A Board of Health meeting will be held **Wednesday, March 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 **February 27, 2019**

C. **12:10 – 12:15 pm** – **Special Recognitions**

D. **12:20 – 12:25 pm** – **Public Comment**

E. **12:25 – 12:40 pm** – **Featured Presentation** – CHIP (Community Health Improvement Plan) / Strategic Plan

F. **12:40 - 1:00 pm** - **Division Reports**
   **Operations & Health Promotion Division**
   ➢ Monthly Financial Report
   ➢ Contracts

   **Public Health Director’s Report**
   ➢ National Public Health Week

   **Environmental Health and Emergency Preparedness**
   ➢ Onsite Wastewater Treatment Systems (OWTS) Update

G. **1:00 - 1:05 pm** - **Old Business**

H. **1:05 - 1:35 pm** - **New Business**
The regular Board of Health meeting was held at the Pueblo Department of Public Health and Environment on February 27, 2019, in the Third Floor Conference Room C, at 12:00 noon.

**Board Members**

- 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

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

**Staff Present:**
- Lynn Procell, Interim Public Health Director/Community Health Services Division Director
- Jody Carrillo, Environmental Health and Emergency Preparedness Division Director
- Katie Davis, Operations and Health Promotion Division Director
- Georgia Alfonso, Fiscal Officer
- Ramona Chisman-Ewing, Executive Assistant
- Vicki Carlton, Sarah Joseph, Aaron Martinez, Chad Wolgram

**Guest:**
- John Moser - Adobe Construction
- Thomas Joseph, Justin Joseph, Danielle Hartman - Colorado Backhoe Service
- Ed Butkovich - Ed Butkovich Construction
- Shalon Marsh – GT Construction
- Jim Musso – Jim Musso Inc.
- Frank Noga – Noga Custom Builders
- G.B. McHenry - On The Move
- Marty Bechina – Sierra Homes
- Chuck Wood – Sky Creek Homes

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 Michael Nerenberg, seconded by Donald Moore, to approve the January 23, 2019, BOH meeting minutes as submitted.

   **MOTION CARRIED UNANIMOUSLY**

C. **Special Recognitions**

   None

D. **Election of Officers**

   **MOVED** by Donald Moore, seconded by Ed Brown, to re-elect Eileen Dennis as Board of Health President and Dr. Michael Nerenberg as Vice President.

   **MOTION CARRIED UNANIMOUSLY**

E. **Public Comment**

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

   - **Concerns:**
     - Planning for Integrated Permitting System that fits the need for the Department’s jurisdiction and questions to ask before investigation electronic permitting options:
       - Is the level of service your customers expect being met with the current systems?
       - Are there issues with planning, review, permit and inspection activities?
       - Does staff find it difficult to keep up with work load regarding issues of permitting?
       - Is there difficulty tracking efficiency of work load?
Resolutions:
- If the answer to be above questions is no, great; review every six months
- If the answer is yes to any of the above questions; further investigation is needed
  - The Department uses electronic systems for a variety of program within the Department such as vital records to issue birth and death certificates; telehealth for special clinics; food inspection results go live the minute the inspection is completed; and breastfeeding feeding texting services
  - Yet, the Department has used a single sheet of paper for the septic program for the last 50 years
  - Personally, I believe no one can honestly think there is no room for improvement
  - The kind of septic system that I am looking for is not hand written, but an electronic system that other health departments across the country would also want to obtain and use

Thomas Construction Management owner Scott Thomas addressed the Board with the following suggested resolution discussion:

Suggestions:
- Some type of on-line permit tracking inspection result be available instantaneously

Other contractor questions/concerns/suggestions:
- Are the Department inspections qualified to read soil samples of intended septic systems?
- Why are the Department inspectors changing the designed engineered system plans?
- When the systems are inspected and everything is fine, an electronic notification to the contractor would be useful for scheduling – something like what Regional Building has in place
- Have tablets for inspectors to do OWTS drawings on site
- Have pamphlets printed and given to builders to distribute to homeowners instructing them on how to maintain their septic system
- Be aware that infiltrator systems need dirt ‘domed up’ and not flat, so water can’t collect
- Pueblo County IT Department is providing support for the Department to find a system to adapt for OWTS – meetings are on-going

**Onsite Wastewater Treatment Systems (OWTS) Process Presentation Update**

EHEP Program Manager Chad Wolgram gave an update to the Board regarding the new steps taken to improve the OWTS process. A Quality Improvement (QI) process was done on the old OWTS permitting procedure to evaluate how to improve the process and ensure a timely response to OWTS needs. The presentation answered several questions asked by contractors who were present for ‘public comment:

- Permitting new, remodeled, repaired sewer systems: Review of engineered designs to ensure they are in compliance with regulations; engineered designs are sent back for corrections/changes if they don’t meet the regulations.
- Site and soil evaluations – All Department OWTS inspectors must attend and pass a class given by the Colorado Professionals of On-site Wastewater to become a ‘competent technician’ in order to perform percolation tests on soil; some engineers also have this certification.
- Starting January 1, 2019, licensed engineers must register with and provide the Department with a copy of their ‘competent technician’ certification to perform percolation tests
-Septic pumpers can also inspect the septic systems; this has led homeowners to wanting a second opinion from Department staff members as they have been informed repairs are need to their system.
- The Department is meeting with one pumping company to ensure they know what is passing, what would need repaired or replaced, so everyone is unified when it comes to a passing septic system; homeowners who need repairs will be told to contact the Department for requirements
- In the future, if there are any conflicts of interest with the pumpers also inspecting the septic systems, the Department can amend its own regulations to address the conflict.
For now, the Department will go over the requirements of a septic system with each company in the next month or two and hold a stakeholders meeting to insure consistent information is given out and standards are kept.

- Any company that installs, designs, pumps or repairs OWTS need to be registered with the Department.
- The Department currently charges $544.00 for a permit; most counties in Colorado charge $1,000 plus additions fees per hour for any additional services provided.
- Other service fees for items such as remodel, repair, site, and soil evaluation, etc. were reviewed.
- An extensive QI (Quality Improvement) was conducted on the OWTS process to help improve things such where to direct inspections calls, completing paperwork and reports by end of day or within 24-hour period, locating OWTS permits in one location, researching new software for online applications, and permit tracking and inspections.
- Representatives from the Department met with Regional Building to discuss possible software for the OWTS program to determine cost and timeframe for installation, etc. The software would have to be adapted to work with the Department's OWTS permitting process.
- Pueblo County IT Department is providing support for the Department to find a system to adapt for OWTS; meetings are on-going
- The Department was finally granted permission, from the County, to take on-line payments for OWTS services.

The Board requested someone from the audience offer to be the ‘test pilot’ company for testing out the proposed software before it goes live. An audience member suggested asking the Pueblo Association of Home Builders for the name of someone to volunteer to test out the proposed software, when the time comes. Board members also stated the Department is moving forward with new software for the OWTS program cautiously to ensure money spent on a software program is well spent and not wasted on an electronic system that doesn’t fit the needs of the program and/or the clients served. The Board would like the OWTS topic to remain on the agenda under EHEP until this issue is resolved.

F. Public Health Director’s Report
   Public Health Transformation
   The Colorado Department of Public Health and Environment is working on public health transformation documents and philosophies. The goal is to standardize public health across the State of Colorado. This movement quantifies what public health does and should be doing, while focusing on public health core services. The cost of the core services will also be analyzed and the results will be taken to the State Legislature to try to increase its base of support for public health funding. Georgia Alfonso represents the Department on the fiscal steering committee. Several PDPHE staff members are also participating in this collective movement.

   Legislative Update
   The Department will try to educate legislators about a bill that would allow local entities to tax cigarettes on a local basis and not be penalized by losing state fund by doing this. The Senate did amend the bill stating if a local entity wanted to tax cigarettes, they would lose state share back money. However, if local entities are willing to give up the share back money and just collect what taxes they can, they have more local control with licensing, inspecting, and reducing youth tobacco use. It is good for local community health, but not fiscal health.

   Hepatitis A Clinic Count Update
   The effort to prevent a Hepatitis A outbreak among the homeless and substance using population in Pueblo is on-going. Health Department staff members continue to hold Hepatitis A vaccine clinics; four are planned in February and four in March. To date, response has good with over 178 individuals being vaccinated.

G. Division Reports
   Operations and Health Promotion Division
   Financial and Contract Cost Reports
   Financial reports for the end of January 2019 were presented to the Board. Revenue exceeded expenditures by $202,730.12. The Department has achieved an 80-day emergency reserve. The Board stated meeting with auditors in advance of the actual audit is important, or at least have a
conference call. Georgia will reach out to the auditors to schedule a meeting with her and representatives from the Board.

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

MOTION CARRIED UNANIMOUSLY

DEPARTMENT INFORMATION CONTRACTS:

Pueblo County-Computer Service Agreement  1/01/2019 – 12/31/2019  Cost per Service
This is a contract between PDPHE and Pueblo County that defines the services and costs for Pueblo County to provide computer services, which including network services, internet services, PC support service, phone and voicemail services and training. This was not legally reviewed, due to the conflict of interest with PDPHE’s attorney.

Family Planning  4/01/2019 – 12/31/2019  $45,864
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. This amendment is to increase funds, so does not require legal review. This amendment does require a signature by an individual with signing authority. (19 FHLA 127743)

Immunization Core Services  3/18/2019 – 06/30/2019  $11,607
This program is between CDPHE and PDPHE to provide services to reduce and eliminate vaccine preventable diseases in Colorado by increasing and maintaining immunization coverage. This is an amendment to a previous contract. This amendment is to increase funds, so does not require legal review. This amendment does require a signature by an individual with signing authority. (19FHHA 127057)

Cesco – Interpreting Services  (dates to be determined)  Cost per Service
This is a contract between Cesco Linguistic Services, Inc. and PDPHE. PDPHE is seeking “on-demand over-the-phone interpreting services” from Cesco. If Cesco provides only scheduled interpreting services there would only be a price agreement, but since the Department requests “on-demand” services, there is a service agreement. The Department’s legal counsel and Cesco’s legal team have discrepancies in the contract regarding the liability clause amount of $5,000 and have been unable to solidify the agreement. PDPHE has been unable to find another agency to provide these services that has a different liability amount from Cesco. PDPHE rarely utilizes the “on-demand” service, but would like to have it available in the event a food inspector encounters a non-English speaking client that requires immediate discussion to resolve a problem. CDPHE has a pricing agreement with this same agency for scheduled services. There is a price difference between on-demand or scheduled services. The clinic schedules services, but food inspectors use on-demand services. Georgia Alfonso will ask HUB, the Department’s malpractice insurer, what the risk is for the $5,000 liability clause and discuss the information with Marci Day to resolve the issue with this contract.

MOVED by Donald Moore, seconded by Michael Nerenberg, to accept the above contracts, excluding CESCO, as presented.

MOTION CARRIED UNANIMOUSLY

Public Health Accreditation Board (PHAB) Annual Report
Every year the Department submits an annual report to PHAB. The following feedback was received:
Strengths:
• Implementing approaches based on community need evidence and innovation, updated performance management system is very robust, liked the Department’s updated tracking measures, and commitment to Quality Improvement and how it has been expanded beyond Sr. Management

Opportunities:
• Use Performance Management system to identify where performance isn’t being met
• Consider health equity in more depth as an emerging issue

Reaccreditation is underway and should be completed by 2021
Community Health Services
Practice Management / Electronic Health Records
The Department is moving forward with NEXT GEN, which is an electronic health record/practice management system. The current system in use will be obsolete March 31, 2019. The Department has considered various other electronic medical records systems, but there has not been a great fit with any agencies consulted.

Environmental Health and Emergency Preparedness
Food Bank Inspection
Vicki Carlton and her food inspection team were recognized for their work on the Compassion Food Bank. When the Department went to inspect the agency, inspectors found the following:
- no water or electricity
- meat and food were in a refrigerator that had no power to it
- baby food and formula that was being given out was expired
- mouse feces was everywhere
Inspectors had to close the place down. The people in charge want to reopen, but won't allow an inspection. City of Pueblo, Regional Building, and the IRS have all been involved as partnering agencies on this case.

H. Old Business
None

I. 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 Donald Moore, seconded by Ed Brown, to reconvene into the Regular Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

MOVED by Donald Moore, seconded by Ed Brown, to adjourn the Board of Health meeting.

MOTION CARRIED UNANIMOUSLY

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

Eileen Dennis, Board of Health President
Lynn Procell, RN, Interim Public Health Director