



City of Laramie

Community Development Department
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MINUTES

Board of Health

Thursday, February 18, 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 6:17 PM

Members present: Jean Allais, Becce Ford (Vice-Chair), and Aaron Taff

Members absent: David Milam (Chair) and Beth Young-Jones

There was a quorum present at all times.

Staff Present: Jerry Hankin, Erica Larsen and Kathleen Wickersham

City Council Liaison: Vicki Henry (present)

2. TRAINING

2-A. Wyoming Public Documents and Open Meetings Acts

MOTION BY ALLAIS, second by Taff, to postpone the Wyoming Public Documents and Open Meetings Acts training until the Board's next meeting.

Aye: 3

Nay: 0

Motion carried.

3. APPROVAL OF AGENDA AND MINUTES

3-A. AGENDA: Changes and approval of the Agenda for the February 18, 2016 meeting

MOTION BY TAFF, second by Allais, to approve the agenda as written.

Aye: 3

Nay: 0

Motion carried.

3-B. MINUTES: Approval of the Minutes from the December 2, 2015 meeting

MOTION BY ALLAIS, second by Taff, to approve the Minutes from the December 2, 2015 meeting as written.

Aye: 3

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. Introductions: Erica Larsen, Environmental Health Specialist

Erica Larsen introduced herself as the new Environmental Health Specialist for the City of Laramie. Her background has been in Laramie food service for the past 15 years and has a degree in Microbiology. Larsen has lived her whole life in Wyoming.

- i. Training – Update
 - a. NSPF Certified Pool Operator Course completed February 12, 2016
 - b. Completed 21 of 37 courses for the FDA food inspector training
 - c. Servsafe training will be held March 1, 2016.
 - d. Hazard Analysis Critical Control Point (HACCP) training will be held in April.
 - e. FDA Special Processes class will be held June 27, 2016

The Board members introduced themselves and provided a brief background.

6. DISCLOSURES

No disclosures.

7. BUSINESS

NEW BUSINESS

7-A. Review of Inspections

- i. January 6, 2016 – January 14, 2016
- ii. January 15, 2016 – February 11, 2016

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

OLD BUSINESS

7-B. Bylaws

MOTION BY TAFF, second by Allais, to edit the Board of Health Bylaws as discussed in previous meetings and provide a draft copy to the Board at the next meeting.

Aye: 3

Nay: 0

Motion carried.

6. DATE OF NEXT REGULAR MEETING

MOTION BY TAFF, second by Allais, to cancel the March 17th Board of Health meeting and convene at the regularly scheduled meeting on April 21, 2016.

Aye: 3

Nay: 0

Motion carried.

7. ADJOURN

MOTION BY TAFF, second by Allais, to adjourn the meeting.

Aye: 3

Nay: 0

Motion carried.

The Board of Health meeting adjourned at 6:28 PM.

VALIDATED:

<u>BECCA FORD</u>	<u>04/21/2016</u>
Becca Ford, Board of Health Vice-Chair	Date

<u>KATHLEEN WICKERSHAM</u>	<u>04/21/2016</u>
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.