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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, November 25, 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, October 28, 2015
- C. 12:05 -12:25 p.m. - **Public Health Director's Report**
  - Retail Food Establishment Stakeholder Process Update
  - Accreditation Update
  - PCCHD in the News
- D. 12:25 -12:55 p.m. - **Division Reports**

### **Operations & Administrative Services Division**

- 2016 Budget Update
- Financial and Contract Cost Reports

### **Community Health Services Division**

- Long Acting Reversible Contraceptive (LARC) Funding

### **Environmental Health Division**

- 2015 Creek Week Summary

- E. 12:55-1:00 p.m. - **Old Business**
- F. 1:00-1:05 p.m. - **New Business**
- G. 1:05 – 2:15 p.m. – **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.

***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 October 28, 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  
Terry A. Hart, Pueblo County Commissioner  
Ed Brown, City Council Member

**Absent:** 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

Shylo Dennison, Susan Gonzalez, Sandy Jimenez, Sarah Joseph, Kathy Nelson

**Guest:** Jaclyn Gazette, *Parkview Medical Center Nursing Intern*

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 Michael Nerenberg, to approve the September 23, 2015, BOH meeting minutes as submitted.

**MOTION CARRIED UNANIMOUSLY**

C. **Special Recognitions**

The following employees were recognized for their years of service to the Department: Kathy Nelson, 20 years, Sandy Jimenez and Susan Gonzalez for 30 years. Congratulations everyone!

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

**Accreditation Update**

A presentation was given to the Board on the number of hours spent on accreditation, what other health departments are doing as far as time spent overseeing the accreditation process, the benefits of accreditation, and what is being said nationally about the process. The Department is currently waiting on a 'completeness review,' which should be done sometime in November.

**Board of Health Meeting Dates for November and December**

The November BOH meeting date will remain as scheduled: November 25, 2015. A request was made to move the December BOH meeting to Wednesday, December 30, 2015, due to the Christmas holiday.

Request for Department Closure – Annual Holiday Luncheon

A request was made for the Board to approve closing the Department from 11:30 a.m. to 1:30 p.m. on Friday, December 11, 2015, in order for all staff members to participate in the annual holiday luncheon. Board members were also invited to attend.

**MOVED** by Michael Nerenberg, seconded by Ed Brown, to approve the Department closure for two hours December 11, 2015.

**MOTION CARRIED UNANIMOUSLY**

Board of Health By-Laws

The Board of Health By-Laws were last updated February, 2012. A recommended good business practice would be to update the By-Laws every two years unless changes require updates sooner. A potential addition to the By-Laws was proxy voting for Board members who are unable to attend a scheduled meeting. Legal counsel asked for input from the Board regarding any areas of concerns or changes they would like implemented. It was decided any changes the Board would like implemented will go to Sylvia and be reviewed by senior management; a draft will be given to legal counsel for review by the first of part of 2016.

2016 Proposed Budget Update Request

Sylvia informed the Board of the information she currently has regarding the proposed 2016 budget:

- Pueblo County's recommendation is to give the Department a 2 percent general fund allocation increase pending approval by the County Commissioners.
- Household Hazardous Waste event funding of \$15,000 is needed from the County; the City has granted the Department \$25,000. The funding will be used to hold a community event.
- City officials recommended flat funding for the Department in 2016.
- City officials will also fund \$75,000 for the Environmental Coordinator position for neighborhood clean-up events and education.
- Pueblo County officials requested a proposal on a youth intervention program to assist with stopping alcohol, tobacco, and recreational marijuana use. A program proposal was submitted to the County and is currently under review.

**Operations and Administrative Services Division**

Financial and Contract Cost Reports

Financial reports for the end of September 2015 were presented to the Board. Expenditures exceed revenues by (\$134,956.96).

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

**MOTION CARRIED UNANIMOUSLY**

Chemical Demilitarization Program 10/01/15-9/30/16 \$ 40,339.20

PCCHD received an option letter from CDPHE exercising its option for an additional term. The amount of the current Fiscal Year contract value is increased by \$40,339.20 to a new total contract value of \$162,356.80, as consideration for services ordered under the contract for the current fiscal year 2016. No legal review of this contract was required.

Indirect Cost Negotiation Agreement 01/01/16 – 12/31/16 \$ 0.00

The 2016 indirect cost rate will increase from the 2015 rate of 21.72 percent to 27.64 percent for 2016 and is used on grants and contracts with CDPHE. The rate is based on 2014 actual costs and reflects an increase in Administrative (indirect) costs in relationship to a decrease in direct costs for that period.

Vaxcare Service Agreement

This is a Vaccination Program that is being piloted to assist and support smaller practices in providing more complete variety of vaccinations to clients without taking additional financial risk and allowing

greater access for billing charges to various types of insurances. Legal has reviewed the agreement.

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

***MOTION CARRIED UNANIMOUSLY***

E. **Old Business**

The contract for the Public Health Director position will be presented in November.

F. **New Business**

None

**The next regular BOH meeting is scheduled for Wednesday November 25, 2015, at the Health Department, Third Floor Conference Room, at 12:00 noon.**

**MOVED** by Terry Hart, seconded by Michael Nerenberg, 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