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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, February 24, 2016**, 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. 12:05 – 12:10 p.m. - Approval of Board of Health Meeting Minutes held **Wednesday, January 27, 2015**, and the special Board of Health meeting held **Wednesday, February 3, 2016**
- C. 12:10 – 12:15 p.m. – **Election of Officers**
- D. 12:15 – 12:20 p.m. – **Special Recognitions**
- E. 12:20 – 1:35 p.m. - **Featured Presentation – Strategic Plan**
- F. 1:35 - 1:50 p.m. - **Public Health Director’s Report**
 - Accreditation Update
 - Legislative Update
- G. 1:50 - 2:10 p.m. - **Division Reports**
 - Operations & Administrative Services Division**
 - Monthly Financial Report
 - Contracts
 - Environmental Health Division**
 - Special Food Events Update
 - Community Health Services Division**
 - Workforce Development Day Update
 - Disease Prevention and Emergency Preparedness**
 - Zika Update
 - Functional Exercise
- H. 2:10 - 2:15 p.m. - **Old Business**
- I. 2:15 - 2:20 p.m. - **New Business**

A Handicapped Accessible Facility

**PUEBLO CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH
M I N U T E S**

The regular Board of Health meeting was held at the Health Department on January 27, 2016, in the **Third Floor Conference Room**, at 12:00 p.m.

Board Members

Present: Eileen Dennis, RN, MBA, President
Michael J. Nerenberg, MD, Vice President
Ed Brown, City Council Member

Absent: Terry A. Hart, County Commissioner
Donald Moore, CEO, Pueblo Community Health Center

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
Greg Styduhar, Pueblo County Attorney
Marci Day, Assistant County Attorney

Vicki Carlton, Stacy Herrera, Christina Hopewell, Lorri Johnson, Sarah Joseph, Kathy Nelson, Brenda Tracy, Peal Valdez, Jenna Ward, Chad Wolgram

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 Michael Nerenberg, to approve the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Michael Nerenberg, seconded by Ed Brown, to approve the December 30, 2015 and January 6, 2016, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Special Recognitions**

Brenda Tracy, RN was recognized for her 10 years of dedicated service to the Department. Congratulations Brenda!

D. 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 Michael Nerenberg, seconded by Ed Brown, to reconvene into the regular Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

The Board discussed the listed items on the Agenda for the Executive Session. No decisions were made by the Board during Executive Session. Staff members received guidance for negotiations and will proceed with the contracts for the Medical Officer, Backup Medical Officer and Public Health Director ratified.

E. **Featured Presentation**

Updates for Quality Improvement (QI) Projects

Improving PCCHD Emergency Procedures - The Board was updated on the QI Project to improve the Department's internal emergency procedures. The goal was to identify a process that will simplify and clarify onsite emergency procedures. Annually, all staff members will be trained and drills will be conducted on the Department's emergency procedures. Ultimately, the updated QI process will increase safety for all staff, clients, and visitors. A Standard Operating Procedure will also be developed to ensure consistency regarding emergency procedures and protocols for the Department.

Medical Billing Process – The Board was updated on the current approach to medical billing at PCCHD. The QI process was initiated to make the billing process at the Department comprehensive, efficient, cohesive, and accountable in order to increase efficiency and revenue. Major tasks and potential solutions were mapped. Establishing and recruiting for the position of a medical billing specialist has improved submitting claims, ensuring payments and following up on denials to find timely and reasonable resolutions. Future plans include cross-training Administrative Assistants in the billing process, implement electronic payments, analyze data on an annual basis, and look into new electronic billing software.

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

C.R.S. 24-6-402 (2) (c)-Sunshine Law -Designation of 1st Floor Vestibule for BOH Meeting Notice

Public Health Director Sylvia Proud requested the 1st floor vestibule be the designated site to post notices for the Board of Health meetings for 2016.

MOVED by Michael Nerenberg seconded by Ed Brown, to approve the location of public place of notice for the Board of Health 2016 meetings.

MOTION CARRIED UNANIMOUSLY

Department Closure Request – February 15, 2016: Workforce Development Day

A request was made for the Board's approval to close the Department on Monday, February 15, 2016, to allow all staff to participate in the Workforce Development Day. This year's theme is *Learn, Play and Grow Together*. Other activities will include public health science information, data, history and communication. Board members were also invited to attend.

MOVED by Ed Brown, seconded by Michael Nerenberg, to approve the Department closure request for February 15, 2016, for Workforce Development Day.

MOTION CARRIED UNANIMOUSLY

Public Health Week Information

Public Health Week is April 4-8, 2016. The theme is *Healthiest Nation 2030*. A Public Health Champion will be selected and an appreciation breakfast for all staff members will take place; BOH members are invited to attend. Nominations are currently being accepted for Public Health Champion. Board member, Michael Nerenberg agreed to be on the review board to select the Public Health Champion.

G. **Operations and Administrative Services Division**

Financial and Contract Cost Reports

Financial reports for the end of December 2015 were presented to the Board. Expenditures exceed revenues by (\$181,540.10).

MOVED by Ed Brown, seconded by Michael Nerenberg, to accept the financial reports as presented.

MOTION CARRIED UNANIMOUSLY

NO CONTRACTS WERE PRESENTED

Environmental Health Division

Increase Marijuana Preliminary Investigation Fees

The Board was provided a brief history about the process for a sign off approval from PCCHD regarding a marijuana distribution/cultivation license. Inspection fees and plan review fees for approval were discussed and were determined adequate. Seventy people/entities went through the process for preliminary investigations in 2015 to obtain a sign off approval from PCCHD. A fee of \$50 was initially thought to cover the time involved for this process; this was an inadequate assumption. A request was made to increase the fees to \$140. It was suggested to develop an information packet for clients seeking sign off approval for these types of facilities. Data was used to track actual time involved to develop this fee amount to adequately cover the cost for the time involved for approval. The new fee would be effective February 1, 2016.

MOVED by Michael Nerenberg, seconded by Ed Brown, to approve the increase in inspection fees to \$140.

After discussion, it was decided to increase the fee to \$150 to prevent having to continue raising the fee of marijuana license inspections every month.

MOVED by Ed Brown, seconded by Michael Nerenberg to amend the above motion to increase the inspection fee to \$150 to insure all actual current costs are covered for 2016.

MOTION CARRIED UNANIMOUSLY

Increase OWTS (On-site Wastewater Treatment System) Percolation Test Fees

With the adoption of the OWTS regulations in 2014, a soil analysis has been added to the standard percolation tests, which has increased staff's field time in determining an absorption rate for a leach field. A request was made to increase the fees effective February 1, 2016, from \$150 to \$200; it has been seven years since the last increase.

MOVED by Michael Nerenberg, seconded by Ed Brown, to approve the increase in OWS fees to \$200 for soil analysis and percolation tests.

MOTION CARRIED UNANIMOUSLY

Community Health Services Division

Electronic Health Records Update

The clinic is researching providers for the Department's electronic medical records system to include scheduling and billing. Four different agencies have been contacted and the Department received feedback from two as far as satisfaction with the systems being considered. Questions regarding cloud computing have not been resolved yet by the County legal department. The Board asked if an expert could be consulted regarding the legal issues surrounding cloud computing concerns. Legal will do a 'draft' regarding the legal issues, hopefully in the next few weeks and give it to Patagonia; Patagonia is the system the Department is looking to switching to. Tri County Health Department was contacted and is being used as a resource for advice regarding this issue. The Department would like to switch to the new system in 2016.

State Innovation Model (SIM) Grant Update

The Department has been recommended for funding for a SIM grant. The contract is in the final phase with Medicaid and Medicare. Behavioral health screenings will be offered in primary care with this contract to address behavioral health intervention issues. A referral roadmap will also be developed with this SIM grant to offer resources for treatment.

H. **Old Business**

None

I. **New Business**

None

MOVED by Ed Brown, seconded by Michael Nerenberg, to adjourn the Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

The next regular BOH meeting is scheduled for **Wednesday, February 24, 2016**, at the Health Department, Third Floor Conference Room, at **12:00 noon**.



Eileen Dennis, Board of Health President



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