



101 W. 9TH 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, March 23, 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, February 24, 2015**
- C. 12:10 – 12:15 p.m. – **Special Recognitions**
- D. 12:15 – 12:30 p.m. - **Featured Presentation – Community Health Improvement Plan**
- E. 12:30 - 12:45 p.m. - **Public Health Director’s Report**
 - Legislative Update
 - NALBOH and APHA Conference
 - Organizational Structure
 - National Public Health Week Activities
- F. 12:45 - 1:05 p.m. - **Division Reports**
 - Environmental Health Division**
 - Body Art Regulations Update
 - ADA Regulations for Food Establishments
 - Operations & Administrative Services Division**
 - Monthly Financial Report
 - Contracts
- G. 1:05 - 1:10 p.m. - **Old Business**
- H. 1:10 - 1:20 p.m. - **New Business**
 - Public Health Director’s Annual Evaluation

PUEBLO CITY-COUNTY HEALTH DEPARTMENT
A Handicapped Accessible Facility

**BOARD OF HEALTH
MINUTES**

The regular Board of Health meeting was held at the Health Department on February 24, 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
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
Marci Day, Assistant County Attorney

Georgia Alfonso, Vicki Carlton, Shylo Dennison, Stacy Herrera, Sarah Joseph, Lucy Rodrigues, 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 Michael Nerenberg, seconded by Ed Brown, to approve the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Donald Moore, seconded by Michael Nerenberg, to approve the January 27, 2016 and February 3, 2016, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Election of Officers**

MOVED by Ed Brown, seconded by Donald Moore, to re-elect Eileen Dennis as Board of Health President and Dr. Michael Nerenberg as Vice President.

MOTION CARRIED UNANIMOUSLY

D. **Special Recognitions**

Administrative assistant Lucy Rodrigues was recognized for her 30 years of dedicated service to the Department. Congratulations Lucy!

E. **Featured Presentation**

Strategic Plan

Public Health Director Sylvia Proud and Public Health Planner Shylo Dennison presented to the Board updates of activities accomplished/implemented for year two (2015) of the Department's strategic plan. Seven priority areas were identified:

- Workforce Development
- Worksite Wellness
- Aligning with State and National Priorities

- Quality Improvement
- Workforce Retention
- Promotion and Standard Messaging
- Internal Communication/Collaboration

These priority areas ensure continuous improvement of the Department's capacity to meet the public health needs of the community while upholding the Department's values. The Board will be updated annually as to the progress of the Department's strategic plan.

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

Accreditation Update

Public health accreditation evaluators have been selected to conduct the Department's accreditation on-site visit. The completeness review was done and the next step involves a pre-site review of documentation by the evaluators. The estimated time for reviewing the documentation is approximately 10-12 weeks. In April, the Public Health Accreditation Board will contact the Department to arrange the site visit. The Accreditation Board will be asked if the on-site visit can be posted as a 'public meeting,' so all Board members can attend the visit at the same time.

Legislative Update

Board members received a list of proposed public health priority legislative bills numbered 1, 2, 3, 4, 5, 6, 8, 10, and 11. Public Health Director Sylvia Proud proposed that this list be updated and provided to the Board monthly. Sylvia requested approval for the Department to engage elected officials to support proposed public health related bills or have the Department's name put onto a 'fact sheet' for support. Staff members, who are experts on proposed bills, may be asked to testify during a legislative session. Legal counsel will look into the 'lobbying' restrictions the Department needs to adhere to according to the State. This topic could be a standing agenda item each month or if a quick response is needed, Sylvia will place a phone call to Board members. If Board members have any knowledge of the proposed bills, they could also contact Sylvia to expand on the details of the bills being presented. The Colorado Association of Local Public Health Officials (CALPHO) has a monthly conference call where legislative updates are presented. Any information Sylvia learns will be shared with the Board.

MOVED by Michael Nerenberg, seconded by Ed Brown, to have advocacy of legislative public health topics on the Agenda each month.

MOVED by Terry Hart, seconded by Michael Nerenberg, to allow Sylvia to support all of the proposed bills through CALPHO for the month of February, but monitor proposed bills number 2, 7, and 11.

MOTION CARRIED UNANIMOUSLY

G. **Operations and Administrative Services Division**

Financial and Contract Cost Reports

Financial reports for the end of January 2016 were presented to the Board. Revenues exceed expenditures by \$98,173.29.

MOVED by Donald Moore, seconded by Michael Nerenberg, to accept the financial reports as presented.

MOTION CARRIED UNANIMOUSLY

An audit conducted by the Colorado Department of Public Health & Environment, related to the Department's financial risk management system status was completed. A summary of the audit findings will be received and presented in the near future.

Contracts

VFC (Vaccine For Children) Site Visits April 1, 2016 – December 31, 2016 \$13,736

This is a task order contract from the Colorado Department of Public Health and Environment to provide funding for PCCHD to conduct VFC compliance site visits of VFC enrolled provider clinics. This contract did not require legal review

Immunization Core Services Project April 1, 2016 – June 30, 2016 \$22,226

The Colorado Immunization Branch has supplemental funds available for the 2016 IMM Core Services grant. The funds must be used to support one or more of the activities listed in the 2016 IMM Core Services scope of work and must be spent by June 30, 2016. This contract did not require legal review.

EPR Training Grant February 1, 2016 – June 30, 2016 \$11,711.12

These funds were awarded to the Department to provide training to increase capacity for preparedness response and recovery in Pueblo County by sending members of the South Region Healthcare Coalition to the National Workshop. This contract did not require legal review.

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

MOTION CARRIED UNANIMOUSLY

Environmental Health Division

Special Food Event

A Quality Improvement (QI) evaluation was done to improve and streamline the process for collecting license fees for special temporary events. Environmental Health Program Manager Vicki Carlton informed the Board the process was having a positive effect on event coordinators. A large-scale training will take place in March at the Pueblo Convention Center for event coordinators.

Community Health Services Division

Workforce Development Update

The Board was thanked for allowing the Department to close for the annual Workforce Development Day held February 15, 2016. The purpose of the day was to build public health expertise among all staff. Based on the Department's Workforce Development Plan, the day focused around identified priority competencies to include public health sciences, and leadership and systems thinking.

Disease Prevention and Emergency Preparedness

Zika Update

Zika is mosquito borne virus that was initially found in Africa, Asia, and parts of the Pacific. In 2015, an outbreak in the Western Hemisphere, in Brazil, resulted in a birth defect called microcephaly. This is a virus spread from the bite of an infected mosquito that can also be sexually transmitted from a person infected with Zika and transmitted from mother to baby. Zika virus is not currently found in the U.S., but cases have been reported in returning travelers. A public educational plan regarding Zika is being developed for presentations in May, 2016. This spring, public health will be promoting the same message used during West Nile virus season; use mosquito repellent, remove standing water from your property, stay indoors during dawn and dusk, or wear long sleeves and pants to protect yourself from mosquito bites.

Functional Exercise

A regional emergency preparedness functional exercise took place February 10, 2016; with 10 counties participating. The exercise focused on public health and involved testing the Emergency Operations Center. Several staff members also participated. A full-scale exercise is scheduled for 2017 in Pueblo.

H. **Old Business**

Public Health Director's Contract

The BOH gave direction to legal counsel to make necessary changes to the public health director's contract. Sylvia accepted the contract as presented.

MOVED by Donald Moore, seconded by Michael Nerenberg to ratify approval of the public health director's contract.

MOTION CARRIED UNANIMOUSLY

I. **New Business**

Dr. Nerenberg informed the Board, a community forum focusing on heroin will take place Wednesday, March 9, 2016, from 5:30 to 7:30 p.m. at the Rawlings Library in the Ryals room.

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, March 23, 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