

## **Board of Health AGENDA**

A Board of Health meeting will be held **Wednesday, October 25, 2023**, 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 – 12:03 PM – Call to Order and Approval / Changes to Agenda (**Action Required**)
- B. 12:03 – 12:05 PM – Approval of Board of Health Meeting Minutes held Sep. 27, 2023 (**Action Required**)
- C. 12:05 – 12:10 PM – Public Forum
- D. 12:10-12:30 PM- Report from Irene Kornelly and Board Recognition of her work
- E. 12:30– 1240 PM – Budget and Finance
  - Monthly Financial Report – September 2023 (Action Required)
  - Contracts (**Action Required**)
- F. 12:40 -1:00 PM- Fee Analyses
- G. 1:00 -1:15 PM – BOH Updates/ Reports

**ADJOURN**



## **Pueblo Board of Health Meeting Minutes September 27, 2023**

The Pueblo Board of Health meeting was held at the Pueblo Department of Public Health and Environment (PDPHE) on September 27, 2023.

### **Board Members Present:**

Donald Moore, Board President  
Ed Brown, Vice President  
Eileen Dennis, Board Member  
Zsuzsa Glasscock, Board Member  
Zolanye McCulley-Bachicha, Board Member

### **Legal Counsel:**

Marci Day, Assistant County Attorney

### **Administrative Staff Present:**

Randy Evetts, Public Health Director  
Katie Davis, Deputy Director  
Georgia Alfonso, Budget and Finance Office (BFO) Director  
Maria Telfer, Community Health Services (CHS) Director  
Chad Wolgram, Environmental Health (EH) Director  
Shylo Dennison, Community Engagement, Prevention, and Response (CEPR) Director  
Denise DeNardo, Human Resources Manager  
Jonathan Hontz, Administrative Assistant

### **Other Staff Members Present:**

Jessica Apodaca, Program Manager  
Vicki Carlton, Program Manager

### **Guests:**

Evelyn Chavet, Christina Marggraf, Sarah Marmolejo, Christa Marsh, Gracie Martinez, Alisha Palutke, Maya Sanchez, Jolene Smith, Taylor Whitrock

### **Approval of Agenda**

Randy Evetts proposed that the Laboratory Fee Analysis on the September 27, 2023 agenda be removed, to be discussed at a future Board meeting.

**MOVED** by Eileen Dennis, seconded by Zolanye McCulley-Bachicha, to approve the change to the September 27, 2023 Board of Health meeting agenda.

***MOTION CARRIED UNANIMOUSLY***

## **Approval of Minutes**

**MOVED** by Zsuzsa Glasscock, seconded by Ed Brown, to approve the August 23, 2023 BOH meeting minutes as submitted.

***MOTION CARRIED UNANIMOUSLY***

## **Public Forum**

There were no requests for public comment.

## **Budget and Finance**

### *Monthly Financial Reports*

BFO Director Georgia Alfonso presented financial reports for August 2023. \$45,000 deficit is less than what was projected, and attrition in employment numbers has helped reduce the projected deficit. Unassigned fund balance is approx. \$699,000.00, which should cover any potential deficit left at the end of the year. This unassigned balance allows us to maintain up to 85 days of full operation with zero additional funding.

**MOVED** by Eileen Dennis, seconded by Zsuzsa Glasscock, to accept the August financial reports as presented.

***MOTION CARRIED UNANIMOUSLY***

## **Contracts**

No contracts were presented that required board action.

### **Information-Only Contracts**

#### **Maternal & Child Health (MCH), 10/1/23 – 6/30/24: \$190,928**

This Contract is between CDPHE and PDPHE. This contract is to extend funding to cover costs related to implementing population health strategies and provide services that will measurably impact the health and wellbeing of the MCH population. Also, this program will provide information and resources for community stakeholders and families of Children and Youth with Special Health Care Needs (CYSHCN). The implementation of telehealth services was completed so funding was not extended for this activity. There is no change in FTE. (Option Letter #2 2022\*0909). No BOH action or legal review required.

#### **WIC Breastfeeding Peer Counselor Program, 10/1/23 – 9/30/24, \$332,127**

This contract is between CDPHE and PDPHE. This contract is to extend the funding to improve initiation and duration of breastfeeding amongst low-income women within Colorado. No additional staff will be hired. This task order is in PDPHE's approved annual budget. No legal review or BOH action is required.

(Option Letter #1 2024\*2367)

### **WIC Program, 10/1/23 – 9/30/24, \$1,096,264**

This contract is between CDPHE and PDPHE. This contract is to extend the funding to administer the Special Supplemental Nutritional Program for Women, Infants, and Children (WIC). The Pueblo WIC Office will continue to do the oversight for Las Animas and Huerfano Counties and Bent County. (Option Letter #2 2024\*2482)

### **Report on Accreditation Process**

CEPR Director Shylo Dennison gave an update on PDPHE's reaccreditation process. The Public Health Accreditation Board (PHAB) approved our application for reaccreditation, without reservation. PDPHE was not given a work plan to correct any deficiencies in our process. There are eight accredited health departments in CO, and four of those have achieved reaccreditation. There is a five-year accreditation process cycle, with significant recordkeeping, annual reporting, and documentation requirements during the cycle. The next annual report for PHAB is due in the 2<sup>nd</sup> half 2024. There is also a new annual report required on five population health outcomes, with the goal of evaluating whether or not accredited health departments achieve better outcomes for their communities than non-accredited departments.

Eileen Dennis acknowledged the hard work of the department and employees in achieving this accreditation. Randy Evetts reflected on the difficulties and diligence required to reach this milestone and thanked the staff for pulling through even with heavy workloads and the COVID response.

### **Fee Analyses**

BFO Director Georgia Alfonso presented information regarding proposed adjustment to some of PDPHE's fees. COVID response has skewed activity in some of our programs, requiring a revisit of many fees now that the peak of the response has passed, and activity levels are more representative of normal business. BFO looks at about nine different areas to measure the total costs and revenues associated with these fees:

- International Travel Clinic Fee
  - Low activity in 2020 and 2021 due to COVID, 2022 was soft on volume and Travel Clinic was not evaluated
  - 2023 saw a return to more normal levels of Travel Clinic use
  - Travel Clinic is not a required service; this is a community service. Four vaccinations are offered as part of the Clinic, based on the results of a patient consultation:
    - Typhoid Oral
    - Typhoid Injectable
    - Japanese Encephalitis
    - Yellow Fever
    - Other, non-travel-specific vaccines may be administered to bring patients up-to-date (e.g. T-DAP, Hepatitis)

- Proposing \$5.00 increase in the Administration Fee primarily to cover employee salary costs

**MOVED** by Eileen Dennis, seconded by Ed Brown, to accept the adopt the proposed fee increase as presented.

***MOTION CARRIED UNANIMOUSLY***

- Public Accommodations Licensing Fee
  - City business licenses for Public Accommodations require PDPHE’s approval through this process; 66-68 facilities inspected.
  - Staff time spent investigating accommodation complaints accounts for most of the increase, due to time spent at the facility. If a complaint is received that is not enforceable, or is not a violation, PDPHE must cover that staff time.
  - Randy Evetts pointed out that the \$5,000 deficit in this analysis reflects losses from staff time spent evaluating complaints that did not result in a violation, as well as follow-up visits to ensure corrective action.
  - Donald Moore asked when the next time PDPHE would revisit this fee if the proposed increase were adopted today. Georgia stated that the next analysis could happen around June 2024.
  - Randy Evetts reiterated that PDPHE’s goal is an annual review of all fees.
  - Zolanye McCulley-Bachicha asked if the violations and inspection information are public. Chad Wolgram answered that yes, they are accessible from the PDPHE website.
  - Proposing:
    - \$100 increase to annual inspection fee
    - \$80 increase to change of ownership fee
    - \$60 increase to follow up and special inspections

**MOVED** by Ed Brown, seconded by Zsuzsa Glasscock, to accept the adopt the proposed fee increases as presented.

***MOTION CARRIED UNANIMOUSLY***

**Public Health Director’s Report**

- Randy Evetts discussed Special Event season, most recently the State Fair and Chile Festival with nearly the same number of vendors at each of these large events. PDPHE remains committed to maintaining a presence at these events. Many violations discovered at the State Fair and Chile Festival continue to reinforce that our presence is beneficial.
  - Eileen Dennis asked if the State helps pay for some of our work at the State Fair. Randy explained that they do not, but this year was the first time State inspectors were on-site to assist.
- There’s an increase in body art facilities this year. Randy explained that the body art

facilities usually do a very good job of licensing and compliance.

- WIC appointments are preparing to go back to in-person Oct. 3<sup>rd</sup>. The potential government shutdown would cut off WIC benefits as soon as federal funding runs out Oct. 1<sup>st</sup>.
- Nationally, there is a Bicillin shortage for treating syphilis. Doxycycline treatment being provided to patients as our primary alternative.
- D60 and D70 continue to work with PDPHE to provide sexual health education to students. The districts have been very cooperative in this effort.
- Flu season is on its way and the flu dashboard is up and running on the PDPHE website. Staff vaccination is underway and required. COVID vaccination clinics for staff will come as soon as vaccine arrives.
- One active out-of-county TB patient is being monitored along with their contacts here in the county. Directly observed treatment is underway for two children who are direct contacts to this individual.
- Immunizations are trending downward for school-age children, with CHS staff contacting people who are due these vaccinations to schedule them.
- Since May 2023, there have been 25 reported West Nile Virus cases and 4 deaths in Pueblo County.
- Since Sep. 1<sup>st</sup>, Pueblo County has had 276 COVID cases, with seven hospitalized this week, and one death this month so far.
- PTEPP program continues to collect vaping devices from 12 middle and high schools in the area, with 91 devices collected in September so far.
- Open Enrollment season is coming in October with a little over 3% increase in health insurance costs, a relatively low number.
- September is National Preparedness Month. PDPHE directors have a common goal to work on emergency preparedness this year. Their work has included the identification of likely emergency response scenarios for each area, drafting initial incident command structures to respond to those likely scenarios and working on continuity of operation plans for their areas. Staff training is also a part of the activities. An organizational emergency exercise will occur in November.
- Strategic Planning continues with staff developing work plans for goals and objectives. Work plans for the next year and also three-year plans will be brought before the Board in November.
- PDPHE has begun a series of Open Houses for our divisions to introduce themselves and their work to other staff, to increase familiarity among the organization of all the activities we're involved in. The first Open House for EH was Sep. 26<sup>th</sup>, and was a great success. Additional open houses are scheduled for October 3 and October 9. Board of Health members are invited to attend if they are interested.
- Shylo Dennison and Sarah Martinez presented to the Caring for Colorado Board retreat in Pueblo, discussing youth health and social engagement; Melinda Sentence presented at Public Health In the Rockies last week on the Your Words Have Power program; Wendy Raso has been asked to present at the CO Family Planning Conference in Breckenridge, CO in October.

- Randy attended the CALPHO Directors' meeting last week, with a focus on community engagement and public health transformation. Directors continue to struggle with high turnover, low staff salaries, and chronic under-funding.
- Last week, Randy attended a meeting with D70 and other community leaders to address mental health challenges being faced by youth in schools. More meetings are scheduled this year, to be followed by a work plan.
- Randy would like to have a Work Session on Oct. 13, 2023 from 9-11:00 AM to provide a context for budget considerations and limitations.
  - Four Board Members are able to attend, Zsuzsa Glasscock may have a potential scheduling conflict.
- Eileen Dennis asked about rolling out RSV vaccines. Maria Telfer answered that CIIS was checked for availability three weeks ago without success, but there has not been another check. Our target population and scope of focus may obviate PDPHE's carrying of the vaccine.

Board President Donald Moore adjourned the Board of Health meeting at 12:50 PM.

**Next BOH Meeting**

Wednesday, October 25, 2023, at 12:00 noon

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Donald Moore, Board of Health President

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Randy Evetts, MPA, Public Health Director

BOH/MINUTES/September 2023  
 Submitted by Jonathan Hontz  
 Administrative Assistant