Board of Health
AGENDA

A Board of Health meeting will be held Wednesday, July 24, 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 June 26, 2019

C. 12:10 – 12:15 pm – Special Recognitions/Celebrations

D. 12:15 - 12:20 pm - Public Comment

E. 12:20 - 12:50 pm – Special Presentation – Annual Department Audit Report (Mitchell Downs/Dustin Mueller)
   – Southern Colorado Health Network’s Access Point Pueblo (Teresa Martinez/Brian Brewer)

F. 12:50-1:05pm - New Business
   ➢ House Bill 19-1230 Consumption of Marijuana in Public Places

G. 1:05- 1:15 pm – Unfinished Business
   ➢ Approve Medical Officer Contract

H. 1:15 – 1:30 pm – Public Health Director’s Report
   ➢ Sign Conflict of Interest Policy
   ➢ Sign Code of Ethics and Conduct Policy
   ➢ Updates

J. 1:30 – 1:45 pm - Division Reports

   Operations & Health Promotion Division
   ➢ Monthly Financial Report
   ➢ Contracts

   Community Health Services Division
   ➢ Hepatitis A Update
The regular Board of Health meeting was held at the Pueblo Department of Public Health and Environment on June 26, 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
- Donald Moore, CEO, Pueblo Community Health Center
- Ed Brown, City Council Member
- Garrison Ortiz, County Commissioner

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

**Staff Present:**
- Randy Evetts, Public Health Director
- Lynn Procell, Community Health Services Division Director
- Jody Carrillo, Environmental Health and Emergency Preparedness Division Director
- Georgia Alfonso, Fiscal Officer
- Ramona Chisman-Ewing, Executive Assistant

Shylo Dennison, Christina Hopewell, Sarah Joseph, Ayanna Marshall, Crystal Pendleton, Beth Penrod, Scott Schulle, Alicia Solis, Ryan Turner, Zak VanOoyen, Dr. Christopher Urbina

**Guests**
- Judy Solano, Executive Director Southern Colorado Harm Reduction Association
- Alexis Ellis, Pueblo Triple Aim

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. The Board was informed a full audit report would not be given until next month, instead a brief update would be presented.

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

**MOTION CARRIED UNANIMOUSLY**

B. **Approval of Minutes**

**MOVED** by Ed Brown, seconded by Michael Nerenberg, to approve the May 22, 2019, BOH meeting minutes as submitted.

**MOTION CARRIED UNANIMOUSLY**

C. **Special Recognitions**

**Years-of-Service Certificate**

Clinic Receptionist Crystal Pendleton was recognized for five years-of-service to the Department. Thank you, Crystal, for your dedication to public health!

Commissioner Garrison Ortiz and Department employees Josh Gallegos, Sarah Martinez, and Lexi Romero will be recognized by the Pueblo Latino Chamber of Commerce at the ‘40 under 40’ award banquet. This emerging leader award recognizes up and coming leaders in their chosen field. This award recognizes young professionals who show a strong commitment not only to their chosen field, but to the Pueblo County community.

D. **Public Comment**

None

E. **Special Presentation**

**2018 Audit Information**

Fiscal Officer Georgia Alfonso informed the Board due to GASB 75, which is 401K reporting and disclosure associated with PERA, the audit is still not ready to be presented to the Board. The Board chose two Board members to represents them at the preliminary audit hearing. Georgia Alfonso, Ed Brown, Randy Evetts, and Donald Moore will meet with the auditors July 12 to review the draft audit report. The final audit report will be given at the July 24, 2019, Board meeting.
**Southern Colorado Harm Reduction Association (SCHRA) Presentation**

Judy Solano from SCHRA and Dr. Michael Board Nerenberg presented an update to the Board. The goal of SCHRA is to provide evidence-based prevention intervention intended to keep individuals within the target community from acquiring and transmitting HIV/Hepatitis/Sexually Transmitted Infections. SCHRA has partnered with Southern Colorado Health Network Access Point and Liver Health Connection of Colorado to test for HIV/Hepatitis C; individuals who test positive are given referrals for treatment. SCHRA has also partnered with the Health Department to do Hepatitis A and Flu vaccination clinics. People coming into the clinic are given safety protocols and education for proper handling and safe disposal of injection materials, along with referrals to other services. SCHRA has partnered to bring other services to clients such as food stamps, Medicaid, and rape crisis services, etc. Data tracked includes total of visits broken down by age and gender; ethnicity of clients served; number of syringes in/out; average rate of return; and the number of sharps containers provided. Naloxone and Fentanyl test strip training is also provided and kits are given out. Programs are being developed for recovery and family support. SCHRA is partnering with Tribe Recovery Homes for transitional living and peer support; wellness classes are also offered to clients. Some of the challenges for SCHRA have been acceptance of the syringe access program, financial support, and resources for partner organizations to support SCHRA’s mission to decrease this public health crisis in Pueblo.

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

Randy Evetts updated the Board regarding the following:

- National Association of Local Boards of Health (NALBOH) Conference
  - The Board received an information packet containing the Agenda for the annual NALBOH conference that will be held in at the Denver Downtown Convention Center August 14-16, 2019. Any interested Board members are to contact Executive Assistant Ramona for registration.

- Board of Health Survey
  - A survey went out to Board members asking for feedback regarding topics such as featured presentation topics, areas of improvement related to the Board, what is rewarding about serving on the Board and other comments Board members wanted to share. Survey questions were also asked about work sessions and Board culture.
  - This is an annual Board of Health survey that will be conducted annually in June.
  - It was suggested to distribute a short evaluation form at the end of each Board meeting to receive feedback. The feedback received will be used to improve Board meetings each month.
  - Randy mentioned Items for discussion at the August 9, 2019, work session and the July 24, 2019 Board meeting.

**Conflict of Interest Policy**

Board members were given a draft copy of a proposed Conflict of Interest Policy and Disclosure Form. This form is to be signed annually in July. Legal has reviewed the policy.

**MOVED** by Donald Moore, seconded by Michael Nerenberg, to approve the Conflict of Interest Policy and Disclosure Form as presented.

**MOTION CARRIED UNANIMOUSLY**

**Code of Ethics and Conduct Policy Board of Health Survey**

Board members were given a draft copy of a Code of Ethics and Conduct Policy. This form is to be signed annually in July. Legal has reviewed the policy.

**MOVED** by Donald Moore, seconded by Eileen Brown, to approve the Code of Ethics and Conduct Policy as presented.

**MOTION CARRIED UNANIMOUSLY**

G. **Medical Officer Update**

The Department’s Medical Officer Dr. Urbina, on behalf of the Department’s Communicable Disease Team: Alicia Solis, Margaret Comstock, Christina Hopewell, Beth Penrod, and Brenda Tracy, updated the Board on the following:

- Total number of communicable disease cases investigated by year (2014-2018) and compared them to 2019 for a five-year average.
- Some common reportable conditions include legionella, pertussis, shigella, salmonella,
campylobacter, and STEC (Shiga Toxin Producing E.coli.)
  o Measles update: 1,044 individual cases have been confirmed in 28 states since January 2019.
  o Discussed the Department’s response to the measles outbreak: information sheets to providers, developed a ‘frequently asked questions’ response for the public, using social media to help education the public, and conducting table top exercise with public health, emergency management and first responders.
  o Updated the Board on the number of rabies cases; number of animals tested and the number of positive results. Since January 2019, 37 animals have been tested and 14 skunks came back positive.
  o Hepatitis A outbreak: 71 reported cases of Hepatitis A since October 21, 2018. The Department has held 19 Hep. A clinics in various locations in Pueblo; 482 vaccinations were provided.
  o A frozen berry recall was done by Kroger for Private Selection frozen blackberry products due to finding Hepatitis A by FDA during a routine product sampling. To date, no cases have been reported because of this exposure.
  o STD’s: Department staff members launched a community outreach campaign to educate about STD’s, as well as reaching out to primary care providers to ask the correct questions: talk, test, and treat patients.

Updates will be given to the BOH twice a year or as needed. Updates can also be put on the Work Session agendas, as no formal action is needed.

H. Division Reports

Operations and Health Promotion Division
Financial and Contract Cost Reports
Financial reports for the end of May 2019 were presented to the Board. Revenue exceeded expenditures by $177,744.94.

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

MOTION CARRIED UNANIMOUSLY

CONTRACTS:
Southern Colorado Harm Reduction Association (SCHRA) 7/01/19 – 07/31/2020 $00.00
This contract is between SCHRA and PDPHE. SCHRA is operating a Clean Syringe Exchange Program (CSEP) in Pueblo County. The primary goal of the CSEP administered by SCHRA with oversight from the Pueblo Department of Public Health and Environment’s Board of Health (BOH), is to work in partnership with nonprofit agencies in Pueblo County to help prevent the spread of infectious disease associated with injection drug use. Legally reviewed template utilized; no changes.

MOVED by Donald Moore, seconded by Garrison Ortiz, to accept the contract as presented.

MOTION CARRIED UNANIMOUSLY

Note: Board members Eileen Dennis and Michael Nerenberg abstained from voting.

INFORMATION OTHER CONTRACTS OR FUNDINGING:

Waste Tire Inspections 7/1/2019-6/30/20 $19,201
This contract is between the Colorado Department of Public Health and Environment (CDPHE) and PDPHE. This program is to continue to provide waste tire inspection and enforcement activities to improve the management of waste tires. No additional FTE will be hired. The funding is comparable to prior years funding. (Contract Amendment #1 2019*2977). No BOH action or legal review is required, the amendment is only a date and amount change.

Air Pollution Monitoring 7/1/2019 – 6/30/2020 $19,837.81
This a contract between CDPHE and PDPHE. This program is to continue to monitor air pollution activities. This contract is the renewal of a program that PDPHE has previously worked in. No additional FTE will be hired. The funding is comparable to prior years funding. (Task Order Amendment #1 2018*100494 Amendment #2). No BOH action or legal review is required, the amendment is only a date and amount change.
Chemical Stockpile Emergency Preparedness Program (CSEPP) 10/1/18 – 9/30/20 $294,368
This contract is between Colorado Department of Public Safety and PDPHE. This contract is to extending funding to enhance Homeland Security and Emergency Management to institute protective measures and hazard mitigation strategies at the chemical stockpile sites to lessen the vulnerability of the storage structures and their contents to any internally or externally generated accidents. This contract is the renewal of a program that PDPHE has previously worked in. No additional FTE will be hired. The funding is comparable to prior years funding. (Grant Agreement CSEPP Encumbrance # 19CSEP20PDPHE). Legal review completed. No Board of Health action required, contract is in approved in 2019 budget.

Pueblo Tobacco Education Prevention Program 7/01/2019 – 6/30/2020 $215,120
This a contract between CDPHE and PCCHD. This project serves to build/enhance comprehensive tobacco control programming efforts and explore opportunities to significantly impact the tobacco usage rates of low socioeconomic status (low-SES) community members; increase access to/uptake of evidence-based tobacco treatment services; provide education to facilitate/promote adoption of smoke-free policies to eliminate secondhand smoke/vapor. (Option Letter #2 2019*0022). No BOH action or legal review is required, the amendment is only a date and amount change.

Family Planning 7/01/2019 – 12/31/2019 $37,876
This is a contract between CDPHE and PDPHE to provide services to reduce unintended pregnancy by insuring access to quality reproductive health service. This is an amendment to a previous contract. (2017*0053 Option Letter #4) No BOH action or legal review is required, this option is only a date and amount change.

2020 Proposed Budget
The proposed 2020 Department Budget was presented to the Board as follows:
- 2020 budgeted revenue totaling $8,014,238, which is a decrease of 1.23% from the 2019 approved budget
- City of Pueblo request of $819,483 - same funding as 2019
- Pueblo County request of $978,300 - same funding as 2019
- Other funding sources including fees for service totaling $6,216,455, which is an increase of $211
- Additional funding was requested in 2019 from the City and County in the amount of $50,000 for a match to the HUD grant
- 2020 proposed budget includes salary adjustments totaling $101,890 to maintain the Department’s compensation pay plan established by the Board of Health in 2017
- 2.5% increase in health insurance - to be absorbed by the Department
- Budget includes some capital expenditures and replacement of some equipment
- No use of unassigned reserves

MOVED by Donald Moore, seconded by Ed Brown, to approve submitting to the City and County the 2020 Department Budget as presented.

MOTION CARRIED UNANIMOUSLY

Environmental Health and Emergency Preparedness (EHEP)
Onsite Wastewater Treatment Systems (OWTS) Update
Progress:
- The BOH received a OWTS packet of information
- July, bulk mailing will go out to contractors for license billing on a yearly basis
- The new OWTS software system will go online mid-July
- Health Space and FETCH will also be considered as alternative software programs
- Uploading all OWTS permits into the Pueblo County accessor’s office will be completed by the end of this month
- Monthly audits will be done on the permitting process
- Letters have been sent to contractors to update them of the new annual July license billing date, and some of the new processes implemented regarding the transfer of title, permitting, etc.
- OWTS license applications, forms and payments can be completed on-line by the end of the year
Board members received copies of the changes to the regulations; these changes will also be available on the Department’s website.

- Calls will be made to inform contractors when an inspector will be arriving for an inspection and when it is completed to improve customer service.

- Outreach to realtors, mortgage brokers, etc. will also be done, as well as forming a community customer group, to meet quarterly, to see how things are going and to inform them of any changes being implemented by the State Health Department.

- A list of the training and certification by EHEP staff members was also distributed to the Board.

- Once all the above changes are implemented, a survey will be conducted for contractors to receive feedback regarding customer service, etc.

I. **Old Business**
   None

J. **New Business**
   **House Bill 19-1230 Consumption of Marijuana in Public Places**
   This item has been tabled for discussion at the July 24, 2019, Board meeting. Information and data regarding this topic will be collected to discuss at the next Board meeting.

   **MOVED** by Michael Nerenberg, seconded by Ed Brown to convene into Executive Session to discuss the following:

K. **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.

   **MOVED** by Donald Moore, seconded by Ed Brown to adjourn the Executive Session and convene into the regular Board of Health meeting.

   **MOTION CARRIED UNANIMOUSLY**

   **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, July 24, 2019, at the Health Department, Third Floor Conference Room C, at 12:00 noon.

   

   Eileen Dennis, Board of Health President
   Randy Evetts, MPA, Public Health Director