BOH Members Present: President Gregg Thomas; Vice President Olga Bermudez; and Board Member Bobbie Watson. Absent: Board Members Jorge DeSantiago and Morgan McMillan.

Staff Members Present: Director of Administrative Services Aaron Pratt, Director of Health Divisions Heath Harmon, Director of Strategic Initiatives Susan Motika, Budget and Human Resources Manager Megan Hat ten, Consumer Protection Program Coordinator Lane Drager, and Business Operations Manager Tammy Golden.

Meeting Called to Order.
President Thomas called the meeting to order at 5:32 p.m.

ITEM 1. Public Comments (on unscheduled agenda items).
None.

ITEM 2. Consent Agenda.
A. Approval of May 14, 2018, Board of Health Meeting Minutes.
B. Approval of Resolution 2018-02, Recognizing Dr. Chris Urbina as Medical Officer for Boulder County.

Vice President Bermudez made a motion, which was seconded by Board Member Watson, to approve the consent agenda, as presented. With all board members present voting in favor of the motion, President Thomas declared the motion approved. Absent: Board Members DeSantiago and McMillan.

ITEM 3. Adoption of Revised Retail Food License Fees.
Consumer Protection Program Coordinator Lane Drager presented this item and said state statute (i.e. the Colorado Food Protection Act) establishes fees that Colorado food safety programs can charge for retail food program activities. This includes caps on the amounts programs can collect for plan reviews, including hazard analysis and critical control points (HACCP) plans. Currently that cap is set at $680, which includes a $100 application fee.

Mr. Drager said Boulder County retail food establishment fees were last evaluated and increased 5-6 years ago. Staff conducted a recent evaluation of current retail food establishment fees charged in Boulder County and recommended the following fee increases to help recover agency costs for inspection time, staff time, etc.

<table>
<thead>
<tr>
<th>Type of Plan Review</th>
<th>Avg. Time (in hours)</th>
<th>Cost Recovery</th>
<th>Current Fees</th>
<th>Proposed Fee (Including $100 Application Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>3.54</td>
<td>$551.82</td>
<td>$375</td>
<td>$650.00</td>
</tr>
<tr>
<td>New/Remodel</td>
<td>4.60</td>
<td>$717.26</td>
<td>$445</td>
<td>$680.00 Statutory Cap</td>
</tr>
<tr>
<td>Special Event</td>
<td>2.06</td>
<td>$320.94</td>
<td>$310</td>
<td>$420.00</td>
</tr>
<tr>
<td>Owner Change</td>
<td>1.46</td>
<td>$228.39</td>
<td>$215</td>
<td>$330.00</td>
</tr>
</tbody>
</table>

The revised rates will increase plan review fees to the current cap established by statute. Mr. Drager said staff determined the proposed rates by dividing total program operating costs (including staff salary and benefits) by
available hours for staff to conduct inspection work. Time for paid leave, meeting time, and staff trainings were not factored into the costs.

_Board Member Watson made a motion, which was seconded by Vice President Bermudez, to approve the above retail food establishment fees, as recommended by staff. With all board members present voting in favor of the motion, President Thomas declared the motion approved. Absent: Board Members DeSantiago and McMillan._

**ITEM 4. Resolution 2018-03, Adopting Revised 2018 Operating Budget.**

Budget and Human Resources Manager Megan Hatten presented this item and said the 2018 operating budget has been amended to reflect changes to the budget that are generally due to unplanned increases in funding (e.g. new funding source) or a decrease in funding (e.g. a funding eliminated from current donor).

Following are the more significant adjustments reflected in the revised budget:

- Additional $157,866 received from the Board of County Commissioners for GENESIS/GENESISTER.
- A $27,000 decrease from $282,000 to $255,000 in Colorado Department of Public Health and Environment (CDPHE) Communities that Care (CTC) grant for the Community Substance Abuse Prevention (CSAP) Program.
- A $129,000 decrease from $74,000 to $41,000 in Denver Health and Hospital Authority (DHHA) Cancer, Cardiovascular and Chronic Pulmonary Disease (CCPD) Healthy Beverage grant for the Built Environment & Healthy Eating and Active Living (HEAL) Program.
- Additional $18,000 from the City of Boulder sugar-sweetened beverage tax (from $107,000 to $125,000) for the Built Environment &HEAL Program.

The above budget modifications affect the 2018 budget year only and won’t carry over to the 2019 budget. The changes increase the unrestricted/undesignated fund balance from $1,036,779 to $1,148,773, which is a net increase of $112,094, bringing the Reserve Fund balance to 6.9% of 2018 expenditures.

Director of Administrative Services Aaron Pratt said current operating budgets are generally amended in November or December; however, staff was seeking approval now to enable them to produce accurate financial reports.

_**Vice President Bermudez made a motion, which was seconded by Board Member Watson, to approve Resolution 2018-03, adopting a revised 2018 operating budget. With all board members present voting in favor of the motion, President Thomas declared the motion approved. Absent: Board Members DeSantiago and McMillan.***

**ITEM 5. Resolution 2018-04, Adopting 2019 Proposed Budget.**

Budget and Human Resources Manager Megan Hatten said staff presented the 2019 proposed budget at the Board of Health study session on June 25, 2018. They did not receive any requests from the board to revise that proposed budget. All county departments are required to submit their proposed budgets to the Board of County Commissioners (BOCC) by August 1 each year. Approval of Resolution 2018-04 will ensure that BCPH meets that deadline and also implies agreement for BCPH to request continued funding for the programs supported by Boulder County’s General and Health and Human Services (HHS; i.e. “Ballot 1A”).

Ms. Hatten said staff will continue to seek opportunities to reduce costs and shift funds where possible to maximize resources. In addition to Resolution 2018-04, which establishes the 2019 proposed budget in the amount of $16,163,045, staff requested board authorization to submit an additional request in the amount of $115,857 to change the existing sustainability coordinator position from a term position to a permanent position.

_Board Member Watson made a motion, which was seconded by Vice President Bermudez, to approve Resolution 2018-04, adopting the 2019 proposed budget and authorizing staff to submit a request to change the current sustainability position from a term position to a permanent position. With all board members present voting in favor of the motion, President Thomas declared the motion approved. Absent: Board Members DeSantiago and McMillan._
ITEM 6.   Director’s Report.
Mosquitoes: President Thomas asked for a status update on mosquitoes and was told it’s been an average season thus far; no positives have been reported for West Nile virus to date.

Substance Abuse Prevention: Vice President Bermudez asked about evidence-based programming, and Director of Health Divisions Heath Harmon said there are several programs currently working on that. The challenge is that the focus is mainly for clients in the Boulder area, yet services are needed in all areas of Boulder County. BCPH is working to determine what the agency’s role will be, continue collaboration with Community Justice Services, and enhance the provision of services throughout Boulder County.

Mobile Home Parks: Director of Strategic Initiatives Susan Motika said staff engaged in successful discussions with the County Commissioners and County Attorney Ben Pearlman regarding issues that mobile home park residents are experiencing. They discussed the potential for Boulder County to adopt an ordinance that would prohibit retaliation against mobile home residents in unincorporated county similar to the ordinance that was adopted by the City of Boulder. The County Commissioners have been very supportive, even suggesting that similar ordinances be approved in all Boulder County communities.

Clean Car Standards: President Thomas commended Air Quality Program staff for their role in coordinating support from the Metro Denver Partnership for Health regarding adoption of advanced clean car standards in Colorado. This action was taken in response to the Environmental Protection Agency’s announcement of its intent to roll back current emission standards.

ITEM 7.   Old and New Business/Announcements.
A.   Discussion on Tabled Consent Agenda Items (if any).
None.

B.   Old and New Business.
None.

C.   Announcements.
SWIFT (System-wide Integrated for Financial Tracking): Director of Administrative Services Aaron Pratt said Boulder County was now in the development stage of converting to a new countywide financial software system. Staff will begin testing and using the system in September; the “go-live” date is scheduled for next spring (April/May).

Staffing Update: The HPE (Health Planning and Evaluation) manager and finance manager positions have been hired, and the new employees will soon begin. The Air Quality Program coordinator position will soon close.

Strategic Plan: Director of Health Divisions Heath Harmon said BCPH was moving to develop a change management plan. Meetings with program leadership are occurring and emphasis is being placed on strategic budgeting and the strategic plan goals of sustainability, stewardship, and transparency to help address community need.

Universal Home Visitation: Board Member Watson asked for an update on universal home visitation. Staff said that effort was progressing. A charter was being drafted to help determine what the system should look like and to establish a more integrated system for universal home visitation. Few others are currently doing this work in the nation, so staff has reached out with some that are (e.g. New Jersey) to get more information and education. The City of Boulder will be providing some funding to help make the work more systematic.

ITEM 6.   Adjournment.
There being nothing further to discuss, President Thomas declared the meeting adjourned at 6:02 p.m.

Gregg Thomas, President
Jeffrey J. Zayach, Public Health Director