

Board of Health AGENDA

A Board of Health meeting will be held **Wednesday, December 27, 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 – 12:01 PM – Call to Order and Approval / Changes to Agenda (**Action Required**)
- B. 12:01 – 12:02 PM – Approval of Board of Health Meeting Minutes held Nov. 22, 2023 (**Action Required**)
- C. 12:02 – 12:05 PM – Public Forum
- D. 12:05 – 12:10 PM – Board of Health Meetings Schedule for 2024
- E. 12:10 – 12:20 PM – Budget and Finance
 - Monthly Financial Report – November 2023 (Action Required)
 - Contracts (**Action Required**)
- F. 12:20-12:30 PM- Follow-Up Discussion Regarding Compensation
- G. 12:30 – 12:40PM – Final 2024 Budget (Action Required)
- H. 12:40 – 12:50 PM – 2024 Employee Handbook (Action Required)
- I. 12:50 – 1:05 PM – Fee Analyses (Action Required)
- J. 1:05– 1:15 PM – BOH Updates/ Reports

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**Pueblo Board of Health Meeting Minutes
November 22, 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:

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
Chad Wolgram, Environmental Health (EH) Director
Shylo Dennison, Community Engagement, Prevention, and Response (CEPR) Director
Jonathan Hontz, Administrative Assistant
Dr. Brad Roberts, PDPHE Medical Officer

Other Staff Members Present:

Jessica Apodaca, Program Manager
Justin Gage, Program Manager
Aaron Martinez, Program Manager
Vicki Carlton, Program Manager
Joe Philip, Performance Improvement Coordinator

Guests:

There were no guests present.

Approval of Agenda

Randy Evetts stated that the Fee Analysis for Purchased Vaccine would be moved from this month's agenda to the Dec. 27, 2023 meeting agenda.

MOVED by Zolanye McCulley-Bachicha, seconded by Ed Brown, to approve the Nov. 22, 2023, Board of Health meeting agenda.

MOTION CARRIED UNANIMOUSLY

Approval of Minutes

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

MOVED by Eileen Dennis, seconded by Zsuzsa Glasscock, to approve the Oct. 25, 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 October 2023. Income statement reflects a positive balance of approximately \$56,000 as of October 31, 2023. Funding changes at CDPHE led to the surplus, with start dates of some funding in question until very recently. Balance sheet also shows unassigned funds increased due to the above increase in income.

Randy mentioned how good it was to see this small surplus, given the earlier projections of over \$300,000 deficit at this time. This is largely due to the diligence of the team and the careful work of the BFO to manage the budget shortfall over the previous months.

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

LPHA Workforce: 11/02/23 – 6/30/24, \$23,818

This contract is between CDPHE and PDPHE, to support the implementation of additional HealthSpace modules for program data collection and customer information. This is a Purchase Order. No legal review or Board of Health Action is required. (PO #FAAA 2024*6130)

Mobilizing and Preventing STI'S (MAPS): 1/1/2024 – 12/31/2024, \$50,000

This contract is between CDPHE and PDPHE. This program is to provide education on reducing the spread of sexually transmitted infections (STIs), Human Immunodeficiency Virus (HIV), and Viral Hepatitis (VH) by raising awareness of disease prevention in the identified populations through evidence-based community mobilization strategies. This agreement is a Contract Amendment to continue a current program. There is no legal review or Board of Health Action Required (Contract Amendment #2 2024*2815)

Medical Officer Update

PDPHE Medical Officer Dr. Brad Roberts presented on recent trends in communicable diseases in Pueblo County:

- Last 7 days had 320 reported cases:
 - 13 Sexually Transmitted Infections (STIs) (Chlamydia – 2, Gonorrhea – 9, Syphilis – 2)
 - COVID: 16 hospitalized, 2 vented at Parkview; no report from St. Mary-Corwin
 - Showing increases in total cases through fall
 - 4 deaths as of 11/20 in November
 - 11 deaths in October
 - Influenza:
 - Since 10/1, 13 hospitalized reported
 - This week through 11/18 had 10 cases reported
 - West Nile: Pueblo County ended the season with 24 cases and 5 deaths
 - Tuberculosis: 1 active disease patient being treated
 - Dr. Roberts specifically called out the work of Brenda Tracy of PDPHE in her role helping TB patients to recover, taking medications, dealing with side effects and symptoms.

Eilieen Dennis asked about how vaccinations in the community are going. Dr. Roberts stated that numbers are not that different from national numbers, but that vaccinations are trending downward. Randy Evetts added that the trend is the same among children, with numbers trending down. Justin Gage added that 65+ vaccinations are quite a bit higher than average. Justin also mentioned the lower availability of RSV vaccine in Pueblo, with orders placed but not yet delivered.

Donald Moore asked about Bicillin availability for syphilis treatment. Dr. Roberts reported that stocks have improved and Bicillin is now the sole treatment given again, which is preferable to Doxycycline.

Donald asked about trends with opioids. Dr. Roberts reports that fentanyl is responsible for most overdose deaths, rather than heroin, with significant increases in fentanyl deaths over the recent years. Meth is also a significant contributor to overdose deaths. Zsuzsa Glasscock asked for resources to send people with opioid issues. Dr. Roberts mentioned Front Range Clinic and Heath Solutions, as well as Parkview, which has limited options. Inpatient treatment in Pueblo is limited to Crossroads.

Donald asked about the effects of the merger between UC Health and Parkview. Dr. Roberts stated that he doesn't anticipate any changes to capacity or capability because of the merger.

Dr. Roberts commended the work of PDPHE in the community. He thanked Katie, Randy, and the rest of the team.

Approval of Holidays for 2024

Randy presented the Board with the proposed list of 2024 holidays for PDPHE staff. The holidays remained unchanged from 2023.

MOVED by Ed Brown, seconded by Zsuzsa Glasscock, to accept the adopt the proposed holiday schedule as submitted.

MOTION CARRIED UNANIMOUSLY

2024-2026 Strategic Plan – Final Approval

Performance Improvement Coordinator Joe Philip gave a presentation detailing PDPHE's proposed 2024-2026 Strategic Plan. This plan was reviewed in detail by the Board in the August 2023 BOH meeting, when staff made an in-depth presentation of the draft plan, solicited feedback, and answered Board questions. Randy Evetts talked about the development of the previous Strategic Plan, and how the basic structure of the 2021-2023 plan has carried over into the current plan. The new plan puts a special emphasis on equity, diversity, and inclusion throughout the plan and is also aligned with current Community Health Assessment/Community Health Improvement Plan (CHA/CHIP, Workforce Development Plan, and current Public Health Accreditation Board (PHAB) domains. Goals 3,4, and 5 align directly with the language of PHAB domains 8, 9, and 10. Goals 1 and 2 align with PHAB domains 1-7. Joe took the time recognize the large role played by staff in the process of creating this plan, submitting feedback and suggestions throughout the development of the plan.

The Plan features two Priority Areas and Five Goals:

- Priority Area One: Population Health
 1. Goal One: Maximize the physical and behavioral health potential for all people in Pueblo County using an Equity, Diversity, and Inclusion (EDI) approach.
 - Objective 1: Reduce barriers to accessing PDPHE services, programs, and educational messaging to improve health inequities.
 - Objective 2: Maximize existing resources and community partnerships to improve health service availability and accessibility.
 2. Goal Two: Promote healthy, safe, and sustainable community environments.
 - Objective 1: Determine and implement equitable policy and programmatic changes to reduce solid waste issues in Pueblo County.
 - Objective 2: Support and encourage improvements to the built environment, promote physical activity and access to healthy foods through PDPHE programs and services.
- Priority Area Two: Organizational Excellence
 3. Goal Three: Build and support a diverse and skilled public health workforce
 - Objective 1: Implement and evaluate a Workforce Development Plan that includes improvements to new employee experience, strategic professional development, and growth.
 - Objective 2: Establish equity-informed methods and processes for

- supporting existing, and recurring new PDPHE employees.
4. Goal Four: Build and maintain a strong organizational infrastructure for public health
 - Objective 1: Evaluate and improve internal communication to enhance transparency, awareness, and collaboration.
 - Objective 2: Ensure funding sources are used in an effective, efficient, and transparent manner to achieve a balanced budget.
 5. Improve and innovate through ongoing evaluation, research, performance management, and continuous quality improvement
 - Objective 1: Strengthen the use of equity-informed evaluation, research, and data to improve public health strategy and impact.
 - Objective 2: Amplify and continue to improve the culture of quality and performance improvement at PDPHE.

MOVED by Eileen Dennis, seconded by Ed Brown, to adopt the proposed 2024-2026 strategic plan as presented.

MOTION CARRIED UNANIMOUSLY

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:

- Mobile Home Parks
 - The City of Pueblo requires Mobile Home Parks to be licensed by PDPHE. There are inspections for mobile home parks in the County too but not all facilities annually. The proposed fees cover staff time for inspections.
 - There are 18 mobile home parks in the City. Chad Wolgram stated that inspections focus on the infrastructure of the park including lights, security, pavement markings, refuse disposal, cleanliness, etc.
 - Recommending the following fee changes to go into effect January 1, 2024:
 - Increase in Yearly Inspection fee from \$160 to \$210 (31.25%)
 - Increase in Follow-Up and "Notice of Violation" issued fee from \$50 to \$130 (160%)

Donald Moore asked about how much the effort to inspect varies with park size. Chad stated that the effort changes with the size, but the fee stays the same as the difference in work is not significant enough to warrant multiple fees. Vicki Carlton said the fee calculation was done with an average amount of time taken to inspect, rather than basing it on size and noted that PDPHE responds to complaints about equally across the different size of parks.

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

MOTION CARRIED UNANIMOUSLY

- Body Art Fees
 - 35 facilities currently in Pueblo
 - New and Change of Ownership reviews were increasing in the past year; that trend is expected to continue,
 - Expected to see \$1,892.50 deficit for 2023; proposed fee changes create projected surplus of \$120.30 in 2024.
 - Last fee increase occurred April 2023
 - Personnel costs have increased, necessitating further fee increases
 - Body art establishments have historically been in favor of higher standards and more regulation

 - Recommending the following fee increases to go into effect January 1, 2024:
 - Increase Body Art Inspection Fee from \$345 to \$385 (11.59%)
 - Increase Body Art – Complaints Fee from \$100 to \$110 (10%)
 - Increase Temporary Events Multiple Fee from \$345 to \$385 (11.59%)

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

MOTION CARRIED UNANIMOUSLY

Public Health Director's Report

- Randy Evetts asked about keeping the 12/8 Work Session, the primary function of which would be if the Board has further 2024 budget questions. Current projection shows a \$400-500k deficit, but could change depending on how the State allocates funding. This budget includes a 3% salary increase across the board for staff. Following the completion of the legislative session, in June 2024, more information about State allocation will be available and more discussion will occur then, particularly concerning the amount of staff salary increase. Randy stated that the 12/8 work session would only be necessary if the Board was uncomfortable with something in the 2024 budget as proposed in June 2023.
 - Donald Moore shared that rebuilding the workforce post-pandemic should be a top priority in the budget and asked if 3% is enough of an increase in salary to competitively recruit and retain a skilled workforce. Donald noted that PDPHE is generating a margin in 2023 due in part to vacancy savings and the reserve levels are in good shape. He also asked if pay is contributing to extended vacancies. He suggested that unassigned funds could be used to shore up compensation levels if pay is a factor in hiring and retaining. He

stated that he would like to build in a review of these increases in spring 2024 to make sure PDPHE is staying competitive.

- Randy stated that over the past two years, PDPHE has given the equivalent of 18% in salary increases and that PDPHE is within the market range for most positions. Randy also thanked the Board for their support of PDPHE's efforts to keep the recruitment efforts effective, and welcomed the opportunity to revisit salaries early-to-mid 2024. He also emphasized that further increases to salary would depend upon the Board of Health's comfort level with using reserves when facing a potential \$1 million shortfall as soon as 2027 if additional revenue/funding is not available.
 - Eileen Dennis and Zsuzsa Glasscock agreed that PDPHE needs to stay competitive, but mentioned that there won't be enough information available by 12/8 to make any relevant decisions about the budget, and that we should wait until spring 2024/the end of the legislative session to revisit salary figures. Randy stated that the Governor's budget decision would likely be available by May 2024.
 - Zolanye McCulley-Bachicha stated that she wanted to ensure that the proposed 3% staff increase would be enough to be substantive considering insurance, inflation, and cost-of-living increases. She also asked to make sure that comparable positions across the county were paid similarly, and Katie Davis responded that Ellie Cassio in Human Resources has done comparable analysis and concluded that PDPHE is offering salaries in line with current market. Zolanye asked if a mid-year revision to staff salaries would be possible if it was agreed upon at that time and Georgia Alfonso and Randy Evetts answered that it would be possible and noted it has been done in the recent past. Ed Brown agreed with the mid-year review and potential increase plan.
 - The Board agreed to cancel the 12/8 Work Session, with a spring 2024 meeting to re-address the above budget issues.
- Randy mentioned the presentation given by PDPHE to the Board of County Commissioners last week, requesting a \$100,000 increase to our 2024 budget. PDPHE will not know if this will be granted until late December 2023.
 - State WIC is reorganizing and it is expected PDPHE will have a competitive application for funds in Feb.-Mar. 2024. CALPHO board is meeting with Jill Hunsaker-Ryan next week to discuss this. There is a possibility that WIC partnerships will be made with widely-scattered counties in order to meet minimum client counts for funding. Georgia Alfonso stated that the WIC contract is about \$1.1 million, which provides a huge amount of indirect funding to PDPHE.
 - PDPHE continues to work on IRB with CSUP, with staff working on completing training modules. This will allow additional research opportunities in the future.
 - Randy invited the Board to attend the PDPHE holiday party on 12/6 from 11:30 AM-1:00 PM.
 - Randy gave a look ahead at the upcoming Board meetings:
 - December is a very important meeting for all Board members to attend,

including 2024 Budget and Employee Handbook review and approval, along with further fee analyses.

- January is Sunshine Law review and Years of Service Recognition, and Public Health Director Evaluation process begins
- February is election of Board officers, and a wrap-up of the 2021-2023 Strategic Plan; February Work Session has been canceled.

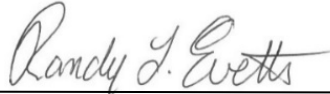
Board President Donald Moore adjourned the Board of Health meeting at 1:16 PM.

Next BOH Meeting

Wednesday, December 27, 2023, at 12:00 noon



Donald Moore, Board of Health President



Randy Evetts, MPA, Public Health Director

Submitted by Jonathan Hontz
Administrative Assistant