

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On July 12, 2016 at 7:30 a.m., President Bonnie McNulty called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Kimberley Krapek and Lane Drager, and Greg Deranleau.

For the record, Maureen Sullivan was absent. A quorum was established.

Staff Members Presenting

Roy Laws, Environmental Health Services - Environmental Engineer
James Rada, Environmental Health Services – Director
Jon Vickery, Environmental Health Services - Environmental Health Specialist Sr.
Jessa Woodward, Environmental Health Services – Supervisor
Craig Sanders, Environmental Health Services – Supervisor
Jody Erwin, Administrative Services – Director
Dr. Mark Johnson, Executive Director
Elise Lubell, Health Promotion and Lifestyle Management – Director
Jenna Metzinger, Health Promotion and Lifestyle Management – Temporary Health Educator
Allison Wilson, Health Promotion and Lifestyle Management – Healthy Beverage Coordinator
Ran Tao, Community Health Services, Public Health Nurse Coordinator

Acceptance of Agenda

Mr. Deranleau made a motion to approve the agenda with removal of *Case Number 16-110058*. Mr. Drager seconded the motion.

Motion passed

Variance Cases:

Mr. Drager made the motion to approve *Case Number 16-111704 OW*. Mr. Deranleau seconded the motion.

Motion passed

Acceptance of Minutes

Mr. Deranleau made a motion to approve the May meeting minutes. Mr. Drager seconded the motion. Mr. Deranleau made a motion to approve the June meeting minutes, with a correction to Jon Vickery's title under '*Staff Members Presenting*'. Ms. Krapek seconded the motion.

Motion passed

Employee of the Month Presentation

Mr. Deranleau presented the July Employee of the Month certificate to Terri Leichtweis, with Environmental Health Services.

Appointment of Board of Health Secretary

Mr. Drager made a motion to approve Mr. Deranleau as the Board of Health Secretary. Ms. Krapek seconded the motion.

Motion passed

Financial Report

Mr. Erwin presented the May financial report to the Board. Mr. Drager made a motion to approve the report as presented. Mr. Deranleau seconded the motion.

Motion passed

Contracts and Agreements

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

Motion passed

Approval of Warrants

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

Motion passed

Old Business

Jessa Woodward presented before the Board updated rules and regulations governing body art facilities in Jefferson County. After review of the materials submitted to the Board it was determined clarification of several definitions within the submitted regulations along with removal of redundant regulatory language will be completed and brought back before the Board at September's Board of Health meeting.

Roy Laws came before the Board to ask approval to release the Indian Hills Groundwater Modeling Project Report for public review and comment and to schedule a public meeting with the Indian Hills community by mid-October. The clerk for the Board will work with Board members to determine a date for the public meeting in Indian Hills at their community center.

Craig Sanders brought before the Board suggestions on updating the *Policy Regarding Granting Variances Associated with Minor Adjustment Planning Cases*. After Board discussion and review, the Board gave permission for Mr. Sanders to move forward with updating this policy and bring back for Board review and approval by the end of the 2016.

Public Comment

Zachary Zareck commented on the updates to the rules and regulations governing body art facilities in Jefferson County.

New Business

Craig Sanders brought before the Board a *Policy on Granting Variances for Upgrades to an Existing Onsite Wastewater Treatment System*. After Board discussion and review of proposed policy, Mr. Deranleau made a motion to approve the above policy with the modification of addition "by staff" after variances in the statement of policy. Mr. Drager seconded the motion.

Motion passed

Elise Lubell, Director of Health Promotion and Lifestyle Management introduced Jenna Metzinger, a temporary Health Educator with Jefferson County Public Health updated the Board regarding SNAP and Farmers' Markets in Jefferson County. The Board suggested they will look into writing a letter of support and appreciation to the vendors at the farmers' markets to help show their support of this program. Elise Lubell also introduced Allison Wilson, Jefferson County Public Health Healthy Beverage Coordinator. Allison spoke briefly about the Jeffco Sips Smart Coalition.

Ran Tao, Public Health Nurse Coordinator spoke to the Board about the Agency Scholar Program at Jefferson County Public Health.

Mr. Erwin briefly discussed with the Board performance management and the Jefferson County Health Improvement Network (JCHIN).

****The Board of Health took a ten minute break before beginning the Budget Presentation****

Budget Presentation:

Jody Erwin, Director of the Administrative Services Division presented the 2017 Budget. Mr. Drager made a motion to approve motion as presented. Ms. Krapek seconded the motion.

Motion passed

Executive Director Comments:

Dr. Mark Johnson introduced Dr. Regan Stiegmann, Preventive Medicine Resident in the United States Air Force. Dr. Stiegmann will be working JCPH for a few months on different projects within the department and will give a presentation to the Board by the end of the year. Dr. Johnson suggested the Board receive division financial 'dash board' on a monthly basis in order to keep the Board updated to each divisions financial status. The Board agreed this would be a great tool to have. Due to the Retail Food Fee increase passed by the legislative earlier in the summer, JCPH will be using those funds to hire two additional Environmental Health Specialists. Dr. Johnson also updated the Board with regards to our Vital Records staff and let the Board know what an excellent vital records staff we have. Vital Records has recently added to their team one new employee, which will bring the team up to four full-time employees, including one lead employee. Dr. Johnson asked the Board to reflect on how well the every other month board meetings have gone this year. Dr. Johnson would like the Board to let him know if they would like to keep this schedule for 2017 or if they would like to switch back to meetings once a month. This will be discussed again at September and November's meetings.

Staff Comments:

Elise Lubell, Director of Health Promotion and Lifestyle Management requested the interest from the Board with regards to the Board of Health to meet with local school boards. After discussion on various agenda items, the Board expressed interest in this request.

There being no further business to come before the Board of Health, the meeting was adjourned at 11:16 a.m.