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BOARD OF HEALTH
Eileen Dennis, RN, President
Michael J. Nerenberg, MD, Vice President
Ed Brown
Terry A. Hart
Donald Moore

PUBLIC HEALTH DIRECTOR
Sylvia R. Proud, MS, IPMA-CP

AGENDA

The regular Board of Health meeting will be held **Wednesday, August 26, 2015, at 12:00 noon** in the **THIRD FLOOR CONFERENCE ROOM**, at the Health Department, **101 W. 9th Street**. (Lunch for Board members will be served at 11:30 a.m.)

- A. 12:00 –12:05 p.m. - Call to Order and Approval / Changes to **Agenda**
- B. **Approval of Board of Health Meeting Minutes** held Wednesday, July 22, 2015
- C. 12:05 – 12:10 p.m. - **Special Recognitions**
- D. 12:10 – 12:25 p.m. - **Featured Programs – Pueblo Chemical Depot Update** - Irene Kornelly
- E. 12:25 -12:45 p.m. - **Public Health Director's Report**
 - Accreditation Update
 - Community Health Services Division Restructure
 - Summertime Diseases Update
 - ATSDR Scheduled Visit to Pueblo, September 2015
 - PCCHD in the News and Publication
- F. 12:45 -1:00 p.m. - **Division Reports**
 - Disease Prevention and Emergency Preparedness Division**
 - Emergency Preparedness Presentation - Margaret Comstock / Lisa Gonzales
 - Environmental Health Division**
 - On-site Wastewater Treatment Systems Variance Request
 - Operations & Administrative Services Division**
 - Financial and Contract Cost Reports
- G. 1:00-1:05 p.m. - **Old Business**
- H. 1:05–1:10 p.m. - **New Business**
- I. 1:10 – 2:10 p.m. - **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.

PREVENT • PROMOTE • PROTECT
A Handicapped Accessible Facility

**PUEBLO CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH**

MINUTES

The regular Board of Health meeting was held at the Health Department on July 22, 2015, in the **Third Floor Conference Room**, at 12:00 p.m.

Board Members

Present: Eileen Dennis, RN, MBA, President
Terry A. Hart, Pueblo County Commissioner
Ed Brown, City Council Member
Donald Moore, CEO Pueblo Community Health Center
Michael J. Nerenberg, MD, Vice President

Staff Present:

Sylvia Proud, Public Health Director
Lynn Procell, Community Health Services Division Director
Jody Carrillo, Disease Prevention & Emergency Preparedness Division Director
Katie Davis, Disease Prevention & Emergency Preparedness Associate Division Director
Ken Williams, Environmental Health Division Director
Sherri Crow, Fiscal Officer
Ramona Chisman-Ewing, Executive Assistant

Ann Marie Bennett, Mary Davis, Sarah Joseph

A. **Call to Order and Approve/Changes In Agenda**

Board President, Eileen Dennis, called the meeting to order and asked for approval of the Agenda.

MOVED by Michael Nerenberg, seconded by Ed Brown, to approve the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Ed Brown, seconded by Donald Moore, to approve the June 24, 2015, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Special Recognitions**

Employee Ann Marie Bennett was recognized for 10 years-of-service to the Department. Congratulations Ann Marie!

D. **Featured Programs**

Walk & Wheel

Sarah Joseph gave a Walk & Wheel program presentation to the Board. The Department received a grant to promote active transportation (foot and bicycle transportation). An initial survey was given to staff members to find out how many either rode bikes or walked to work, walked on breaks, etc. After six months of starting the Walk & Wheel program, another survey was conducted to see if activity had increased. The grant deliverables included bicycle safety, incentives for employee participation, promoting connectivity routes for walking and bicycling, and promoting and sharing lessons learned. Even though the grant has ended, activities will continue to be promoted through Worksite Wellness. Data from every challenge offered to employees will be tracked for statistical purposes and long-term strategic planning.

E. **Public Health Director's Report**

Accreditation Update – Ethics Standard Operating Procedure

An accreditation requirement is to implement a formal process for handling ethical issues dealing with

a public health concern. A process was developed and will also be used to handle citizen concerns similar to internal concerns filed by employees. A tabletop exercise was conducted to test the process before finalizing the ethical procedure to ensure it met the Department's requirements.

Agency for Toxic Substances and Disease Registry (ATSDR) Visit

In September 2013, ATSDR conducted an exposure investigation related to the Eiler's Superfund site. The findings of the investigation were compiled into a report and it will be shared with elected officials.

- o City Council presentation - September 21, 2015, 5:30 p.m. - CSU-Pueblo
- o Board of County Commissioners (BOCC) - September 22, 2015, 10:00 a.m. – Commissioner Chambers
- o Board of Health – September 23, 2015, 12:00 noon – Health Department
- o Two community meetings and hospital presentations
- o Terry Hart offered to touch base with his contact at the Pueblo Chieftain and suggested arranging a meeting with the Pueblo Chieftain Editorial Board to clarify any questions the Chieftain might have regarding the report findings

2016 Budget Presentation Schedule

The 2016 Budget proposal will be presented to City Council August 10, 2015, at 5:30 p.m. A presentation to the County Commissioners is still pending.

Board of Health Retreat Evaluation/Summary

A summary and evaluation of the 2015 Board of Health Retreat was distributed to Board members. The evaluation will assist in future retreat planning. Sylvia followed up with some questions that were asked at the retreat

- o What percentage of staff time is/has been spent to accomplish accreditation
- o Legality of changing the Department's name and logo – information is being gathered regarding this topic and will be presented to the City and County legal counsel for review
- o Accreditation updates have been requested to ensure the Department is on track. The Public Health Planner's report will keep the Board members updated about accreditation each month

F. **Community Health Services Division**

Vaccine Increase Request

- o Travel Vaccine Fees
- o Increases Yellow Fever by \$10/per vaccine

MOVED by Michael Nerenberg and seconded by Ed Brown, to increase the cost of Yellow Fever vaccine.

MOVED by Michael Nerenberg, and seconded by Ed Brown, to allow the Department to increase fees for vaccine proportioned to product cost increase, not to exceed 10 percent pending legal approval.

MOTION CARRIED UNANIMOUSLY

Disease Prevention and Emergency Preparedness Division

HEAL Pueblo County – Cancer, Cardiovascular and Pulmonary Disease Grant

The Department will work with nine small food retail shops to develop an improvement plan to offer healthy food choices. A comprehensive community assessment will be conducted working with beverage policies, practices and government to adopt a healthy model to provide health choices using Evidence Based guidelines e.g. offer free drinking water, limits on sugar sweetened beverages, and limit unhealthy foods offered.

Pueblo Tobacco Prevention and Education Partnership Grant

Providing cost effective and return on investment for primary strategies: 'train the trainer' to help with smoking cessation classes. Department health educators will work with housing authority to implement smoking bans, both tobacco and marijuana, for affordable multi unit housing. The bans will be implemented over time to reduce secondhand smoking exposure for low socioeconomic youth, young adults, and adult populations who receive Housing and Urban Development funding.

Operations and Administrative Services Division

Financial and Contract Cost Reports

Financial reports for the end of June 2015 were presented to the Board. Expenditures exceed revenues by (\$57,313.18).

MOVED by Ed Brown, seconded by Donald Moore, to accept the financials as presented.

MOTION CARRIED UNANIMOUSLY

No Contracts to Present

G. **Old Business**

None

H. **New Business**

None

I. **Executive Session**

MOVED by Michael Nerenberg, seconded by Donald Moore, to adjourn the Board of Health meeting and convene into Executive Session.

MOTION CARRIED UNANIMOUSLY

Convened into Executive Session to discuss the following:

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MOVED by Michael Nerenberg, seconded by Donald Moore, to reconvene into the Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

The next regular BOH meeting is scheduled for Wednesday August 26, 2015, at the Health Department, Third Floor Conference Room, at 12:00 noon.

MOVED by Ed Brown, seconded by Terry Hart, to adjourn the Board of Health meeting.

MOTION CARRIED UNANIMOUSLY



Eileen Dennis, Board of Health President



Sylvia R. Proud, MS, IPMA-CP, Public Health Director