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101 W. 9<sup>TH</sup> STREET  
PUEBLO, COLORADO 81003-4103  
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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, December 30, 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, November 25, 2015
- C. **Featured Presentation – Colorado Active Learning Project**
- D. 12:20 -12:35 p.m. - **Public Health Director's Report**
  - 2016 Budget Approval
  - Retail Food Establishment Stakeholder Process
  - Department Closure Ratification
  - Emergency Preparedness For Staff
- E. 12:35 -12:55 p.m. - **Division Reports**
  - Operations & Administrative Services Division**
    - Financial and Contract Cost Reports
  - Community Health Services Division**
    - Electronic Health Records
- F. 12:55-1:00 p.m. - **Old Business**
- G. 1:00-1:05 p.m. - **New Business**

***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 November 25, 2015, in the **Third Floor Conference Room**, at 12:00 p.m.

**Board Members**

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

**Absent:** 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

Susan Finzel-Aldred, 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 Ed Brown, seconded by Donald Moore, to approve the Agenda.

***MOTION CARRIED UNANIMOUSLY***

B. **Approval of Minutes**

**MOVED** by Ed Brown, seconded by Terry Hart, to approve the October 28, 2015, BOH meeting minutes as submitted.

***MOTION CARRIED UNANIMOUSLY***

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

**Retain Food Establishment Stakeholder Process Update**

The Board was updated regarding the stakeholder process involving House Bill 1226. The Colorado Restaurant Association (CRA), Grocer's Association, Convenience Store, Colorado Department of Public Health and Environment (CDPHE), Local Public Health Association and Colorado Counties Inc. and others have been meeting to come to a collaborative agreement regarding license fees and the proposed 'grading system' of restaurants after inspections, which the CRA does not support. The stakeholders are going back to their various agencies with a proposal of a 55 percent increase in fees and simplifying the fee categories. It was also proposed to have a statewide communication system on restaurant inspections. The requirements of the system would be incorporated into contracts with CDPHE. December 1, 2015, CDPHE will provide a report of the stakeholder process; however, the report will have to be modified since all stakeholders need to go back to their associations with the recent proposal on fees/communication. If passed by legislative process, the bill would go into effect July 1, 2016. A request was made to have the Department's fiscal officer do a one page summary outlining fees being generated for inspections and the expense for doing those inspections. City and County elected officials could then be contacted to encourage legislators to support the proposed bill to ensure adequate funding for inspection services rendered.

Accreditation Update

The Public Health Accreditation Board has informed the Department there is a backlog for accreditation reviews. A completeness review of documents will potentially occur mid December. The site visit might occur sometime in the summer. El Paso County Health Department is the only health department accredited; two other health departments are on work plans: Colorado Department of Public Health and Environment and Denver Public Health.

PCCHD in the News

Board members received a copy of an article in *Prevention Strategist* written by Margaret Comstock, Epidemiologist, titled "Public Health Perspective on Ebola Preparedness." The article focused on Pueblo's efforts to educate and assess the level of preparedness among the hospitals and first responder partners.

In the 2015 United Way of Pueblo County Fall Newsletter, the Health Department was featured as the campaign spotlight. Health Department contributions have increased 240 percent since 2009. The Department's campaign coordinator is Mary Davis. Each year the campaign team thanks donors by cooking a delicious meal for those who participate.

D. Operations and Administrative Services Division

2016 Budget Update

Fiscal Officer Sherri Crow reviewed the proposed 2016 budget with the Board. After thorough review of each Department's expenses, the current budget shows use of General Reserves in the amount of \$232,000. The Finance Committee met November 5, 2016, to discuss proposed 2016 Budget. The ideal goal is to only have a \$195,000 deficit for 2016. As BOH representatives Donald Moore and Ed Brown want to ensure there is a 15 percent reserve policy being kept for the Department.

Financial and Contract Cost Reports

Financial reports for the end of October 2015 were presented to the Board. Expenditures exceed revenues by (\$157,528.80).

**MOVED** by Donald Moore, seconded by Ed Brown, to accept the financial reports as presented.

**MOTION CARRIED UNANIMOUSLY**

Family Planning Program 11/17/15 – 6/30/16

Colorado Department of Public Health and Environment has provided funds to assist in offsetting costs related to family planning services and reducing unintended pregnancy by insuring access to quality reproductive health services to all Coloradans. The funds are in the form of a Task Order amendment and did not require legal review.

Retail Standards Grant Program 12/1/15 – 9/30/16 \$3,000

PCCHD was awarded funds for Standard 2 training of staff from the FDA.

LARC (Long acting reversible contraceptives) 11/7/15 – 6/30/16 \$16,370.00

LARC Specific Funding: Phase 1 sent through Grant Fund Change Letters -

The various Foundation support is coming into CDPHE in phases, month-by-month. CDPHE will be sending it in two or three rounds of funding. The Department's Phase 2 funding will be embedded in the contract Change Letters. Phase 2 funding is expected to be \$13,203.

**MOVED** by Donald Moore, seconded by Ed Brown, to accept the above contracts.

**MOTION CARRIED UNANIMOUSLY**

Community Health Services Division

Long Acting Reversible Contraceptive (LARC) Funding

The Colorado Department of Health and Environment received funding for LARC, so locally the Department will receive \$29,000 between now and June 2016.

**Environmental Health Division**

**2015 Creek Week Summary**

Susan Finzel-Aldred updated the Board about the activities that took place September 26 – Oct. 4, 2015, during Creek Week. There were 225 volunteers who helped clean up the Fountain Creek. Board member Ed Brown also helped with the cleanup. The 2015 Steering Committee recognized the Department for being a “Creek Week Debris Demolisher.” Susan was also acknowledged for her hard work on this project. Various community agencies were also acknowledged for their contribution to the success of this annual project.

E. **Old Business**

None

F. **New Business**

2016 BOH meeting dates were included in the packets.

**MOVED** by Ed Brown, seconded by Terry Hart, to adjourn the Board of Health meeting and convene into Executive Session.

***MOTION CARRIED UNANIMOUSLY***

G. **Executive Session**

Convene into Executive Session to discuss the following:

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e)

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.

**MOVED** by Ed Brown, seconded by Terry Hart, to reconvene into the Board of Health meeting.

***MOTION CARRIED UNANIMOUSLY***

**The next regular BOH meeting is scheduled for Wednesday December 30, 2015, at the Health Department, Third Floor Conference Room, at 12:00 noon.**

**MOVED** by Ed Brown, seconded by Donald Moore, 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