

MINUTES
OF THE
BOARD OF HEALTH

JEFFERSON COUNTY, COLORADO

** This meeting was held via Zoom **

On July 20, 2021 at 4:00 p.m., President Greg Deranleau called the meeting to order. Cindy Hedgecock took roll call. The following additional Board members were present: Dr. Harriet Hall, Cheri Jahn and Lane Drager.

For the record Kimberley Krapek was absent and a quorum was established.

Staff Members Presenting:

Jody Erwin, Deputy Director
Jim Rada, Director of Environmental Health Services
Joseph Badalpour, Director of Administrative Services
Kelsey Hall, Assistant County Attorney

Acceptance of Consent Agenda:

Mr. Drager made a motion to approve the consent agenda. Dr. Hall seconded the motion.
Motion Passed

Employee of the Month

Mr. Drager presented Laureen Mooney, from Community Health Services with the July Employee of the Month award.

New Employee Introduction:

Dr. Comstock introduced Joe Badalpour as the Director of Administrative Services.
Dr. Huffman, from Community Health Services, introduced Debbie Johnson.

Staff Acknowledgements/Achievements

Dr. Comstock introduced this new agenda item as a way to recognize staff achievements.
Mr. Badalpour noted six to seven staff will attend Regional Institute for Health and Environmental Leadership (RIHEL) this year.

Public Comment

Steve Hosie, resident of Jefferson County, extended kudos to the Environmental Health team for the updated Indian Hills Onsite Wastewater System (OTWS) policy. Mr. Hosie is hopeful the Board of Health will monitor polluters in the neighborhood area. He also expressed his desire to see the science-based OTWS formula adopted which has been presented to the Board of Health by Roy Laws with Environmental Health Services during the last six months.

Padma Polepeddi from the Jefferson County Public Library shared news of the upcoming collaboration with Jefferson County Public Health's Communities That Care (CTC) program to extend youth internships in Jefferson County and showed support of the work CTC is doing in Jefferson County.

Karen Butler, resident of Jefferson County, asked about Ivermectin for treatment/prophylaxis for COVID and what is the guidance for vaccinations/masks at schools and how that would be enforced. Mr. Deranleau explained the relationship between Jefferson County Public Health and the school district, and that he could not address her specific questions. Ms. Butler was provided with information about Jefferson County Public Schools and Colorado Department of Health and Environment (CDPHE) websites.

-Note: Public Comment is a time for the community to provide comment on issues they would like the Board of Health to be aware of. The Board does not provide feedback to comments during this agenda item. However, Jefferson County Public Health staff are standing by to address any data questions.

Executive Director Comments

Dr. Comstock gave an update on the GO (Growth and Opportunity) JCPH Project and the upcoming General Staff meeting in September. Dr. Comstock introduced Dr. Johnson, Medical Director, who announced he would not be renewing his contract with Jefferson County Public Health past September 2021.

Deputy Director and Division Directors Comments

Mr. Badalpour mentioned he is working on transitioning to his new role as Director of Administrative Services and filling vacancies throughout the department.

Dr. Huffman, Director of Community Health Services, announced that she will update the Board of Health in August about the law enforcement diversion program (LEAP) with Lakewood Police Department and Community Connections. The program was launched in July and has two participants enrolled.

Elise Lubell, Director of Health Promotion and Lifestyle Management, updated on the work Health Communications is doing to increase vaccination rates in young adults, including radio ads and toolkits being distributed in the community.

Financial Statements

Mr. Badalpour presented the unaudited December financial statements to the Board. Mr. Drager made a motion to approve the presented financial report. Ms. Jahn seconded the motion.
Motion Passed

Old Business

Mr. Rada discussed draft proposals for adoption of OWTS Standards Policy for Indian Hills and Parmalee Gulch areas in Jefferson County. He explained the history of Board of Health orders and the intent of the new resolution. The new resolution would consider new technology and the needs of the community to provide a science-based approach to allowing limited development in the Prohibition Area and updating of old OWTS.

Mr. Rada suggested a public meeting in the Indian Hills area with additional opportunity for on-line public comments and working with the Board of Health to hold a hearing to finalize and adopt the policy and resolution sometime near the end of 2021. Kelsey Hall from the Jefferson County Attorney's office clarified that Jefferson County Public Health would be asking for the policy and resolution to be adopted simultaneously. Dr. Comstock commended the efforts of Environmental Health Services staff and the community to work toward the new policy and resolution. Mr. Deranleau and Ms. Jahn discussed the Board of Health attending the public community meeting.

New Business

Updating/Approving New Board of Health Bylaws: Kelsey Hall discussed the Jefferson County Public Health Bylaws, explaining the roles and responsibilities and proposing a revision of the bylaws. She suggested adding language about roles and responsibilities and requested a vote at the next Board of Health meeting. Mr. Deranleau requested time for Dr. Krapek to review her role and for language to be added regarding delegation of responsibilities. Ms. Hall also discussed adding language to describe how Board of Health meetings are posted, how voting should occur, parliamentary procedure and revised order of business. Ms. Jahn asked about Amendment 41. Ms. Hall will research this and advise the Board of Health of her findings. Mrs. Drager asked about Article 3, Section 7 and asked that this be left to Jefferson County Board of Health Administration. Mr. Deranleau requested Section N be addressed regarding signatory authority. Dr. Hall asked about titles being used in the agenda and the order of business in the bylaws. Ms. Hall agreed to work on flexible language for the order of business and naming staff specifically. Mr. Deranleau addressed a question about the Board of Health approving warrants. Mr. Drager suggested approving an annual financial audit rather than approving all warrants monthly. Mr. Badalpour explained the Board of County Commissioners approves the transactions and the Board of Health is made aware for checks and balances. Ms. Hall and Mr. Badalpour will research more about this topic. Mr. Deranleau discussed extensions and requested more flexibility. Ms. Hall will revise this language to make it more flexible. Ms. Jahn questioned using excused rather than absent when appropriate during the roll call. Kelsey requested for the Board of Health to review the proposed changes and requested they vote at the next Board of Health Meeting. The Board of Health will send their proposed changes to Kelsey by August 6.

Mr. Drager made a motion to amend the agenda to discuss the contracting policy ahead of the budget presentation. Ms. Jahn seconded the motion.
Motion passed.

Contracting Process: Mr. Badalpour and Kelsey Hall presented the proposed revisions to the current Jefferson County Public Health contracting policy. Ms. Hall suggested revising the policy so that it aligns more with the county policy. Ms. Hall reviewed the major changes, including changing the signature authority to the executive director for expenditure contracts up to \$500,000.00. Ms. Jahn asked for examples of contracts at this amount. Mr. Erwin gave examples of revenue contracts and mentioned that approximately 60 to 80 percent of expenditure contracts fall within this threshold. Mr. Deranleau mentioned he felt \$25,000 was a low amount for competitive bids. Mr. Deranleau suggested the Board of Health review the signing authority changes before delegating signing authority to the executive director. Ms. Hall also discussed the possibility of briefing the Board of Health on contracts before

signing. Mr. Deranleau expressed concern about the recent requirement for some signatures to be notarized and the need for legal review on every contract. Mr. Deranleau suggested moving this topic to old business for further discussion at the next Board of Health meeting. Ms. Jahn agreed that she would like to review the proposed changes more before voting. Mr. Badalpour will provide a report of which contracts the Board of Health signed last year that fell between the \$50,000 and \$500,000 threshold. Mr. Drager suggested this discussion be tabled until the August Board of Health meeting. The Board of Health will send suggested edits to the proposed policy to Ms. Hall, Mr. Badalpour and Mr. Erwin.

Budget Presentation: Mr. Badalpour presented the 2022 proposed budget, discussing the objectives, fiscal responsibility, financial trends, the county transfer and addressing program needs. He described reference materials used for the proposed budget. He explained changes for 2022 including a revenue increase from Epidemiology and Laboratory Capacity (ELC), rounds 1 and 2 and other revenue sources. Mr. Badalpour reviewed total expenditures increase due to salary and benefits and other services/charges, supplies, capital projects and a cost allocation decreased. He discussed the need to find sustainable funding, moving away from the county transfer, a lean approach to growth and a forward-thinking approach. He outlined next steps which are to ask the Board of Health to approve submitting the budget to the county for review, receiving feedback from the budget office and Board of County Commissioners, having a discussion on merit adjustment and updating the proposed budget with material changes through September 29, 2021. He requested the Board of Health approve the budget as presented, understanding the figures may change. Mr. Badalpour will present the budget again if the figures change up to 5% of the proposed budget. Mr. Drager discussed preparing for the county budget and to continue to push for the county transfer. Dr. Comstock voiced appreciation for Mr. Badalpour's work and asked the Board of Health to continue to advocate for Jefferson County Public Health to the county. Ms. Jahn discussed that the citizens need to understand how the money is being spent and Mr. Drager mentioned including those programs and efforts that we are not able to currently sustain on the current budget. Ms. Jahn and Dr. Hall would like to be a part of the discussion on how to engage the community to gain their support. Dr. Comstock and Health Communications will invite them to be involved in those discussions. Mr. Deranleau offered Board of Health involvement, as well.

Mr. Drager made the motion to adopt the budget as presented. Dr. Hall seconded the motion. Motion passed.

Board of Health Comments

Mr. Drager expressed support for Mr. Deranleau following the loss of his father and thanked Jefferson County Public Health staff for their work.

Ms. Jahn mentioned her excitement for the Law Enforcement Assistance Program (LEAP) mentioned earlier by Dr. Huffman and her hope that Chief McCasky be invited to present about this program at an upcoming Board of Health meeting.

Dr. Hall expressed thanks to Mr. Badalpour for helping her get up to speed on the financials.

Mr. Deranleau expressed appreciation for Mr. Badalpour's budget presentation and appreciation to the Board of Health for their support following the loss of his father.



Adjournment:

There being no further business to come before the Board of Health, the meeting was adjourned at 7:26 p.m.

