

## **Board of Health AGENDA**

**NOTICE REGARDING COVID-19 (Novel Coronavirus):** To adhere to COVID-19 social distancing precautions, all on-site public Board of Health meetings are postponed until further notice. To allow access to this meeting, and future Board of Health meetings, call 719-583-4513 for more information.

The Board of Health meeting will be held **Wednesday, July 22, 2020, at 12:00 noon by Zoom.**

- A. 12:00 - 12:02 p.m. – Call to Order and Approval / Changes to Agenda **(Action Required)**
- B. 12:02 - 12:05 p.m. – Approval of Board of Health Meeting Minutes held **June 24, 2019 (Action Required)**
- C. 12:05 – 12:07 p.m. – **Special Recognitions/Celebrations**
- D. 12:07 - 12:09 pm - **Public Comment**
- E. 12:09 – 12:30 – Special Presentations:
  - **COVID Surveillance** – Dr. Chris Urbina
  - **2019 Audit Report** - Mitch Downs and Amber Stoops, *Osborne, Parsons & Rosacker, LLP*  
**(Action Required)**
  - **2021-2024 Strategic Plan Update** – Randy Evetts/Derek Coe
- F. 12:30 – 12:40 pm – **Public Health Director’s Report**
  - COVID-19 Update
  - General Updates
- G. 12:40 – 12:57 pm - **Division Reports**
  - Operations & Health Promotion Division**
    - Monthly Financial Report – Georgia Alfonso **(Action Required)**
    - Contracts – Georgia Alfonso **(Action Required)**
- H. 12:57 – 1:00 pm – **Unfinished Business**
- I. 1:00- 1:30 pm – **New Business – Executive Session**

Convene into Executive Session to discuss the following:

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of the Board; the appointment of any person to fill an office of the Board; or personnel policies that do not require the discussion of matters personal to particular employees.

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The Board of Health meeting was held by Zoom June 24, 2020, 2020, at 12:00 noon.

**Board Members**

**Present:** Donald Moore, Board President  
Michael J. Nerenberg, Board Vice President  
Ed Brown, City Council Member  
Eileen Dennis, Board Member  
Garrison Ortiz, County Commissioner

**Legal Counsel:** Marci Day, Assistant County Attorney

**Administrative Staff**

**Members Present:** Randy Evetts, Public Health Director  
Georgia Alfonso, Budget and Finance Director  
Jody Carrillo, Environmental Health and Emergency Operations Division Director  
Katie Davis, Operations and Health Promotion Division Director  
Maria Telfer, Community Health Services Division Director  
Ramona Chisman-Ewing, Executive Assistant

**Staff Members:** Shylo Dennison, Sarah Joseph, Kim Sugar, Zak VanOoyen, Chad Wolgram

**Guests:** Jasmine Johnson and Hannah Kochen, *Operations and Health Promotion Division Interns*

A. **Call to Order and Approve or Make Changes to the Agenda**

Board President, Donald Moore, called the meeting to order and asked for approval of the Agenda.

**MOVED** by Eileen Dennis, seconded by Michael Nerenberg, to approve the Agenda.

***MOTION CARRIED UNANIMOUSLY***

B. **Approval of Minutes**

**MOVED** by Michael Nerenberg, seconded by Eileen Dennis, to approve the May 27, 2020, BOH meeting minutes as submitted.

***MOTION CARRIED UNANIMOUSLY***

C. **Special Recognitions**

- Family Planning conducted a Customer Satisfaction Survey and received a 5 out of 5 rating.
- WIC had a good audit from the state.

D. **Public Comment**

None

E. **Special Presentation**

**2021 Proposed Budget**

Public Health Director Randy Evetts and Budget and Finance Director Georgia Alfonso presented the 2021 preliminary Department budget to the Board as follows:

- Use of restricted funds received in 2020 for use in 2021 - \$33,818.00.
- Expenditures total \$8,547,067.00.
- Revenues total \$8,513,249.00.
- Flat funding request from the City and County – same funding request as in 2019, excluding the Trash Task Force.
- The reduction of the Department budget from 2020 to 2021 includes some salary savings. Included in the 2019 budget were additional large, one-time purchases such as the new audio-visual equipment for the conference rooms and the purchase of cameras for the Trash Task Force work.
- The City and County received Federal CARES funding and plans to allocate some of the funding to support public health efforts through the pandemic. These funds must be encumbered by December 30, 2020.

- Additional COVID-19 funding from the state will also be received in 2021, but these agreements have not yet been finalized and therefore are not included in this budget.

Georgia, Randy, and the Board acknowledged both the City and County, including law enforcement, for their on-going support of public health throughout the COVID-19 response. The Board asked for the 'next steps' in the budget process. Georgia explained that the preliminary budget that the BOH is reviewing today will be presented to the City and the County as they begin their budgeting process. In August, the budget office will begin meeting with each Program Manager to build their program budgets (zero based budgeting). The budgets are then compiled and reviewed at a Division level and Senior Management level. In December, a final 2021 budget will be presented to the BOH for approval. Georgia noted the budget usually changes significantly between June and December. Due to COVID-19 response, this year's budget may change even more significantly than in other years. The Department will not hear from the City and County until December with their final budget allocations to PDPHE for 2021.

**MOVED** by Ed Brown, seconded by Michael Nerenberg, to accept the 2021 preliminary budget to the City and County as presented.

**MOTION CARRIED UNANIMOUSLY**

F. **Division Reports**  
**Operations and Health Promotion Division**

**Financial and Contract Cost Reports**

Financial reports for the end of May 2020, were presented to the Board. Expenditures exceeded revenues by (\$65,604.51).

**MOVED** by Eileen Dennis, seconded by Ed Brown, to accept the monthly financial report as presented.

**MOTION CARRIED UNANIMOUSLY**

**INFORMATION CONTRACTS OR FUNDING:**

**Air Pollution Monitoring 7/1/20 – 6/30/21 \$22,117.99**

This is a contract between the Colorado Department of Public Health and Environment (CDPHE) and PDPHE. This program is to continue to monitor air pollution activities. This contract is the renewal of a program that PDPHE has previously worked in. No change in FTE. The funding is comparable to prior years funding. (Task Order 2018\*100494 Amendment #3). No BOH action or legal review is required, the amendment is only a date and amount change.

**Cancer Cardiovascular and Pulmonary Disease 7/1/20-6/30/21 \$266,932**

This contract is between CDPHE and PDPHE. This program is to continue to address obesity, other risk factors and health disparities among children and adults; increase breastfeeding initiation, duration and "breastfeeding friendly workplaces"; and increase access for persons in underserved, low-income, food desert, or food swap areas to affordable health food/beverage options in Pueblo County. This contract is the renewal of a program PDPHE has previously worked in. No change in FTE. (19 FHLA 108297 Option Letter #3). No BOH action or legal review is required, the option letter is only a date and amount change.

**Chemical Stockpile Emergency Preparedness Program (CSEPP) 10/01/19 – 09/30/21 \$162,519**

This contract is between Colorado Department of Public Safety and PDPHE. This contract is to extend funding to institute protective measures and hazard mitigation strategies at the chemical stockpile sites to lessen the vulnerability of the storage structures and their contents to any internally or externally generated accidents. This contract is the renewal of a program PDPHE has previously worked in. No change in FTE. (Grant Agreement CSEPP Encumbrance # 20CSEP21PDPHE). Legal review completed. No Board of Health action is required, contract is in approved 2020 budget.

**Communities That Care 7/01/20 – 6/30/21 \$155,757**

This Contract is between CDPHE and PDPHE. This program is to continue to identify evidence-based or evidence-informed youth substance abuse strategies and implement sustainability. This contract is the renewal of a program PDPHE has previously worked in. No change in FTE. (17 FHLA 89333

Option Letter #2 2017\*0138). No BOH action or legal review is required; the amendment is only a date and amount change.

**Emergency Preparedness Program** **7/1/20-6/30/21** **\$355,080**

This contract is between CDPHE and PDPHE. This program is to continue to support effective response to a range of public health threats. This contract is the renewal of a program PDPHE has previously worked in. No change in FTE. (Amendment #2 2020\*271). No BOH action or legal review is required; the amendment is only a date and amount change.

**Family Planning** **7/1/20 – 12/31/21** **\$136,885**

This contract is between CDPHE and PDPHE to provide services to reduce unintended pregnancy by insuring access to quality reproductive health service. This contract is the renewal of a program PDPHE has previously worked in. No change in FTE. (Task Order 2021\*0286) No BOH action is required, contract is in approved 2020 budget. Pending legal review.

**Local Planning and Support Funding** **7/1/20 – 6/30/21** **\$291,015**

This contract is between CDPHE and PDPHE. This program is to continue to provide support for Public Health Core services as required by the State Board of Health. This funding also supports the local Child Fatality Prevention review team. This contract is an amendment of a program PDPHE has previously worked in. No change in FTE. (Amendment #4, 2020\*0496, 18 FAAA 97491). No BOH action or legal review is required; the amendment is only a date and amount change.

**Waste Tire Inspections** **7/1/20-6/30/21** **\$20,821**

This contract is between CDPHE and PDPHE. This program is to continue to provide waste tire inspection and enforcement activities to improve the management of waste tires. No change in FTE. (2019-2977 Option Letter #1). No BOH action or legal review is required, this Option Letter is only a date and amount change.

**COVID-19 Response** **3/27/20-3/15/21** **\$162,174**

This contract is between CDPHE and PDPHE. This funding is to assist with COVID-19 Response needs. This funding will be used for expenses incurred back to March 2020. (PO, FHJA,202000010704). This is a Purchase Order, which does require BOH action or legal review.

**COVID-19 Response** **5/13/20-3/15/21** **\$93,600**

This contract is between CDPHE and PDPHE. This funding is to assist with COVID-19 Response needs. This funding can be used for surveillance needs through March of 2021. (PO, FHJA,202000012593). This is a Purchase Order, which does require BOH action or legal review.

**COVID-19 Response** **6/15/20-12/30/20** **\$173,421**

This purchase order is between CDPHE and PDPHE. This funding is to assist with COVID-19 Response needs. (PO, FHJA,202000013587). This is a Purchase Order, which does require BOH action or legal review.

Personnel Policy Amendment

Operations and Health Promotion Division Director Katie Davis reviewed with the Board the proposed personnel policy amendments to the following:

- **6.1 Family and Medical Leave Act (FMLA):** It is proposed to change the verbiage of the current statement: *Employees will be required to first use any accrued leave before taking unpaid FMLA leave to* **Employees utilizing FMLA will be required to exhaust accrued paid leave and then will be placed on unpaid leave with the exception of cases where an employee has requested in writing that an amount of sick leave up to 40 hours be held in reserve until the employee returns to work following FMLA.** The proposed change is specific to the current requirement of employees to exhaust all accrued leave while on FML. This creates undue hardship upon employees when they return to work. Often, follow up doctor's appointments are necessary, and the employee has no accrued leave and is required to take leave without pay. The recommended change is to allow the employee to hold/freeze up to forty (40) hours of sick leave accrual during their scheduled leave. The employee would be required to exhaust all other leave accrual and document leave without pay for the remainder of the FML as appropriate. This is intended to be optional for each employee and not limited to maternity leave.

The Board asked how this proposed change helps employees. Katie stated currently there is not a leave without pay policy, so if an employee uses all their accrued leave during FMLA, an employee could be denied leave without pay to attend follow up appts., etc. after they return from FMLA. The proposed change to this policy, enables employees to retain some sick leave they can then use as needed when they return to work. Employer's Council and Marci Day were consulted before suggesting the proposed change.

- **6.3 Annual Leave:** The current policy states, "*Full-time and part-time employees will be eligible to use annual leave accrual at the completion of three months of employment.*" PDPHE proposed to remove this condition in the policy completely.

Katie explained to the Board this change allows a new employee to use accrued leave immediately instead of waiting for three months. This proposed change will reduce the need for leave without pay during the first three months of employment.

**MOVED** by Michael Nerenberg, seconded by Ed Brown, to accept the amendments to the personnel policy as presented.

***MOTION CARRIED UNANIMOUSLY***

A full review of personnel policies is done every two years, so by the end of 2020, the Board will be informed of any additional changes/updated recommendations if needed. A work session may be used if necessary, to discuss the policies further.

G. **New Business**  
None

H. **Unfinished Business**  
None

I. **Public Health Director's Report**  
**General Updates**

- The Department audit is being finalized by the auditor and therefore the presentation to the BOH has been postponed until the July Board meeting.
- A summary of the bills approved by the legislature at the end of the 2020 session was provided to the BOH:
  - HB20-1085 – Prevention of Substance Use Disorders – Actively Support - Passed
  - HB20-1094 – Repeal Fee Cap On-site Wastewater Treatment Systems – Actively Support - Passed
  - HB20-1001 – Nicotine Product Regulation – Actively Support - Passed
  - SB20-163 – School Entry Immunization – Actively Support - Passed
- The Department is waiting on Family Planning Title X reduction in funding amount; this change should not affect the services offered by the Department next year. The Board expressed concern regarding reduction to family planning services if funding is reduced. The Board asked to be involved in any budget decisions that would reduce the funding to this program. The Board may want to consider utilizing reserves to backfill program deficits rather than cutting the program back. Teen and unintended pregnancy have been major public health challenges in Pueblo and the Department has made significant progress to reduce them. The goal is to avoid going backwards on these efforts.
- COVID-19 update:
  - The City and County are working together to allocate funding from CDC to public health to assist with the COVID-19 response. This funding will allow the Department to accomplish tasks and offer services otherwise not be possible: testing in long-term care facilities using strike teams (nurses and medical assistants), monitoring, and case investigation, etc.
  - Outbreak updates at long-term care facilities was given to the Board.
  - Starting July 6, the Department will open vital statistic services by appointment, as well as opening other areas in the building, on a gradual basis. The clinic will also open fully for services in July, with adequate appointment spacing. WIC will continue to do phone appts. through the end of July. Hepatitis A clinics will resume starting in August. The Department is averaging about three COVID investigation/contact cases each day. Training for volunteers through the Medical Reserve Corps is taking place for case investigators.

- COVID-19 testing will continue three days a week in July and PDPHE staff are working on longer-term testing plans.
- PDPHE staff are developing a data-dashboard to help with data tracking.
- The state health department is working with the school districts regarding reopening in the fall with the Department assisting at a local level.
- Protect Our Neighbor' phase is going to give more control locally, but will require strong enforcement and data monitoring. This phase will involve working with local law enforcement to ensure guidelines are being followed. Local law enforcement has been very cooperative in the public health response. The Board asked Randy which is more stringent, Protect Our Neighbor or the variance the County received. Randy replied the Protect Our Neighbor phase would be more lenient in that the maximum group size could grow to up to 500 people. The current variance allows most businesses to have up to 100 people indoors or 175 people outdoors if the establishment or venue does not exceed 50% capacity. Randy noted another difference is the Protect Our Neighbor pushes a lot of the enforcement and mitigation responsibilities down to the local public health agency and the local government.
- Local business support
  - Local restaurants can apply for a special use permit to expand outside dining in the City.
  - Enforcement: Complaints continue to be received because people are not wearing masks in public while at restaurants, doctor's offices, etc. Misdemeanor fines could be issued if further action is needed. Department staff members are working with the County attorneys and the District Attorney regarding process and conditions for further civil or criminal actions.
  - Public outreach notification about limited scheduled food inspections will start July 1, 2020, along with some public pool inspections.
- The Unified Command will be deactivating for the time being and the Health Department will continue to support the work. If the need arises because of another COVID-19 wave or large surges in the community, the Emergency Operations Center (EOC) will reactivate to support public health.
- CARES/ ELC funding planning:
  - Future personnel may include additional nurses to assist with education to agencies such as long-term care facilities, as well as the public including investigation and contact tracing.
  - Three strike teams will be developed, in addition to a fourth team using MRC volunteers. These teams will go out to long term care and assisted living facilities to do COVID-19 testing and offer infection control education. The facilities staff members will be tested for COVID-19 and learn how to test residents for the virus if there is ever an outbreak at their location. The tests will be sent to the state health department for results.
  - Working with vulnerable populations such as those at Los Pobres, the homeless shelter, the needle exchanges, etc.
  - The state is developing a 'pool' of 800 trained personnel through AmeriCorps and will help local public health agencies when needed for surge capacity.
  - Purchasing a trailer to provide 'walk up' testing clinics in various locations in Pueblo County.

The next regular BOH meeting is scheduled for Wednesday, July 22, 2020, at 12:00 noon.

**MOVED** by Ed Brown, seconded by Eileen Dennis, to adjourn the Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY**



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Donald Moore, Board of Health President



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Randy Evetts, MPA, Public Health Director