Board of Health
AGENDA

A Board of Health meeting will be held Wednesday, November 28, 2018, at 12:00 noon in the THIRD FLOOR CONFERENCE ROOM C, 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 pm – Call to Order and Approval / Changes to Agenda
B. 12:05-12:10 pm – Approval of Board of Health Meeting Minutes held October 24, 2018
C. 12:10–12:15 pm – Special Recognitions
D. 12:15-12:45 pm – Featured Presentation: Medical Officer Update – Dr. Christopher Urbina
E. 12:45 – 12:55 pm - Public Health Director's Report
   ➢ General Fund Balance Policy and Financial Stability Plan Follow Up
   ➢ Proposed Personnel Policy Updates
F. 12:55-1:15 pm - Division Reports
   Operations & Health Promotion Division
   ➢ Monthly Financial Report
   ➢ Contracts
   ➢ Environmental Coordinator Program
   ➢ Vape Free November
   ➢ Vital Statistics Information
   Community Health Services Division
   ➢ Pueblo HIV Update
G. 1:15-1:20 pm - Old Business
H. 1:20-1:25 pm - New Business
The regular Board of Health meeting was held at the Pueblo Department of Public Health and Environment on October 24, 2018, in the Third Floor Conference Room C, at 12:00 noon.

Board Members Present:  
Eileen Dennis, RN, MBA, Board President  
Michael J. Nerenberg, MD, Board Vice President  
Ed Brown, City Council Member  
Donald Moore, CEO, Pueblo Community Health Center

Excused Absence:  
Garrison Ortiz, County Commissioner

Legal Counsel:  
Marci Day, Assistant County Attorney

Staff Present:  
Lynn Procell, Community Health Services Division Director  
Jody Carrillo, Environmental Health and Emergency Preparedness Division Director  
Katie Davis, Operations and Health Promotion Division Director  
Georgia Alfonso, Fiscal Officer  
Ramona Chisman-Ewing, Executive Assistant

Alicia Solis

Guest: Irene Kornelly, Colorado Citizens Advisory Commission Chair

A. **Call to Order and Approve or Make Changes to the Agenda**  
   Board President, Eileen Dennis, called the meeting to order and asked for approval of the Agenda.  
   
   **MOVED** by Donald Moore, seconded by Ed Brown, to approve the Agenda.  
   
   **MOTION CARRIED UNANIMOUSLY**

B. **Approval of Minutes**  
The draft September 26, 2018, minutes under ‘Budget Hearings’ states, “Board members also discussed the contingency funding in the budget and how the “fund” should be labeled.” Board member Donald Moore requested a more detailed account for the official meeting minutes. The recommended change was, “Board members discussed potential uses of the unassigned fund balance. The Board wishes to commit adequate resources for unforeseen events requiring a public health response and/or continuing to build towards a 90-day general operating fund reserve.”  

   **MOVED** by Ed Brown, seconded by Michael Nerenberg, to approve the September 26, 2018, BOH meeting minutes with the above changes as submitted.  
   
   **MOTION CARRIED UNANIMOUSLY**

C. **Featured Presentation – Chemical Demilitarization Update**  
Irene Kornelly, Chair for the Colorado Citizens Advisory Commission for Chemical Weapons Demilitarization updated the Board regarding activities at the Pueblo Chemical Depot (PCD). Irene updated the Board on the following:  
- Pueblo Chemical Agent-Destruction Pilot Plant (PCAPP)  
- Explosive Destruction System and Static Detonation Chamber  
- Baseline reconfiguration  
- Cleanup of the PCD facility

To date, 71,013 munitions, which is 10%, have been destroyed at PCAPP. The goal is to have all munitions destroyed by December 2023. There is an issue with lack of tank space to handle the secondary waste created by the destruction of the chemical warfare material. Some hydrolysate is
being shipped to another location in Texas. The original goal was to keep from shipping any tanks offsite, which is very expensive, so ideas to come up with more tank are being considered. There are thousands of munitions on the Depot in terrible shape internally, which makes them very fragile to handle and move. New technology called a Static Detonation Chamber will be used to handle these mortars to destroy them safely; three units have been ordered. One thousand munitions per week, for each unit, can be destroyed with the Static Detonation Chamber. Funds have been received to assist with cleanup of the PCD, so things are going quite well. To complete the cleanup of PCD, approximately an additional 250 million dollars is needed. Board Chair Eileen Dennis stated it is projected the transfer of the first parcel of cleaned up property to Pueblo Plex, is scheduled to happen in 2021. The transfer of all PCD property could take 50 to 75 years.

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

**Community Health Town Hall Information**

Community Health Services Director Lynn Procell informed the Board a Community Health Town Hall meeting will take place at the Department Friday, October 26, 2018, from 1:00 – 3:00 p.m. The Town Hall will highlight the Community Health Improvement Plan with a presentation by Department staff members on behavioral health.

**Department Holiday Luncheon**

All staff and Board members are invited to attend the Department’s annual holiday luncheon December 7, 2018. Lynn asked the Boards permission to close during this time so all staff may attend. Board members are also invited to attend.

**MOVED** by Ed Brown, seconded by Michael Nerenberg, to approve closure of the Department December 7, 2018, from 11:30 a.m. to 1:30 p.m. for the annual holiday luncheon.

**MOTION CARRIED UNANIMOUSLY**

**General Fund Balance Policy and Financial Stability Plan Follow Up**

The original General Fund Balance Policy and Financial Stability Plan was approved in 2017. Discussion took place last month about the Board’s wishes to commit adequate resources for unforeseen events requiring a public health response and/or continuing to build towards a 90-day general operating fund reserve. Different scenarios and incremental increases to the 90-day general operating fund reserve were discussed. Using a future Board of Health work session to review the policy with further clarification and analysis was suggested. Fiscal Officer Georgia Alfonso stated the fund balance policy will be reviewed again in 2019. Unassigned funds combined with the general operating funds currently equals the 90-day general operating fund reserve. The Department is currently at 60-day reserve. The Board suggested moving another 15 days of funds into reserves, which would be another $260,000. How much money to have in reserves, based on days of operation, will be discussed further at the November Board meeting or at the December work session.

E. **Division Reports**

**Operations and Health Promotion Division**

**Financial and Contract Cost Reports**

Financial reports for the end of September 2018 were presented to the Board. Revenue exceeded expenditures by $220,206.01.

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

**MOTION CARRIED UNANIMOUSLY**
**DEPARTMENT CONTRACTS**

**Las Animas County Public Health (WIC)**  
Las Animas County Public Health Department (LCPHD) and the Pueblo Department of Public Health and Environment (PDPHE). This MOU is to establish the terms, conditions and responsibilities between the parties for activities related to implementing, collaborative service provisions to the WIC program in Las Animas and Huerfano Counties in collaboration with the Colorado Department of Public Health and Environment (CDPHE). PDPHE and LCPHD will work collaboratively to implement a work plan to share support and expertise to ensure continuous quality for WIC participants. The expenses incurred for this collaboration will be reimbursed by CDPHE. Legal review approved.

**Bent County Public Health (WIC)**  
This contract is between Bent County Public Health (BCPH) and PDPHE. This Memorandum of Understanding is to establish the terms, conditions and responsibilities between the parties for activities related to implementing, collaborative service provisions to the WIC program in Bent County in collaboration with CDPHE. PDPHE and BCPH will work collaboratively to implement a work plan to share support and expertise to ensure continuous quality for WIC participants. The expenses incurred for this collaboration will be reimbursed by CDPHE. Legal review approved.

MOVED by Donald Moore, seconded by Michael Nerenberg, to approve the above contracts as presented.

**MOTION CARRIED UNANIMOUSLY**

**OTHER INFORMATION CONTRACTS:**

**WIC Breastfeeding Peer Counselor Program**  
10/1/18 – 9/30/19  
$211,397  
This contract is between CDPHE and PDPHE. This contract is to extend the funding to improve initiation and duration of breastfeeding among low income women within Colorado. There is no change in FTE, but an increase in funding of $11,019. The Grant Funding Option Letter to renew this contract requires no action by the Board of Health or legal review. (Option Letter 19- FHLA 112148)

**WIC Program**  
10/1/18 – 9/30/19  
$972,906  
This contract is between CDPHE and PDPHE. This contract is to extend the funding to administer the Special Supplemental Nutritional Program for Women, Infants, and Children (WIC). WIC offices across the state received a 3% funding reduction in their contract. A .5 FTE will be added to meet the needs of the oversite for Las Animas and Huerfano Counties and Bent County. Even though PDPHE did receive a reduction in WIC funding, the Department will receive additional funding for its oversite cost of both regions. The overall funding is an increase of $4,921. The Grant Funding Option Letter to renew this contract requires no action by the Board of Health or legal review. (Task Order 19 FHLA 112130)

**Family Planning**  
7/1/18-6/30/19  
$43,043  
This contract is between CDPHE and PDPHE extends the federal funding of the Family Planning Program. The original contract for July 2018 - June 2019 was for state funding only; the federal funding has been approved and is now available. This contract also includes funding to provide services related to sexually transmitted diseases. This is a contract amendment for a change in funding and requires no action by the Board of Health or legal review. (Amendment #2 19 FHLA 113545)

**Pueblo Tobacco Education Prevention Program**  
7/01/18 – 6/30/19  
-$6,859  
This a contract between CDPHE and PDPHE. This Option Letter decreases funding for the Pueblo Tobacco Education Prevention Program, due to the decrease in Amendment 35 funding related to tobacco tax dollars collected in Colorado. This contract was discussed at the September 26, 2018,
Board of Health meeting. This Grant Funding Option Letter requires no action by the Board of Health or legal review. (Option Letter 19 FHLA 118515).

F. **Old Business**
   None

G. **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, November 28**, at the Health Department, Third Floor Conference Room C, at **12:00 noon**.

   Eileen Dennis, Board of Health President
   Director

   Sylvia R. Proud, MS, IPMA-SCP, Public Health