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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-SCP

AGENDA

A Board of Health meeting will be held **Wednesday, October 26, 2016**, at **12:00 p.m.** 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 **Wednesday, September 28, 2016**
- C. 12:10-12:15 pm - **Special Recognitions**
- D. 12:15-12:30 pm – **Featured Programs** – Colorado Smelter Update – (Aaron Martinez/Alicia Solis)
- E. 12:30-12:45 pm - **Public Health Director's Report**
 - Beulah Hill and Junkins Fire Updates
 - Ratification of Fee Waivers from Beulah Hill Fire
 - Reduction of Well Water Testing Fees for Custer County
 - Annual Holiday Luncheon Closure Request
- F. 12:45-1:00 pm - **Division Reports**

Operations & Health Promotion Division

- Monthly Financial Report
 - Contracts
 - Auditor Selection Process
 - Community Health Assessment Public Announcement Event
- G. 1:00-1:05 pm - **Old Business**
 - H. 1:05-1:10 pm - **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 September 28, 2016, in the Third Floor Conference Room C, at 12:00 p.m.

Board Members

Present: Eileen Dennis, RN, MBA, President
Michael J. Nerenberg, MD, Vice President
Donald Moore, CEO, Pueblo Community Health Center
Ed Brown, City Council Member
Terry A. Hart, County Commissioner

Legal Counsel: Marci Day, Assistant County Attorney

Staff Present: Sylvia Proud, MS, Public Health Director
Lynn Procell, Community Health Services Division Director
Katie Davis, Operations and Health Promotion Division Director
Vicki Carlton, Environmental Health and Emergency Preparedness Program Manager
Georgia Alfonso, Fiscal Officer
Ramona Chisman-Ewing, Executive Assistant

Vanessa Brazee, Nicole Cawrse, Margaret Comstock, Jill Filer, Josh Gallegos, Sarah Joseph

Guests: Irene Kornelly, *Colorado Citizens Advisory Commission for Chemical Weapons Demilitarization 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 Ed Brown, seconded by Donald Moore, to approve the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Ed Brown, seconded by Michael Nerenberg, to approve August 24, 2016, 2016, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Special Recognitions**

Josh Gallegos was recognized by the Colorado Environmental Health Association (CEHA) in Breckenridge. Josh to receive an outstanding Environmental Health Specialist award. He showed outstanding leadership and planning for the CEHA conference. Josh also helps produce PIO news releases for the Environmental Health and Emergency Preparedness Division, as well has his other duties assigned which include Body Art, Food, and Solid Waste inspections. Congratulations Josh!

D. **Featured Programs**

Pueblo Chemical Depot (PCD) Update

Irene Kornelly, Chair for the Colorado Citizens Advisory Commission for Chemical Weapons Demilitarization updated the Board regarding the Explosive Destruction System, Pueblo Chemical Agent-Destruction Pilot Plant (PCAPP), permitting of PCAPP, Pueblo Chemical Depot (PCD), and PuebloPlex. September 7, 2016 the chemical weapons demilitarization began. As of September 18, 2016, 148 weapons had been destroyed. The Explosive Destruction System that was used to destroy the leaking weapons is still active but temporarily closed. It has been cleaned and decontaminated and will remain closed until needed in the future. Irene highlighted what is working well and the challenges of the PCAPP. Up to 80,000 munitions can be destroyed under the Research, Development and Demonstration permit. The PCD mission includes support of PCAPP: transfer of weapons from the

igloos to PCAPP. PuebloPlex is the organization designated by the state to receive property transferred by the Army from the PCD. The first transfers of land are anticipated in early 2018 and will continue for several years. Development of the 23,000 acre property will take generations.

Emergency Preparedness Month

The Board was given an update regarding National Preparedness Month 2016. Emergency Preparedness and Response is a core public health service. The Department has an emergency operations plan, which is tested on an annual basis. There is a full-scale exercise planned for June 15-17, 2017; this is a state-wide exercise. Pueblo is the regional transfer point for the Strategic National Stockpile. Board members were informed of their role should an emergency occur. Board members will be invited to the tabletop exercise that will take place February 7, 2017 from 9:30 a.m. to 1:30 p.m.

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

Emergency Preparedness and Response (EPR) Full Scale Exercise 2017

A full-scale EPR exercise will take place June 15-17, 2017. This is a statewide exercise led by the Colorado Department of Public Health and Environment. The purpose of the exercise is to test the Department's ability to receive and distribute assets in the event of a real-life emergency. Saturday, June 17, 2017, all staff will participate in the exercise. Board members were invited to observe and if interested, can contact Public Health Director Sylvia Proud. Due to the exercise, Sylvia may request an alteration to the workweek for the Department. In the past, if all Department staff members worked on Saturday for an exercise or event, the Department was closed the following Monday. It easier to offset the workweek then to try and have all staff stagger time off during the week. As plans finalize, Sylvia will present the proposed schedule to the BOH for approval.

Tobacco Prevention Public Health Resolution

Per discussion at last month's BOH meeting on public health resolutions, Board members were emailed a copy of the draft Tobacco Prevention Public Health Resolution to review. Information on the Pueblo BOH resolution includes Pueblo County data related to tobacco use. The local data was taken from the Behavioral Risk Factor Surveillance System (BRFSS 2013-2014) and the Healthy Kids Colorado Survey (2015). Information was also gathered from the fact sheet provided by The Campaign for a Healthy Colorado. Three Board members responded the resolution was fine as drafted. Legal counsel, Marci Day reviewed the resolution and no changes were recommended. Marci was also thanked for her review of the resolution. Operations and Health Promotion Division Director Katie Davis was given special thanks for updating the resolution with Pueblo data.

MOVED by Michael Nerenberg, seconded by Donald Moore, to approve the Tobacco Prevention Public Health Resolution as presented.

MOTION CARRIED UNANIMOUSLY

Personnel Policies

It is the standard operating procedure for PCCHD to review and update the personnel policies every two years; the last update in 2014. The policies and suggested updates have been reviewed by legal counsel at Mountain States Employers Council, as well as the Department's legal counsel, Marci Day. On September 23, 2016, an email to all Board members outlining the primary policy updates was sent:

1. **Policy 2.4: Employment of Relatives** (added verbiage to the current policies regarding marriage between two employees while both are employed with PCCHD, including civil unions). Legal will look into this policy as far as the terminology use of "may not or will not" when it comes to supervision of a relative.
2. **Policy 4.8: Professional Development** (added clarifying information regarding the length of time for an employee to be eligible for the professional development benefit if the employee is on or had previously been on a performance improvement plan).
3. **Policy 6.6: Family and Medical Leave Act (FMLA)** (total revision of the former policy in a more standardized format; the previous policy had addendums and now the policy is up-to-date in all aspects of the Act).

4. **Policy 8.1: Drug and Alcohol Free Workplace** (added additional clarifying information regarding an employee taking medication that may affect his/her behavior while at work and the responsibility of the employee and Department in that process).

Approval of the policies was requested for implementation on October 1, 2016.

MOVED by Donald Moore, seconded by Terry Hart, to adopt the updates to the personnel policies effective October 1, 2016, pending legal counsel's review of terminology usage in policy 2.4.

MOTION CARRIED UNANIMOUSLY

F. **Division Reports**

Operations and Health Promotion Division

Financial and Contract Cost Reports

Financial reports for the end of August 2016 were presented to the Board. Expenditures exceed revenues by (\$113,172.41).

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

MOTION CARRIED UNANIMOUSLY

Contracts

Baby & Me Tobacco Free MOU 7/1/2015 – 6/30/2018 \$ 4,000.00

The Rocky Mountain Health Plans Foundation is providing funding to reduce tobacco use of prenatal and postpartum women by educating and monitoring tobacco abstinence.

EPR 7/1/2016 – 06/30/2017 \$ 0.00

Colorado Department of Public Health & Environment has submitted an amendment to the contract approved at the May's Board of Health. The amendment only affects verbiage regarding the vacancies of EPR personnel and the notification to CDPHE OEPR PHEP of the details regarding the individual leaving and the details of the replacement individual; it does not affect the deliverables nor budget.

Lead Monitoring 9/30/16 – 9/29/17 \$ 5,000.00

This project serves to provide operational funding to local public health agencies that experience the largest burden of elevated childhood blood lead cases in Colorado. This is a new contract from CDPHE, which allows PCCHD "to actively participate in CCLPPP workgroups and meetings to develop efficiencies through the development of systematic guidelines, processes, and reporting requirements for elevated blood lead cases." This contract is in the form of a Purchase Order (PO) and has been approved by Legal.

Maternal & Child Health 10/1/2016 – 09/30/2018 \$ 229,898.00

Colorado Department of Public Health & Environment is providing funds to cover costs related to "...develop, implement and evaluate a comprehensive plan in accordance with state and federal Maternal Child Health (MCH) guidelines, to improve the health and well-being of the MCH population including children with special health care needs."

STI (Sexually Transmitted Infections) Drugs 1/1/2017 – 12/31/2021 \$ 0.00

Colorado Department of Public Health & Environment contracts with PCCHD to provides medication for treatment of sexually transmitted infections (STI) for eligible clients.

MOVED by Donald Moore, seconded by Michael Nerenberg, to accept the above contracts.

MOTION CARRIED UNANIMOUSLY

Information Contracts Only:

Colorado Health Assessment and Planning Systems (CHAPS) 10/1/16 – 9/30/17 \$ 25,000.00
Colorado Department of Public Health & Environment will award \$25,000 to ensure accomplishment of the public health improvement activities for Pueblo County. Does not require Board of Health approval.

Chemical Demilitarization 10/1/2016 – 9/30/2017 \$ 40,339.20
Colorado Department of Public Health & Environment is providing funding to cover the cost to provide support to the Pueblo County Commissioners on the activities regarding the demilitarization of the chemical weapons at the Pueblo Chemical Depot. The option letter to renew this contract has been received and requires no action by the Board of Health.

WIC 10/1/2016 – 9/30/2016 \$983,246.00
Colorado Department of Public Health & Environment is providing funding to provide nutritional support and education for pregnant women, infants and children. \$15,340 is for participation to support pilot initiatives. The option letter to renew this contract has been received and requires no action by the Board of Health.

WIC Breastfeeding Peer Counselor 10/1/2016 – 9/30/2016 \$ 147,838.00
Colorado Department of Public Health & Environment is providing funding to provide support for breastfeeding support to WIC clients. The option letter to renew this contract has been received and requires no action by the Board of Health.

Family Planning 7/1/2016 – 6/30/17 \$45,529.00
Colorado Department of Public Health & Environment is providing additional funding to support Family Planning services and product. No action is required by the Board of Health.

GASB 68 Reporting Related to PERA
PERA is being required to audit some participants to ensure PERA reporting is being done correctly. The Department was chosen and will be audited on census sometime in January. Board members were given a binder containing the final audit report. The only change was CSEPP was added to item number seven on the last page of the audit report.

The Board asked about the process to select an auditor for the Department and the criteria needed to do the audit. An auditor is selected every three years by bid selection. The process will be given to the Board at the next meeting.

Creek Week
Creek Week started last weekend and will go for the whole week. Saturday, October 1, 2016, Department members will be at Runyon Lake from 8:00am to 12:00 noon. Interested Board members may participate in the Creek Week cleanup as well.

Environmental Health and Emergency Preparedness Division

Body Art Regulations
Body Art Regulations were adopted in May 2016. Evaluation of the fees was done since fees have not been adjusted since 2005. Currently, there are approximately 19 Body Art facilities. A fee of \$126 is charged for a 'certificate of approval' and a plan review application fee costs \$75. An evaluation of the hours needed to inspect and complete paperwork was done. The proposed cost for inspections, plan reviews and staff member time would be \$280. Other health agencies were also contacted to ensure the Department would be charging a fair and justifiable amount. Board members suggest a \$50 late fee be added to the regulations if a business is more than 10 days late. First time notices for renewals will go out in November with a second notice in December.

MOVED by Terry Hart, seconded by Ed Brown, to accept the new Body Art Regulation and late charge fees effective January 1, 2017

MOTION CARRIED UNANIMOUSLY

G. **Old Business**
None

H. **New Business**

- Donald Moore asked if the Department's VFC (Vaccine For Children) flu vaccine should be arriving soon. The Department will be receiving VFC vaccine this week.
- The Department Strategic Plan goes through 2017. A new plan will be developed in 2017 to be implemented in 2018. It was suggested to present the Public Health Director's vision of the strategic planning process for the Department at a Board meeting, as this would be insightful for Board members.
- Donald also suggested having a Board self-assessment pertaining to how the Board functions, Board meetings, etc.

MOVED by Donald Moore, seconded by Michael Nerenberg, to adjourn the Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

The next BOH meeting is scheduled for **Wednesday, October 26, 2016**, at the Health Department, Third Floor Conference Room C, at **12:00 p.m.**



Eileen Dennis, Board of Health President



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