

MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

On July 16, 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
Joseph Badalpour, Administrative Services
Karen Wiggins, Administrative Services
Ashley Sever, Health Promotion and Lifestyle Management
Douglas Snow, Health Promotion and Lifestyle Management
Melody Maendel, Health Promotion and Lifestyle Management
Marlene Alba, Health Promotion and Lifestyle Management
Kelly Conroy, Community Health Services
Michael Lucero, Environmental Health Services
Atisha Morrison, Environmental Health Services

Acceptance of Agenda

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

Acceptance of the Minutes

Dr. Comstock made a motion to approve the meeting minutes from the May and June Board of Health meetings. Mr. Drager seconded the motion.
Motion Passed

Employee of the Month

The Board of Health presented June's Employee of the Month to Chad Moon, with the Administrative Services Division.

New Staff Introductions

Dr. Huffman, with Community Health Services, introduced Angela Moore.

Elise Lubell, with Health Promotion and Lifestyle Management, introduced Melody Maendel, Douglas Snow, and Marlene Alba.

Financial Report

Mr. Badalpour presented the financial reports for May and June. Dr. Krapek made a motion to approve the reports as presented. Mr. Drager seconded the motion.

Motion Passed

2020 Budget Approval

Mr. Erwin presented Jefferson County Public Health's proposed budget for fiscal year 2020. Mr. Drager made a motion to approve the budget as presented. Dr. Krapek seconded the motion.

Motion Passed

Contracts and Agreements

Mr. Badalpour presented the contracts and agreements for July. Dr. Comstock made a motion to approve the contracts and agreements as presented. Mr. Drager seconded the motion.

Motion Passed

Approval of Warrants

Dr. Krapek made a motion to approve the warrants as submitted for May and June. Mr. Drager seconded the motion.

Motion Passed

Old Business

Ashley Sever, the Public Information Manager for Jefferson County Public Health, presented the quarterly communications update. The health communications team secured roughly 40 original news stories this quarter, totaling almost 80 unique stories so far this year. Key topics focused on; rabies, HIV Testing Day, soil testing and radon. Jefferson County Public Health has participated in different community outreach projects such as; the City of Lakewood's Earth Day celebration, Jefferson County's internal Earth Day celebration, and the Juvenile Justice Resource Fair.

The health communications team has also launched a new sexual health services campaign called SexFactsJeffco.org. The goal of this campaign is to increase awareness of and the visits to the Jefferson County Public Health clinic for sexual health services. Some of the third quarter milestones for Jefferson County Public Health's communications team include, creating a new agency strategic communications plan and launching the Public Health Perspectives blog on the Jefferson County Public Health website. Ms. Sever also reminded the Board of the 3rd Annual Jeffco Breastfeeds Fair on August 2, 2019.

New Business

A hearing for Applewood Vietnamese Restaurant was brought before the Board to determine whether their Retail Food License should be suspended for up to a maximum of one month or whether their Retail Food License should be revoked. Jefferson County Public Health has assessed four separate civil penalties totaling \$2,500.00. Each civil penalty was assessed for violations of the Colorado Retail Food Establishment Rules and Regulations relating to inspections that took place between May 31, 2019 and June 28, 2019.

Atisha Morrison and Michael Lucero, Environmental Health Inspectors for Jefferson County Public Health presented the case regarding Applewood Vietnamese Restaurant. Ms. Morrison and Mr. Lucero recommended the following:

- License suspension
- Prior to re-opening Applewood Vietnamese Restaurant must do the following: contact Jefferson County Public Health for a pre-opening health inspection to ensure compliance with Board of Health ruling
- Repair plumbing to have no less than 1-inch air gap between plumbing fixture and flood rim or plumb into an existing sanitary sewer in the wall to adequately and safely drain ice machine
- The hiring of a Food Safety Consultant to address cooling violations
- Request owner and wife of owner take and pass Certified Food Protection Manager course within 45 days
- Request operator create a cooling procedure to address the cooling capacity problem by either adding another walk-in cooler, limiting quantity for cooling, etc.
- Request operator conduct and provide cooling logs to Jefferson County Public Health for 60 days.

The owner of Applewood Vietnamese Restaurant, Hiep Hoang gave testimony to the Board regarding this case. A Vietnamese interpreter was also present to aid with language barriers during the hearing.

After review and discussion from the Board, Mr. Drager made the following motion: Applewood Vietnamese Restaurant will be closed immediately until Applewood Vietnamese Restaurant can satisfy the following conditions:

- Measures will be established by Applewood Vietnamese Restaurant addressing cooling procedures. Applewood Vietnamese Restaurant will convey all newly established procedures to Jefferson County Public Health for review.
- A pre-opening health inspection will occur once those procedures are demonstrated to the satisfaction of Jefferson County Public Health's Environmental Health Inspector(s) assigned to Applewood Vietnamese Restaurant.
- Jefferson County Board of Health encourages Mr. Hoang to hire a Food Safety Consultant.
- Applewood Vietnamese Restaurant will enroll in a Certified Food Protection Manager course. Jefferson County Public Health will assist with finding a course that is translated into Vietnamese. Courses do not need to be completed before the restaurant's reopening.
- Repair plumbing to have no less than 1-inch air gap between plumbing fixture and flood rim or plumb into an existing sanitary sewer in the wall to adequately and safely drain ice machine.
- Fines are set at \$1,500.00. Food consulting fees and upgrades for food safety procedures can be used to reduce the set fine amount of \$1,500.00 (receipts must be presented for reduction). The cost of creating an air gap on the ice machine drain and other routine maintenance items that are required for any food service establishment will not be allowed to be used as a credit towards the fine amount. Civil penalties must be paid within 30 days.

Ms. Szych seconded the motion.

Motion Passed

Douglas Snow, Marlene Alba and Melody Maendel, with Jefferson County Communities that Care presented on the work they have been doing over the summer at Jefferson County Public Health. They are currently working at Jefferson County Public Health as youth temporary hires.

Kelly Conroy, Associate Director with Community Health Services, addressed the Board regarding co-locating Narcan with AED units within Jefferson County Public Health. Jefferson County Public Health would train their staff on how to use Narcan in conjunction with mandatory CPR trainings. Senate Bill 19-227 Section 12 Part 10, addresses new legislation regarding co-locating Narcan with AEDs within public entities. Jefferson County Public Library is interested in co-locating Narcan with their AEDs at all sites and would like Jefferson County Public Health to aid them in training and obtaining Narcan. Jefferson County Human Services also reached out to Jefferson County Public Health regarding employees carrying Narcan with them not only as a precautionary measure to take with them on site visits, but to also distribute to clients during home visits to those whom are at risk of an overdose.

Dr. Comstock made a motion expressing the Board's strong support to this legislation and their desire to not only see Narcan co-located with AEDs at Jefferson County Public Health locations, but also to see Narcan co-located throughout all Jefferson County Government buildings. Dr. Krapek seconded the motion.

Motion Passed

Karen Wiggins, with Administrative Services, introduced Jennifer Fairweather, the Director of Jefferson County Human Resources to the Board. Ms. Wiggins asked for the Board's approval for the Executive Director Statement of Work (job description). Ms. Fairweather discussed with the Board the recruitment process and clarified the job description is a document to help guide the job posting process. The job description can also be used as a reference tool for the newly hired executive director position. The Board can also reference the job description when conducting performance reviews.

Mr. Deranleau will write a memo from the Board of Health to the staff at Jefferson County Public Health inviting them to review the Executive Director Job Description at which time they can provide any feedback that they would like shared with the Board. Mr. Deranleau will email the staff memo to the Clerk to the Board at the close of business Monday, July 22, 2019. The clerk to the Board will forward the memo along with the approved job description to Jefferson County Public Health's division directors to share with their staff. The clerk to the Board will share staff suggestions with the Board for their review before the August Board of Health meeting. At the August Board of Health meeting the Board will discuss the feedback provided by staff.

The Board of Health members will meet with Jefferson County Human Resources employees to go over the recruitment process for the executive director job posting. The Board will meet with this team on September 16th before their scheduled Board of Health meeting from 2:30-3:30pm at Jefferson County Public Health, Mt. Bierstadt Conference Room.

Executive Director Comments

Dr. Johnson shared with the Board the newly released data regarding unintended pregnancies in Jefferson County among women 15 to 24 years of age. The data was collected through collaborative work with Tri-County Health Department and the Caring for Colorado foundation.

The directors and staff have also been working on the 2020 budget and the Colorado Department of Public Health and Environment led project for public health transformation.

Directors' Comments

Jim Rada, Environmental Health Services Director, thanked the Board regarding hearing the retail food establishment enforcement case. Mr. Rada reminded the Board that the August study session will focus on the new enforcement laws for retail food taking effect January 1, 2020. Due to the new statutes the Board may see more retail food establishment enforcement cases being brought before them for consideration.

Staff Comments

Kelly Keenan, with Administrative Services, provided an update regarding the Board's question from the May Board of Health meeting, as to whether the Public Health Accreditation Board offers any onboarding tools for new executive directors. Currently, tools for onboarding a new executive director are not available.

Board of Health Comments

Dr. Krapek stated she will be out of the country the month of September but will be available to call-in to the Board of Health meeting and recruitment meeting on September 16th.

Dr. Comstock said she will be available to call-in to the September, October and November Board of Health meetings but will not be available in person.

Ms. Szuch will not be able to attend or call-in to the September Board of Health meeting.

The Board requested that the clerk to the board send out an email to the Board members regarding changing the date of the September Board of Health meeting. If no other dates are available for all Board members to meet in person, the Board has agreed for Dr. Krapek and Dr. Comstock to call-in to the September recruitment meeting as well as the Board of Health meeting.

At the August Board of Health meeting, the clerk to the Board will set up a WebEx conference call for those members or employees who cannot attend the meeting in person.

Mr. Deranleau asked for Board member signatures for the letter in support of the County Commissioners moving forward to put a measure on the November 2019 ballot to allow county government to collect and retain funds at the level of the authorized mill levy. Dr. Johnson will deliver the signed letter from the Board of Health to the Board of County Commissioners on Wednesday, July 23rd for their review.

Adjournment:

There being no further business to come before the Board of Health, the meeting was adjourned at 7:55 p.m.

