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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-CP

AGENDA

The regular Board of Health meeting will be held **Wednesday, September 23, 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, August 26, 2015
- C. 12:05 – 12:10 p.m. - **Special Recognitions**
- D. 12:10 – 12:30 p.m. - **Featured Program** – Agency for Toxic Substance and Disease Registry (ATSDR)
- E. 12:30 -12:50 p.m. - **Public Health Director's Report**
 - Medical Officer Update
 - Retail Food Establishment Stakeholder Process (HB-1226)
 - Public Health in the Rockies Conference
- F. 12:50 -1:00 p.m. - **Division Reports**
 - Operations & Administrative Services Division**
 - Financial and Contract Cost Reports
- G. 1:00-1:05 p.m. - **Old Business**
- H. 1:05–1:10 p.m. - **New Business**

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**PUEBLO CITY-COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH**

MINUTES

The regular Board of Health meeting was held at the Health Department on August 26, 2015, in the **Third Floor Conference Room**, at 12:00 p.m.

Board Members

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

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

Vicki Carlton, Margaret Comstock, Mary Davis, Shylo Dennison, Lisa Gonzales, Stacy Herrera, Sarah Joseph, Jeff Mara, Jenna Ward, Chad Wolgram,

Guests: Irene Kornelly, *Chair, Citizens Advisory Commission for Chemical Weapons Demilitarization*, Gayle Perez, *The Pueblo Chieftain*

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. A request was made to add a LARC (Long Acting Reversible Contraceptive) update to the Public Health Director's Report

MOVED by Ed Brown, seconded by Donald Moore, to approve the changes to the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Michael Nerenberg, seconded by Donald Moore, to approve the July 22, 2015, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Special Recognitions**

Environmental Health Specialist Jeff Mara was recognized for 10 years-of-service to the Department. Congratulations Jeff!

D. **Featured Programs**

Pueblo Chemical Depot Update

Pueblo Chemical Depot Demilitarization Project Coordinator, Irene Kornelly gave an update to the Board of Health regarding the EDS (Explosive Destruction System); PCAPP (Pueblo Chemical Agent Pilot Program) readiness; provisional operations; integrated facilities testing; optimization- level 1, 2, 3; integrated operational demonstrations; and other updates at the local and state levels.

Terry Hart informed the Board, Pueblo County was awarded 10 million dollars in Direct Impact Funds (DIF) to be disbursed to various agencies for reimbursement of work and expense that has been

incurred related to the Pueblo Chemical Stockpile Emergency Preparedness Program. It is still unknown when or the monetary amount the Department will receive from the County. The funds are being held by the County Commissioners in a restricted account that cannot be used for any other purpose until they decide when and how to disburse them. Terry stated it is possible the Department will see some reimbursement in 2016; he also said to again make a formal request for reimbursement for expenses incurred. Terry was informed the DIF are separate from the Department's annual budget request.

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

Accreditation Update

Public Health Planner Shylo Dennison gave an accreditation update to the Board. A presentation regarding accreditation will be given in September at the Colorado Public Health in the Rockies Conference. An all staff survey about accreditation was conducted to learn if staff members understood the reasons and benefits for obtaining accreditation, how it will affect their work and the jobs they do through standardization and Department branding.

CHS (Community Health Services) Division Restructure

Sylvia Proud updated the Board regarding various positions in the CHS Division and the need for restructuring of the division. CHS has reduced employees from 41 in 2012, to 34 in 2015, (17 percent reduction in the workforce due to reduced funding in WIC, Family Planning, etc.). After evaluating/analyzing the needs of the division and workloads, the decision was made to keep the Associate Director position vacant. Implementing the division restructure will lead to savings of the overall Department budget of approximately \$70,000.

Summertime Diseases Update

Board members were given a copy of the handout 'Summertime Diseases Carried by Wildlife' that was distributed through the media and the Department website.

- There was one human fatality related to plague in early August. The presence of plague was confirmed in southwest Pueblo County following a die off of a prairie dog colony; fleas found in the colony were tested and came back positive. Mailings went out to the individuals in the area about plague activity and precautions to take. Department staff members, from various divisions, did an outstanding job in responding to this situation. The death resulted in significant news media (local, state, national and international).
- An adult tested positive for West Nile virus in late July.

ATSDR (Agency for Toxic Substance and Disease Registry) Scheduled Visit to Pueblo, September 2015

The following schedule is a list of dates, locations, and times ATSDR will be presenting its lead investigation report findings to community members in Pueblo County:

- September 8, 2015 - Mailing of Lead Exposure Investigation report to various entities
- September 8, 2015 - Press release issued by ATSDR
- September 21, 2015 – City Council, 5:30 pm, CSU Pueblo
- September 22, 2015 – Board of County Commissioners(BOCC), 10 am, BOCC Chambers
- September 23, 2015 – Board of Health, 12 noon
- September 25, 2015 – St. Mary's Church, 11 am, Eilers community Q & A session
- September 25, 2015 – Pueblo Library Ryals Room, 5 pm, community presentation (Community Advisory Group, etc.) Q & A
- Medical community presentations throughout the week

PCCHD in the News and Publication

The Board was informed of articles that have been in the news lately regarding various public health issues.

- *Promoting Evidence-Based Decision Making in a Local Health Department, Pueblo City-County, Colorado*, was given to Boards members. In 2013, the Department hosted an intern, Anna Hardy from St. Louis University, to evaluate how EBDM (Evidence Based Decision

Marking) was being implemented at the Department. Anna, Public Health Director Sylvia Proud, Medical Director Dr. Nevin-Woods, and Ross Brownson, PhD co-authored the article.

- *PULP*: An article was written in the July edition on food truck permitting; the Environmental Health Division was noted for being helpful and assisting vendors throughout the process of getting started in the food truck business.

Long Acting Reversible Contraception (LARC) Update

The Colorado Department of Public Health and Environment announced several organizations have pledged \$2 million to continue the successful family planning initiative. Details regarding how and when funds will be distributed to local health departments and if the guidelines will remain are still unknown. Pueblo has experienced a 40 percent decrease in teen pregnancy rates between 2009 and 2014.

Disease Prevention and Emergency Preparedness Division

Emergency Preparedness Presentation

September is National Emergency Preparedness Month. Staff members Margaret Comstock and Lisa Gonzales gave a presentation to the Board regarding the various activities that will take place next month involving all staff participation. Board members were given a copy of the Emergency Preparedness newsletter, and informed of the weekly themes for September:

- Family
- Neighborhood
- Work and School
- Global Travel
- Online Communities

Board members were also informed of other activities planned to engage all staff, as well as community members, throughout the month of September.

Environmental Health Division

Variance Request...

A variance request was made to the Department to allow the use of a composting toilet and grey water system to serve the sanitary needs of a residence located at 3436 Pickney Rd., Rye, Colorado. Department staff members recommended approval of the variance contingent upon the following stipulations:

The composting toilet must be sufficiently sized for the maximum occupancy of the structures on the property.

- The composting toilet must be an approved make and model by the Colorado Department of Public Health and Environment and National Sanitation Foundation or equivalent.
- The grey water system must be adequately sized based on maximum occupancy and number of fixtures in the home.
- If the owner/occupant wants to remove the composting toilet and connect a traditional toilet to the grey water system, an Onsite Wasterwater Treatment System remodel permit must be applied for and the system be sized appropriately.

MOVED by Donald Moore, seconded by Michael Nerenberg, to grant the variance request based on the above staff recommendations/stipulations.

MOTION CARRIED UNANIMOUSLY

Operations and Administrative Services Division

Financial and Contract Cost Reports

Financial reports for the end of July 2015 were presented to the Board. Expenditures exceed revenues by (\$65,495.67).

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

MOTION CARRIED UNANIMOUSLY

Maternal Child Health Program for Children w/Special Needs 10/1/15 – 9/30/16 \$ 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.” The amount is \$15,223 less than the previous year’s contract. The funds came in the form of a Task Order, which was approved by Legal.

WIC Breastfeeding Peer Counselor Program 10/1/15 – 9/30/16 \$ 136,250.00
PCCHD received an option letter from CDPHE exercising its option for an additional term. The 2016 contract value is \$136,250, which is an increase of \$11,250 from 2015. This contract has been approved by Legal.

WIC Program 10/1/15 – 9/30/16 \$ 936,698.00
PCCHD received an option letter from CDPHE exercising its option for an additional term. The 2016 contract value is \$936,698, which is an increase of \$896 from 2015. This contract has been approved by Legal.

Lead Monitoring 9/30/15 – 9/29/16 \$ 5,000.00
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.

Lead Equipment Statement Of Work 8/15/15 – 9/30/15 \$ 8,498.50
This project serves to provide local public health agencies with equipment needed to perform healthy home inspections. This contract is in the form of a PO and is being reviewed by Legal.

Immunization Rack Project 9/1/15 – 6/30/16 \$ 15,000.00
This Rates Assessments in Child Care and Kindergarten (RACK) Project serves to improve the up-to-date rates of kindergarten students in Colorado schools and children attending child care centers. The project focuses on assessing immunization status and determining rates of required immunizations. This contract is being reviewed by Legal.

Building Chronic Disease Prevention Capacity 10/1/15-9/30/16 \$ 25,000.00
This funding will afford PCCHD the opportunity to bring healthcare partners and providers together to determine gaps and form partnerships in order to address potential population health improvement strategies to decrease rates and improve quality of treatment for those with a chronic disease in the community. This contract is being reviewed by Legal.

Ebola Phase II 9/1/15 – 6/30/16 \$ 15,000.00
The purpose of this funding is to enhance Colorado’s ability to Prevent, Prepare for, Respond and Recover from Ebola Virus Disease (EVD), by enhancing laboratory capacity and capability; disease surveillance; public and risk communication; state and local Ebola Concept of Operations Plans. This contract has been approved by Legal.

Temple Hoyne Buell Foundation 9/1/15 – 6/30/16 \$ 30,000.00
A grant for the Adolescent Pregnancy Prevention Program has been approved and an Award letter received. This Award Letter did not require Legal review.

MOVED by Michael Nerenberg, seconded by Donald Moore, to accept the above contracts pending legal review if needed.

MOTION CARRIED UNANIMOUSLY

F. **Old Business**
Budget Update

Next steps are to meet with City Manager Sam Azad to review the Department’s 2016 budget

request. County Commissioner's budget hearings should start sometime in September. A request will be made to the County to present the Department's 2016 budget. The Finance Committee would like to meet prior to the final adoption of the 2016 budget by Board of Health to brainstorm 'what if scenarios.' In October, more details regarding items such as health insurance costs, etc. will be known and a better picture of the 2016 budget can be presented to the Finance Committee.

G. **New Business**
None

H. **Executive Session**

MOVED by Donald Moore, seconded by Michael Nerenberg, to adjourn the Board of Health meeting and convene into Executive Session.

MOTION CARRIED UNANIMOUSLY

Convened into Executive Session to discuss the following:

- 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.
- For a conference with the Board's Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b)

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

MOTION CARRIED UNANIMOUSLY

Board members, after thorough discussion and engagement with legal counsel, weighing the risks and benefits of a proposed contract pertaining to the Public Health Director's position, made the following motion:

MOVED by Donald Moore, seconded by Michael Nerenberg, to have legal counsel draft a contract for presentation to Sylvia Proud that takes into consideration all necessary legal protections as outlined by legal counsel in a memo to the Board dated August 26, 2015, to include a three-month severance provision.

MOTION CARRIED UNANIMOUSLY

The next regular BOH meeting is scheduled for Wednesday September 23, 2015, at the Health Department, Third Floor Conference Room, at 12:00 noon.

MOVED by Michael Nerenberg, seconded by Donald Moore, 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