

**MINUTES
OF THE
BOARD OF HEALTH**

JEFFERSON COUNTY, COLORADO

On January 17, 2017 at 8:00 a.m., President Bonnie McNulty called the meeting to order. Lindsey Gonzales took roll call. The following additional Board members were present: Maureen Sullivan, Greg Deranleau, Lane Drager and Kimberly Krapek (via phone). Amanda Cruser, counsel for Jefferson County Public Health, was also present.

For the record, Greg Deranleau was late (arrived at 8:10 a.m.). A quorum was established.

Staff Members Presenting

Dr. Mark Johnson, Executive Director
Jody Erwin, Deputy Director
James Rada, Director, Environmental Health Services
Jon Vickery, Environmental Health Services
Donna Viverette, Health Promotion and Lifestyle Management
Pamela Gould, Administrative Services Division

Acceptance of Agenda

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

Motion passed

Acceptance of Minutes

Ms. Sullivan made a motion to approve the November meeting minutes as presented. Mr. Drager seconded the motion.

Motion passed

Employee of the Month Presentation

The Board of Health presented the December and January Employees of the Month certificates to Donna Viverette, with Health Promotion and Lifestyle Management and Heather Hageman, with Community Health Services.

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. Sullivan made a motion to approve the contracts and agreements as presented. Mr. Deranleau seconded the motion.

Motion passed

Approval of Warrants

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

Motion passed

Public Comment:

None

Old Business

Pamela Gould updated the Board on the rapid growth of Healthy Jeffco, which is a network of partners working collectively to make Jefferson County a healthier place to live, learn, work, and play. Pamela is very excited about the different partnerships that are developing within Jefferson County. Pamela will keep them updated on the upcoming 2018 Community Health Improvement Plan (CHIP).

New Business:

Jon Vickery brought before the Board an onsite wastewater policy waiver. This proposal requires a waiver from the current BOH policy of determining the suitability of an existing soil treatment area (STA). Typically, this policy is invoked when a homeowner wants to use their existing, functioning soil treatment area and is adding bedrooms to his or her house. However, this situation is unique in that the homeowner wants to switch from composting toilets and a grey water system to flush toilets and a combined system using the same, functioning field. Michael Grenko was at the meeting on behalf of the homeowner, Mr. James Peterson. Mr. Grenko is the President of the Home Owners Association (HOA) in the neighborhood. After review and discussion Mr. Drager moved to approve the requested waiver of the Onsite Wastewater Policy. Ms. Sullivan seconded the motion.

Motion Approved

Mr. Rada came before the Board of Health to submit a request for a change in the fees in Environmental Health's planning program. Environmental Health Planning Case referral fees have not been evaluated for a number of years. As a result of recent issues with assessment of fees by Planning and Zoning on behalf of JCPH, EHS staff conducted a review of caseload and program time data associated with the Division's Environmental Health Planning Program. Mr. Deranleau made a motion to approve outlined changes to the planning fees in Environmental Health. Mr. Drager seconded the motion.

Motion Approved

Mr. Rada shared with the Board a new committee which is being started due to the Public Health Accreditation Board (PHAB) Domain Measure 11.1.2 A, which requires that JCPH have policies and processes in place for the identification and resolution of ethical issues that arise from the department's programs, policies, interventions, or employee/employer relations.

Required documentation for this measure falls into two areas. First, JCPH must be able to document that strategies for decision making relative to ethical issues are in place. The health department must document the identification of issues with ethical considerations and a strategic deliberative process for consideration and resolution of ethical issues. Secondly, the health department must document the consideration, deliberation, and resolution of ethical issues.

In consideration of these PHAB measures, Mr. Rada has been researching a number of different approaches to meeting these requirements. The National Association of County and City Health Officials (NACCHO) has produced solid guidance to assist agencies with developing policies and processes for addressing ethical issues. After much discussion the Board agreed to proceed with establishing an Ethics Committee and policy. Jim Rada will bring back the finalized policy to the Board when completed.

Staff Comments:

Mr. Rada introduced a new staff member in Environmental Health Services. Currently there are 25 staff members in Environmental Health. Mr. Rada informed the board that the first notice of food licensing will go out the week of January 20, 2017. There are currently around 200 non-complaint vendors on that list (this does not include mobile food or temporary vendors). The non-compliance letters will be hand delivered and Mr. Rada will have an update at the March 21st Board meeting.

Mr. Rada, along with Mr. Laws, of Environmental Health, is continuing to work with the communities of Buffalo Creek and Indian Hills regarding source water protection planning efforts. Jefferson County Public Health has also been working closely with the Environmental Health staff at Boulder County Public Health with regards to uranium in drinking water in the wells in the Wondervu area, which is on the border of Jefferson and Boulder Counties.

Mr. Rada shared with the Board that JCPH is 51 percent complete with submitting documentation to present to the Public Health Accreditation Board by May 15, 2017.

Executive Director Comments:

Dr. Johnson discussed different policies with the Board that are being established within Jefferson County Public Health. The guidelines and policies in place are formalizing the many things that staff does at Jefferson County Public Health. The time that it takes to formalize these processes is extremely research extensive and Dr. Johnson thanked the different staff members whom help the process get established. Dr. Johnson also introduced Jody Erwin as the appointed Deputy Director of Jefferson County Public Health. Mr. Erwin will be taking on additional roles and stand in for Dr. Johnson when he is out of town or in offsite meetings. Much of the work that the Deputy Director does is tied to the Administrative Director role, which is one of the many reasons why Mr. Erwin is a good choice for the role.

Director Comments:

Dr. Huffman introduced three new staff members to the Board of Health. Mr. Erwin also introduced new staff members within Administrative Services.

There being no further business to come before the Board of Health, the meeting was adjourned at 9:25 a.m.