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101 W. 9<sup>TH</sup> STREET  
PUEBLO, COLORADO 81003-4103  
(719) 583-4300

**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, January 27, 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, December 30, 2015 and the **Special Board of Health Meeting Minutes** held Wednesday, January 6, 2016
- C. 12:10 – 12:15 p.m. - **Special Recognitions**
- D. 12:15 – 1:00 p.m. - **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.
- E. 1:00 – 1:15 p.m. - **Featured Presentation** – Updates for Quality Improvement (QI) Projects
- F. 1:15 - 1:30 p.m. - **Public Health Director's Report**
- Sunshine Law
  - Department Closure Request – February 15, 2016: Workforce Development Day
  - Public Health Week Information
- G. 1:30 - 1:50 p.m. - **Division Reports**
- Operations & Administrative Services Division**
- Monthly Financial Report
  - Contracts
- Environmental Health Division**
- Increase Marijuana Preliminary Investigation Fees
  - Increase OWTS Percolation Test Fees
- Community Health Services Division**
- Electronic Health Records Update
  - State Innovation Model (SIM) Grant Update
- H. 1:50 - 1:55 p.m. - **Old Business**
- I. 1:55 - 2:00 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 December 30, 2015, 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  
Terry A. Hart, Pueblo 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  
Sherri Crow, Fiscal Officer  
Ramona Chisman-Ewing, Executive Assistant

Vicki Carlton, Sarah Joseph, Miranda Stovall, Kim Whittington, 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. Board member Michael Nerenberg requested an update regarding the Needle Exchange Program be added to Old Business. DPEP Division Director Jody Carrillo requested a special recognition also be added to the Agenda.

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

***MOTION CARRIED UNANIMOUSLY***

B. **Approval of Minutes**

**MOVED** by Ed Brown, seconded by Donald Moore, to approve the November 25, 2015, BOH meeting minutes as submitted.

***MOTION CARRIED UNANIMOUSLY***

C. **Featured Presentation**

***Colorado Active Learning Project (CALP)***

Health Educator Miranda Stovall gave an overview of CALP, which was a grant started in 2011 at PCCHD. The goal of the project was to increase activity during the school day, as well as the intensity of the activity. Playground equipment was purchased with some of the funding. The goals and results of the project were presented to Board members, as the program is coming to a close.

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

***2016 Budget Approval***

The proposed 2016 budget was reviewed with the Board. The projected budget is \$6,493,350 with the use of general reserves of \$137,053 and capital reserves of \$58,000. The major areas of the 2016 budget are as follows:

- Total funding approved by the City of Pueblo is \$794,482, which is the same amount as was received in 2015. This funding is comprised of \$719,482 for general funding of public health services and \$75,000 for recycling projects.
- Total funding approved by Pueblo County is \$978,486, which is comprised of \$963,486 for general funding of public health services and \$15,000 for recycling projects.

- Salary adjustment of 2.5 percent to maintain the Department's pay plan for all eligible employees.
- Health insurance increase of 8.0 percent.
- One projected benefit payout for employee retirements.
- The estimated 2016 ending reserve balance based on the proposed budget is \$1,268,776, which equates to 2.3 months of operating expenses.
- Total expenses are projected at a decrease of 1.7 percent and overall revenues are anticipated to result in a 4.0 percent increase from the 2015 budget.

**MOVED** by Michael Nerenberg, seconded by Ed Brown, to approve the 2016 Budget.

***MOTION CARRIED UNANIMOUSLY***

*Retain Food Establishment Stakeholder Process Update*

The Board was informed the stakeholder process for Retail Food Establishment/Food Safety Program (HB-1226) is progressing. Licensing fees and communication were identified as priorities in the process. A counterproposal from the Colorado Restaurant Association has been received. This process will be updated every three years if it passes in the legislative session.

*Department Closure Ratification*

A request was submitted to the Board of Health by the Public Health Director to close the Department at noon on Thursday December 31, 2015. This will provide additional holiday leave time for eligible staff on that day. An email poll was conducted of the Board of Health members and approval for the Department's closure was received.

**MOVED** by Michael Nerenberg, seconded by Donald Moore, to ratify approval of closing the Department at noon on Thursday, January 31, 2015.

***MOTION CARRIED UNANIMOUSLY***

*Emergency Preparedness for Staff*

The Department's effort on workplace safety training for the entire staff was discussed. Workplace preparedness has been a priority of the Department; the Safety committee is planning additional training and exercises related to threats and evacuation. The goal is to ensure all staff members are properly trained in all workplace safety plans. Also, the resolution by the Colorado Board of Health passed December 21, 2015 was discussed; acknowledging the loss of public health employees in the tragedy that took place in San Bernardino, CA.

E. **Operations and Administrative Services Division**

*Financial and Contract Cost Reports*

Financial reports for the end of November 2015 were presented to the Board. Expenditures exceed revenues by (\$145,906.84).

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

***MOTION CARRIED UNANIMOUSLY***

*Immunization Core Services* 1/01/16 – 12/31/16 \$61,135.00

The goal of the Immunization Core Services Project is to reduce and eliminate vaccine preventable diseases in Colorado by increasing and maintaining immunization coverage. Local public health agencies shall provide core immunization services, according to established best practices, to improve the health of individuals and communities. The funds are in the form of a Task Order amendment, which has been approved by Legal.

*CSEPP 2012/2013 Cooperative Agreement Work Plan Extension to 9/30/16* \$11,048.56

These funds were previously awarded, but were not spent during the appropriate award year. PCCHD did not think these funds were still available for use, but this agreement extends the time to spend the

funds through 9/30/16. No Legal review was required.

**MOVED** by Michael Nerenberg, seconded by Ed Brown, to accept the above contracts.

***MOTION CARRIED UNANIMOUSLY***

**Community Health Services Division**

**Electronic Health Records**

The clinic is currently using two electronic health record systems; one to schedule clients and bill for services and another for electronic health records program. Technology improvements have made it possible to do both processes with one program. A Request for Proposal was posted and one company, Patagonia, responded. The Department would pursue 'meaningful use reimbursement,' and Patagonia has staff designated to assist with the process. The Department would receive \$42,500 the first year and \$17,000 for the following next four years to implement the new program. Concerns of cloud security/privacy/backup and the possibility of the company being purchased by a larger entity were discussed. Changes can be made to the contract per Legal counsel before a final decision is made. As more information is known, a final decision to select a program can be made by either the Finance Committee or the Board. The goal would be to implement a new program sometime in February 2016.

**Disease Prevention and Emergency Preparedness Division**

The Department was recognized by NACCHO (National Association of County & City Health Officials) for demonstrating outstanding Preparedness Month practices during National Preparedness month in September.

F. **Old Business**

**Needle Exchange Program Update**

Michael Nerenberg informed the Board that Health Solutions (formerly Spanish Peaks Mental Health) would like to start a needle exchange program. Southern Colorado Aids Project, aka SCAP, is also working with El Paso County to possibly implement a needle exchange program. Updates such as HIV testing, the number of clients being served, activities happening in other counties, etc. were also given to the Board.

**Holiday Luncheon Update**

A video highlighting the Annual Holiday Luncheon was presented.

G. **New Business**

The Board will hold a special BOH meeting Wednesday, January 6, 2016, to conduct an 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)

**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, January 27, 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