

Board of Health AGENDA

A Board of Health meeting will be held **Wednesday, November 22, 2023, at 12:00 PM** in the **THIRD FLOOR CONFERENCE ROOM C**, at the Health Department, **101 W. 9th St.**

(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 Oct. 25, 2023 (**Action Required**)
- C. 12:05 – 12:10 PM – Public Forum
- D. 12:10 – 12:20 PM – Budget and Finance
 - Monthly Financial Report – October 2023 (Action Required)
 - Contracts (**Action Required**)
- E. 12:20 – 12:30 PM – Medical Officer Update
- F. 12:35 – 12:50 PM – Employee Handbook Approval
- G. 12:50 – 12:55 PM – Approval of Holidays for 2024
- H. 12:55 – 1:15 PM – Strategic Plan – Final Approval
- I. 1:15 – 1:35 PM – Fee Analysis
- J. 1:35 -1:45 PM – BOH Updates/ Reports

ADJOURN

Pueblo Board of Health Meeting Minutes
October 25, 2023

The Pueblo Board of Health meeting was held at the Pueblo Department of Public Health and Environment (PDPHE) building at 101 W 9th St.

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:

Peter Blood, Assistant County Attorney

Administrative Staff Present:

Randy Evetts, Public Health Director
Katie Davis, Deputy Director
Georgia Alfonso, Budget and Finance Office (BFO) Director
Chad Wolgram, Environmental Health (EH) Director
Shylo Dennison, Community Engagement, Prevention, and Response (CEPR) Director
Jonathan Hontz, Administrative Assistant

Other Staff Members Present:

Courtney Kincannon, Program Manager
Alicia Solis, Program Manager
Scott Cowan, Program Manager
Vicki Carlton, Program Manager

Guests:

Irene Kornelly (CSEPP)
Josue Perez, Pueblo Chieftain

Approval of Agenda

Randy Evetts requested to add review of building closure on Dec. 6 for the PDPHE staff holiday party to the agenda.

MOVED by Eileen Dennis, seconded by Zsuzsa Glasscock, to approve the October 25, 2023, Board of Health meeting agenda with the addition of the agenda item requested by Mr. Evetts.

MOTION CARRIED UNANIMOUSLY

Approval of Minutes

Donald Moore asked the Board for revisions to the minutes. There were none.

MOVED by Ed Brown, seconded by Eileen Dennis, to approve the September 27, 2023 BOH meeting minutes as submitted.

MOTION CARRIED UNANIMOUSLY

Public Forum

There were no requests for public comment.

Report From Irene Kornelly

Irene Kornelly, who has worked with the Chemical Stockpile Emergency Preparedness Program (CSEPP) for many years, gave a presentation discussing her work with the program and a summary of the activities at the Pueblo Chemical Depot now that CSEPP is coming to a close. She gave a brief history of the Pueblo Chemical Depot, with the groundbreaking of the demilitarization facility in 2004, with first construction in 2007. The fully operational Pueblo Chemical Agent-Destruction Pilot Plant (PCAPP) facility began operation in 2019. The treaty deadline for destruction was Sep. 30, 2023, with completion occurring in July 2023. Irene took time to acknowledge the professionalism and safety record of the facility and its employees. The PCAPP facility didn't close during the COVID pandemic.

The future for PCAPP: closure will take about four years, with the goal of the closure being total elimination of all the toxic chemicals that are present at the site as a result of the facility's operation. Permit for cleanup is currently in negotiation between PCAPP, CDPHE, and the Army, with nine issues still left to address to satisfy the conditions of the permit and allow the 30-day public comment period. Cleanup will tentatively begin December 2023. The property will be made available for economic development following the cleanup, primarily for industry, but not for housing.

Closure entails four steps:

- Secondary waste must be removed from the site and disposed of in a facility east of Denver;
- The site and its equipment must be decommissioned and repurposed;
- All of the property must be dispositioned, including all office equipment and related buildings;
- Demolition of some, possibly all, remaining structures.

Soil samples will be taken during and after the closure process; air and water sampling will also be continuous to monitor for hazards.

Donald Moore asked how Irene became involved with the CSEPP program. She was the Chief Military Advisor in 1993 for Gov. Romer. Public notice of what was stored at the Chemical Depot occurred in 1994. The governor tasked Irene with figuring out how to make the munitions stored at the Depot safe, primarily to avoid the problems faced by Rocky Mountain Arsenal, west of

Denver.

Donald continued by asking how the community can be assured of continuity of oversight at CDPHE through this long process. Irene answered that the laws governing the process won't change; the Citizens' Advisory Commission(CAC) has decided to remain in operation as watchdog throughout the process, with a part-time administrator position at CDPHE funded by the Pentagon for this purpose. Donald asked what PDPHE and the Board of Health's role is during the closure. Irene answered that our role is to remain watchful. Donald asked how many employees were involved in the whole process, to which Irene answered about 1,600 not including the contractors, with drawdown in numbers happening in the coming months and years. There will be a loss of area jobs as a result, with contractors working to place employees facing layoff.

Eileen Dennis asked if the CAC administrator should come to brief PDPHE and the Board on a regular basis about closure activities. Irene responded that this is a possibility, since CDPHE is still actively involved in the closure process.

The Board and Randy took the opportunity to thank Irene for her long service to the community and hard work in improving Pueblo, and she was presented with a gift for her service.

Budget and Finance

Monthly Financial Reports

BFO Director Georgia Alfonso presented financial reports for September 2023. Currently at a deficit of \$75,000, better than the projected deficit of \$250,000. The deficit is projected to be between \$125,000-\$150,000 for the year, which is less than projected. Unassigned funds will cover this year's deficit, and potentially the deficit for next year.

Donald Moore asked about the timeliness of the state's payment on grants and contracts. Georgia reported no abnormalities or delays of note in PDPHE's state sources of funds.

MOVED by Eileen Dennis, seconded by Ed Brown, to accept the October 2023 financial reports as presented.

MOTION CARRIED UNANIMOUSLY

Contracts

No contracts were presented that required board action.

Information-Only Contracts

ELC 2.1 (Additional COVID Funding): 08/01/2023 – 4/30/2024, \$327,560.68

This Contract is between CDPHE and PDPHE. This contract is to assist with the integration of COVID-19 surveillance, investigation, and education into routine public health work. This funding will support 3.5 FTE. This contract is a Purchase Order. No legal review or Board of Health Action is required. (PO #FHCA 2024*2294)

Community Health Assessment Block Grant: 10/05/23 – 9/30/24, \$25,000

This contract is between CDPHE and PDPHE. This contract is to support a work plan to advance the assessment and planning efforts of the Colorado Health Assessment and Planning System (CHAPS) for partners and the community. This funding will support .25 FTE. This is a Purchase Order. No legal review or Board of Health Action is required. (PO #FAAA 2024*4790)

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:

- Marijuana Licensing and Inspection Fees
 - Marijuana fees do not include restrictions or stipulations on what PDPHE can charge. There have been no increases to fees for this program in five or six years.
 - The fee changes will allow for a bit of surplus, allowing PDPHE to completely cover operating costs and increasing indirect funds.

Eileen Dennis asked how many marijuana facilities are in the County, with Chad Wolgram stating 186 facilities in the County and 26 in the City of Pueblo. Donald Moore asked if the Inspection Fee was comparable to other communities. Chad answered that direct comparison is difficult, as many other areas bundle all required fees into one package instead of itemizing as PDPHE does.

Assistant Pueblo County Attorney Peter Blood stated that too much surplus in the program, in excess of 10-15% over costs, could lead to litigation, and Georgia Alfonso responded that this was taken into account during the fee analysis. He also stated that the fee increases could lead to push back from the industry. PDPHE offers public forums like those allowed at the Board of Health meetings as a way to provide opportunity for feedback.

- Recommending the following fee changes to go into effect January 1, 2024:
 - Increase in Preliminary Investigation fee from \$150 to \$175 (16.67%)
 - Increase in Plan Review fee from \$50 to \$100 (100%)
 - Increase in Annual Inspection Fee from \$400 to \$600 (50%)
 - Increase in Complaint fee from \$50 to \$150 (200%)
 - Increase in Follow-Up fee from \$50 to \$150 (200%)

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

MOTION CARRIED UNANIMOUSLY

- Other Environmental Health – Phase I Environmental Hazard Search Fees

- This search fee is for inspecting properties to determine existing environmental hazards at the site, prior to development.
- Current fee structure for this program does not cover the the direct costs. The proposed fee increase would allow the program to cover costs with a small surplus of approximately \$100.

Donald Moore asked about the Colorado Open Records Act (CORA) aspect of this fee, with Chad Wolgram responding that PDPHE is required to pull public records for things like underground storage tanks, and must comply with the requirements of CORA for clients who need this hazard search.

- Recommending the following fee change to go into effect January 1, 2024:
 - Increase in File Search and Letter fee from \$50 to \$115 (130%)

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

MOTION CARRIED UNANIMOUSLY

Public Heath Director’s Report

- Randy Evetts discussed the proposed at the state level for WIC funding. PDPHE is already “piloting” the proposed changes to funding, which positions Pueblo favorably during this change. All current WIC providers will be required to reapply for the contract in the Spring. Randy noted that PDPHE is in a good position to apply for the WIC contract but there are no guarantees of award. The WIC program funding is about a million dollars and provides significant indirect expense reimbursement to PDPHE.
- Randy asked for permission to close the PDPHE building from 11:30 AM to 1:30 PM on December 6, 2023, for a holiday party.

MOVED by Ed Brown, seconded by Zsuzsa Glasscock, to permit the closing of the building.

Board President Donald Moore adjourned the Board of Health meeting at 12:58 PM.

Next BOH Meeting

Wednesday, November 22, 2023, at 12:00 noon

Donald Moore, Board of Health President

Randy Evetts, MPA, Public Health Director