mail letters to initiate the enforcement process. Three operating permits are still being investigated.

The use permit compliance rate has not yet been determined, but environmental health staff did gather data regarding the number of use permits that resulted in either a repair permit or component replacement permit during 2017 and 2018. Staff will continue to work on the data and report back to the Board as necessary.

Adjournment

The Board of Health adjourned at 4pm.