

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On November 15, 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: Maureen Sullivan, Lane Drager and Kimberly Krapek. Amanda Crusier, counsel for Jefferson County Public Health, was also present.

For the record, Greg Deranleau was absent. A quorum was established.

Staff Members Presenting

Dr. Mark Johnson, Executive Director
Dr. Margaret Huffman, Director, Community Health Services
Jody Erwin, Director, Administrative Services
James Rada, Director, Environmental Health Services
Kelly Keenan, Administrative Services
Jon Vickery, Environmental Health Services
Roy Laws, Environmental Health Services

Acceptance of Agenda

Ms. Sullivan made a motion to approve the agenda as presented. Mr. Drager seconded the motion.
Motion passed

Acceptance of Minutes

Ms. Sullivan made a motion to approve the September meeting minutes as presented. Ms. Krapek seconded the motion.
Motion passed

Employee of the Month Presentation

The Board of Health presented the October and November Employees of the Month certificates to Vickie Hayworth, with Community Health Services and Shellie Laws, with Health Promotion and Lifestyle Management.

Variance Cases:

Jon Vickery, from Environmental Health Services, presented the variance case to the Board, and after extensive public comment and Board discussion, Mr. Drager made a motion to approve Case Number 16-122873 OW. Ms. Sullivan seconded the motion.

Motion approved

Public Comment:

Mr. Mark Kushel came before the Board to ask for a waiver for an onsite wastewater renewal fee, in the amount of \$250.00, for his property. Ms. Krapek made the motion to approve the waiver for the onsite wastewater fee. Mr. Drager seconded the motion.

Motion approved/Waiver granted

Financial Report

Mr. Erwin presented the financial reports to the Board. Ms. Sullivan made a motion to approve the report as presented. Mr. Drager seconded the motion.

Motion passed

Contracts and Agreements

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

Motion passed

Approval of Warrants

Ms. Sullivan made a motion to approve the warrants as submitted. Mr. Drager seconded the motion.

Motion passed

Board of Health 2017 Meeting Schedule:

Ms. Sullivan made a motion to approve the 2017 Board of Health meeting schedule. Ms. Krapek seconded the motion.

Motion passed

The Board would like to have a retreat in 2017 to address current and anticipated issues within the public health world, and to discuss these with staff members and arrange for future study sessions. The Clerk to the Board will send out a calendar invitation for an all-day retreat in April, 2017.

Old Business

Jody Erwin gave a comprehensive and detailed report to the Board regarding performance management and what that currently looks like at Jefferson County Public Health.

Kelly Keenan updated the Board regarding JCPH's accreditation process and progress.

Roy Laws informed the Board about ongoing JCPH Environmental Health Services activities in the Indian Hills community, particularly around the Source Water Protection Planning process being conducted by the Indian Hills Water District under a CDPHE grant.

New Business:

Jim Rada brought before the Board a Proclamation declaring January, 2017, as National Radon Action Month in Jefferson County. The Board approved and read the proclamation into the record.

Executive Director Comments:

Dr. Johnson invited the directors to give year-end updates.

Director Comments:

Jim Rada updated the Board with regards to the retail food licensing renewal mail-out. The renewals are set to be mailed out in mid-November, with mobile vendor renewals to be sent during the first week of December. A customer satisfaction survey has been added to the renewal mailings to provide the retail food establishments an opportunity to give feedback regarding the program.

Jody Erwin thanked Dr. Johnson for signing the Baby in the Workplace policy that was implemented in 2016. This is a groundbreaking policy and has received positive feedback across the county and throughout different counties in Colorado.

Dr. Huffman congratulated her staff members who were successful this year in different areas of achievement, including some who received academic and customer service awards.

There being no further business to come before the Board of Health, the meeting was adjourned at 11:02 a.m.