Board of Health
AGENDA

A Board of Health meeting will be held Wednesday, February 27, 2019, 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 January 23, 2019
C. 12:10 – 12:15 pm – Special Recognitions
D. 12:15 – 12:20 pm – Election of Officers
E. 12:20 – 12:25 pm – Public Comment
F. 12:25 – 12:40 pm - Public Health Director’s Report
   ➢ Public Health Transformation
   ➢ Legislative Update
G. 12:40 - 1:00 pm - Division Reports Operations & Health Promotion Division
   ➢ Monthly Financial Report
   ➢ Contracts
   ➢ Public Health Accreditation Board (PHAB) Annual Report
Community Health Services Division
   ➢ Practice Management / Electronic Health Record

Environmental Health and Emergency Preparedness
   ➢ Onsite Wastewater Treatment Systems (OWTS) Process/Update
   ➢ Food Bank Inspection

H. 1:00 - 1:05 pm - Old Business

I. 1:05 - 1:35 pm - New Business
   ➢ Convene 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.
The regular Board of Health meeting was held at the Pueblo Department of Public Health and Environment on January 23, 2019, 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
- Garrison Ortiz, County Commissioner

**Legal Counsel:**
- Marci Day, Assistant County Attorney

**Staff Present:**
- Sylvia Proud, Public Health Director
- Lynn Procell, Community Health Services Division Director
- Chad Wolgram, Environmental Health and Emergency Preparedness Division Program Manager
- Katie Davis, Operations and Health Promotion Division Director
- Georgia Alfonso, Fiscal Officer
- Ramona Chisman-Ewing, Executive Assistant
- Vicki Carlton, Justin Gage, Sarah Joseph, Ron Sasoka, Alicia Solis, Dr. Chris Urbina, Zak VanOoyen

**Guest:**
- Thomas Joseph, Danielle Hartman, *Colorado Backhoe Service*

**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 Michael Nerenberg, to approve the Agenda.

*MOTION CARRIED UNANIMOUSLY*

**B. Approval of Minutes**

MOVED by Ed Brown, seconded by Donald Moore, to approve the December 19, 2018, BOH meeting minutes as submitted.

*MOTION CARRIED UNANIMOUSLY*

**C. Special Recognitions**

Board member Dr. Nerenberg was recognized, by a community member, for displaying the Department’s Core Values through his work and compassion with the needle exchange program.

**D. Public Comment**

Colorado Backhoe Service owner Tom Joseph addressed the Board with the following concern and suggested resolution discussion:

- **Concerns:**
  - The OWTS (Onsite Wastewater Treatment Systems) procedure is outdated
  - The numerous steps required to receive a septic permit are extensive and time consuming
  - Fees were $25 then increased by $544 in over a year; extreme increase

- **Resolutions:**
  - Fee increases should be 1 to 3% a year; not a large jump overnight
  - Services should increase as the fees do
  - Limit the number of times a permit is handled by utilizing a digital platform/online service/electronic format
  - Use electronic tablets in the field to expedite the process; less time wasted on chasing papers, more efficient
  - The septic layouts should be available on the Pueblo County website in a timely manner
E. **Public Health Director’s Report**

*C.R.S. 24-6-402 (2) (c)-Sunshine Law -Designation of 1st Floor Vestibule for BOH Meeting Notice*

Public Health Director Sylvia Proud requested the 1st floor vestibule be the designated site to post notices for the Board of Health meetings for 2019.

**MOVED** by Michael Nerenberg, seconded by Ed Brown, to approve the 1st floor vestibule for the public place of notice for the Board of Health 2019 meetings.

**MOTION CARRIED UNANIMOUSLY**

**Federal Shutdown Update / Impact**

This is day 33 of the federal government shutdown and fortunately the following programs which receive federal funding have not had an interruption of services:

- WIC – funded through February 2019; working on continued or tiered funding through 2019
- Breastfeed Peer Counselor Program
- CSEPP
- EPA Superfund
- FDA Tobacco
- Food Standards Program

For 2019, the above programs receive funding in the amount of 2.1 million dollars. Senior management is working on alternative planning should the shutdown affect how staff members in these programs provide services to the community. Previously, the Board approved the financial stability plan and general fund policy. As a result, funds have been designated for situations such as this to give management time to develop a proactive plan of action and not a reactive one.

**Annual Workforce Development Day**

The Department’s annual Workforce Development Day will take place February 18, 2019. The focus of the day is personality and work styles. Board members are also invited to participate in the activities and are asked to RSVP to Executive Assistant Ramona Chisman-Ewing if they want to attend.

F. **Division Reports**

**Operations and Health Promotion Division**

**Financial and Contract Cost Reports**

Financial reports for the end of December 2018 were presented to the Board. Revenue exceeded expenditures by $272,805.47.

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

**MOTION CARRIED UNANIMOUSLY**

**DEPARTMENT INFORMATION CONTRACTS:**

| STI Services and Outreach | 1/1/2019 – 06/30/2019 | $30,000 |

This program is with CDPHE (Colorado Department of Public Health and Environment) to provide services and outreach for STI (Sexually Transmitted Infection) needs. This funding was provided to agencies that demonstrated need within their community. No contract was provided by CDHPE; therefore, no legal review was required. Payment for these services was received in full.

**Community Health Services**

Hepatitis A clinics have taken place at the following locations

- Warming shelter
- Soup kitchen
- Southern Colorado Harm Reduction Association
- Rescue Mission

Currently the Department has over 100 doses of Hep A vaccine in stock. If more vaccine is needed, CDPHE will supply the Department. Follow up clinics will take place in February and may continue into March. To date, 79 people have been vaccinated with 390 hours of staff time spent on getting the clinics setup to vaccinating people. Dr. Urbina praised the team for their work on conducting the Hep A clinics.
G. **Old Business**
The Board asked legal counsel what the process is to address ‘public comment’ concerns. Legal counsel stated no response is needed unless the Board wants the topic placed on a future Agenda for information and education follow-up or response. It was suggested to have Environmental Health and Emergency Preparedness give a background history about OWTS (Onsite Wastewater Treatment Systems) fee increases and the progress for automating permit applications, as a QI (Quality Improvement) process has been done on the OWTS permitting method.

H. **New Business**

*Executive Session*

MOVED by Michael Nerenberg, seconded by Donald Moore, to convene 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.

**MOTION CARRIED UNANIMOUSLY**

MOVED by Michael Nerenberg, seconded by Ed Brown, to reconvene into the Regular Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY**

The Board discussed increasing interim Public Health Director Lynn Procell’s salary by 20 percent until a new Public Health Director is selected. Once a Public Health Director is chosen, Lynn will receive a 10 percent increase to her regular base pay for 60 days to assist with the transition.

MOVED by Donald Moore, seconded by Garrison Ortiz, to increase Interim Public Health Director Lynn Procell’s salary in the increments and timeline stated above.

**MOTION CARRIED UNANIMOUSLY**

MOVED by Garrison Ortiz, seconded by Michael Nerenberg, to adjourn the Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY**

The next regular BOH meeting is scheduled for Wednesday, February 27, 2019, at the Health Department, Third Floor Conference Room C, at 12:00 noon.

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Eileen Dennis, Board of Health President
Sylvia R. Proud, MS, IPMA-SCP, Public Health Director