



City of Laramie

Community Development Department
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MINUTES

Board of Health

Thursday, April 21, 2016 at 6:15 PM

Historic Carnegie Building

405 Grand Avenue, Laramie, WY 82070

The Board of Health meetings are open to the public. Requests from person with disabilities must be made to the Community Development Department 24 hours in advance of the meeting.

1. CALL TO ORDER/ROLL CALL

Meeting convened at 6:18 PM

Members present: Becce Ford (Vice-Chair), David Milam (Chair), Aaron Taff and Beth Young-Jones

Members absent: Jean Allais

There was a quorum present at all times.

Staff Present: Erica Larsen and Kathleen Wickersham

City Council Liaison: Vicki Henry (present)

2. TRAINING

2-A. Wyoming Public Documents and Open Meetings Acts

At the start of the meeting each Commissioner was provided a copy of the Wyoming Public Records and the Open Meetings Acts of 2012 PowerPoint slides and a brochure entitled Wyoming Public Documents printed by Wyoming Press Association (effective July 1, 2013). Paula Wilson-Cazier of the City Manager's Office provided training to all in attendance.

3. APPROVAL OF AGENDA AND MINUTES

3-A. AGENDA: Changes and approval of the Agenda for the April 21, 2016 meeting

MOTION BY MILAM, second by Ford, to move agenda item 5-A. Environmental Health Specialist Position- Janine Jordan, City Manager to be heard prior to the rest of the agenda.

Aye: 4

Nay: 0

Motion carried.

5-A. Environmental Health Specialist Position- Janine Jordan, City Manager

Jordan address the Board and provided background information on the City's budget and the City's action to request finances from the Tourism Board to help fund the Environmental Health Specialist position. The Board members and the City Manager discussed many different avenues to create funding for the position.

3-B. MINUTES: Approval of the Minutes from the February 18, 2016 meeting

MOTION BY TAFF, second by Ford, to approve the Minutes from the February 18, 2016 meeting as written.

Aye: 4

Nay: 0

Motion carried.

4. CITIZEN COMMENTS – Non-Agenda Related Topics – No Action Can Be Taken

No citizen comments.

5. BOARD OF HEALTH AND STAFF: REPORTS AND COMMENTS

5-A. Environmental Health Specialist Position- Janine Jordan, City Manager

See agenda item 3.

5-B. Environmental Health Specialist Training - Update

- i. Training – Update
 - a. Online FDA training has been completed.
 - b. ServSafe training was completed March 1, 2016.
 - c. Hazard Analysis Critical Control Point (HACCP) was completed April 6 & 7, 2016.
 - d. FDA Special Processes class will be held June 21, 2016.

6. DISCLOSURES

No disclosures.

7. BUSINESS

OLD BUSINESS

7-A. Bylaws – Review and changes

MOTION BY YOUNG-JONES, second by Taff, to approve and adopt Chapter 1 Organization of Bylaws.

Aye: 4

Nay: 0

Motion carried.

NEW BUSINESS

7-B. Review of Inspections

- i. February 12, 2016 – March 10, 2016
- ii. March 11, 2016 – April 14, 2016

The Board reviewed and discussed the establishments on the monthly inspection reports. Larsen answered questions and provided additional information on various establishments.

MOTION BY TAFF, second by Young-Jones, that if Roxie's does not sufficiently pass their follow-up inspection on 04/22/2016 the Board will send a letter inviting them to the May 2016 meeting.

Aye: 4

Nay: 0

Motion carried.

8. DATE OF NEXT REGULAR MEETING - MAY 19, 2016

- i. Invite the City Attorney to attend the May meeting or ask him to provide information on how to proceed with the adoption of the Board's Bylaws.
- ii. Review Roxie's follow-up inspection that occurred on 04/22/16.

9. ADJOURN

MOTION BY YOUNG-JONES, second by Taff, to adjourn the meeting.

Aye: 4

Nay: 0

Motion carried.

The Board of Health meeting adjourned at 7:20 PM.

VALIDATED:

DAVID MILAM	04/21/2016
David Milam, Board of Health Chair	Date
KATHLEEN WICKERSHAM	04/21/2016
Kathleen Wickersham, Board of Health Secretary and Clerk	Date

The original Minutes were approved and signed on April 21, 2016.
The signed document is on file.