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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, September 28, 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, August 24, 2016**
- C. 12:10-12:15 pm - **Special Recognitions**
- D. 12:15-12:50 pm – **Featured Programs** – Pueblo Chemical Depot Update (Irene Kornelly) and Emergency Preparedness Month (Margaret Comstock, Vanessa Brazee, and Jill Filer)
- E. 12:50-1:15 pm - **Public Health Director's Report**
 - Emergency Preparedness & Response Full Scale Exercise 2017
 - Tobacco Prevention Public Health Resolution
 - Personnel Policies
- F. 1:15-1:45 pm - **Division Reports**

Operations & Health Promotion Division

- Monthly Financial Report
- Contracts
- GASB 68 Reporting Related to PERA
- Creek Week

Environmental Health and Emergency Preparedness Division

- Body Art Regulation Fees

- G. 1:45-1:50 pm - **Old Business**
- H. 1:50-1:55 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 August 24, 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

Absent: 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
Jody Carrillo, Environmental Health and Emergency Preparedness Division Director
Georgia Alfonso, Fiscal Officer
Ramona Chisman-Ewing, Executive Assistant

Mary Cristelli, Sarah Joseph

Guests: Mitchell Downs, *Osborne, Parsons & Rosacker, LLP*

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 report regarding the Fair Campaign Practice Act under the Public Health Director's Report and an EPA Lead program update under Environmental Health and Emergency Preparedness Division report.

MOVED by Ed Brown, seconded by Michael Nerenberg, to approve the changes to the Agenda.

MOTION CARRIED UNANIMOUSLY

B. **Approval of Minutes**

MOVED by Ed Brown, seconded by Michael Nerenberg, to approve July 27, 2016, BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

C. **Special Recognitions**

Health Educator Mary Cristelli was recognized for five years of dedicated service to the Department. Congratulations Mary!

D. **Featured Program**

2015 Department Audit Report

Auditor Mitchell Downs from Osborne, Parsons & Rosacker, LLP gave a summary of the annual audit results. Overall, the 2015 Department audit went very well. Prior to this presentation, the auditors met with the Department's Finance Committee and thoroughly reviewed the results of the Department's audit. The major change this year is all government entities in Colorado are required to put their estimated portion of the unfunded pension liability on their balance sheet; this is a very complex calculation/estimate.

- No significant deficiencies related to internal control

- No instances of noncompliance material to the financial statements
- No significant deficiencies or material weaknesses
- No audit findings relative to the major federal award programs; the programs tested were the Chemical Stockpile Emergency Preparedness Program and Women, Infant, and Children (WIC)
- The Department was determined to be a low-risk auditee

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

ByLaws Update

The second round draft of the Board of Health ByLaws has been reviewed by the Board. Based on input from Board members, some suggested changes to the ByLaws were discussed and once agreed on, will be submitted to legal counsel for review:

- Proxy voting
- Indemnification of Officers and Directors
- Adding Core Services
- Unrestricted cash reserves fund of 15 percent
- Language regarding Conflict of Interest
- Board membership: appointment, terms, removal vacancies, etc.

Public Health Director Sylvia Proud was charged with researching other public health entities bylaws and researching if other Boards of Health have separate Board policies, which are not included in the bylaws.

Department Reorganization Update

It has been three months since the Department's reorganization; staff members, that had to relocate to other areas, have been moved. Staff members involved in the reorganization continue to transition responsibilities from one division to another. Senior Management transition is working well and good communication is occurring between all Division Directors as a team: Katie Davis, Lynn Procell, and Jody Carrillo. Jody Carrillo is shadowing Environmental Health specialists to special events (Bands in the Backyard; State Fair) to learn about the retail food establishment program and challenges the division staff members face. The new Budget and Finance Officer Georgia Alfonso has taken over the budget/finance office in a very efficient manner and is doing a good job of realigning program codes to the divisions, etc.

APHA (American Public Health Association) Annual Meeting

The annual APHA conference will be held in Denver October 29 – November 2, 2016. The theme is 'Creating the Healthiest Nation: Ensuring the Right to Health.' Board members were given copies of the conference schedule and topics that will be presented. Board members were invited to attend the whole conference or just one day, as funds have been budgeted for Board attendance to an annual conference. Interested Board members are to contact Sylvia as soon as possible to arrange accommodations and registration.

Grant Updates

The Department is applying for two grants to continue the work of the Adolescent Pregnancy Prevention Program through the David & Lucille Packard Foundation and the Temple Hoyne Buell Foundation

Board members were also informed of the funding awarded to the Department:

- Youth Intervention Program funding from Pueblo County for Botvin Life Skills in middle schools
- Regional Health Connector Host Organization through Colorado Health Institute. This is a new workforce dedicated to improving the coordination of local services to advance health and to address the social determinants of health.

Board members requested to approve policy guidelines when applying for grants. There are currently informal policies in place when applying for grants.

Fair Campaign Practice Act

Legal Counsel reviewed some of the protocols that need to be followed by Board members when politically endorsing a policy/stance:

- Can respond to an unsolicited question
- A member of the Board can pass policy making responsibilities
- Spend less than \$50 of public monies to send letters, calls, or other activities to express an opinion
- Spend public monies to expense a factual summary (arguments for both sides)
- Individual Board members can express their personal opinions
- The Board can pass a resolution in a position of advocacy or opposition to a particular ballot issue and report the outcome in an established customary means other than advertising
- Board members can expend personal funds or personal time for voter issues

Board members requested formal guidelines or policies be developed for Board members regarding endorsing ballot issues publicly.

F. **Division Reports**

Operations and Health Promotion Division

Financial and Contract Cost Reports

Financial reports for the end of July 2016 were presented to the Board. Expenditures exceed revenues by (\$97,867.25).

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

MOTION CARRIED UNANIMOUSLY

Contracts

There were no contracts to present this month.

Community Health Assessment (CHA) Update

The Board was updated on how the CHA process is going and what community health issues in Pueblo are being prioritized based on primary and secondary data analysis. To date, Obesity/Metabolic Syndrome and Substance Abuse/Mental Health may become the priorities for the next five years. Next steps for the CHA Steering Committee will be determining an effective strategy to inform the community and receive feedback regarding the priorities.

Environmental Health and Emergency Preparedness Division

Regulations Changes and Fee Review

The Board was informed that all Environmental Health and Emergency Preparedness programs that charge a fee are being reviewed:

- Body Art
- Emergency Medical Services
- Child Care Facilities
- Food Service Sanitation
- Marijuana Compliance
- Mobile Home Parks
- Pools/ Hot Tubs
- Public Accommodations
- Residential Housing
- Trash Haulers
- Sewage Control Water Quality
- Tobacco Ordinance Enforcement
- Laboratory
- Retail Food Licensing for Special Events
- Onsite Wastewater Treatment Systems

The fees for the majority of these programs have not been increased since 2008. A timeline and analyzing costs of inspection, field visits, written reports, follow ups, etc. is being developed. A plan will be developed to review these program on a one or two year rotation so if any increases are needed, they will be incremental for businesses. Recommendations changes/updates will be prioritized and brought to the Board for approval a few programs at a time.

EPA Blood Level Testing Program Update

Board members were informed EPA Lead program team members will be attending the Bessemer Academy's Parent Night September 1, 2016, to perform lead blood level testing.

State Fair Inspections

Food vendor inspections for State Fair vendors and monitoring for illegal food vendors at the parades will begin this month.

G. Old Business
None

H. New Business
None

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

MOTION CARRIED UNANIMOUSLY

The next BOH meeting is scheduled for **Wednesday, September 28, 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