

Board of Health AGENDA

A Board of Health meeting will be held **Wednesday, May 22, 2024**, 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 April 24, 2024 **(Action Required)**
- C. 12:02 – 12:05 PM – Public Forum
- D. 12:05 – 12:25 PM – Rodeway Inn and Val U Stay Presentation
- E. 12:25 – 12:35 PM – Budget and Finance
 - Monthly Financial Report – April 2024 **(Action Required)**
 - Contracts **(Action Required)**
- F. 12:35 – 12:45 PM – Fee Analysis: **(Action Required)**
- G. 12:45 – 1:00 PM – BOH Updates/ Reports
 - Legislative Updates
 - Director’s Report

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Pueblo Board of Health Meeting Minutes
April 24, 2024

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
Zsuzsa Glasscock, Vice President
Ed Brown, Board Member
Eileen Dennis, Board Member
Zolanye McCulley-Bachicha, Board Member (via Zoom)

Legal Counsel:

Marci Day, Assistant County Attorney

Administrative Staff Present:

Randy Evetts, Public Health Director
Katie Davis, Deputy 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
Georgia Alfonso, Budget and Finance Office (BFO) Director
Jonathan Hontz, Administrative Assistant

Other Staff Members Present:

Courtney Kincannon, Program Manager
Vicki Carlton, Program Manager
Alicia Solis, Program Manager
Trysten Garcia, Public Information Officer

Guests:

There were no guests present at the meeting.

Approval of Agenda

MOVED by Eileen Dennis, seconded by Zsuzsa Glasscock, to approve the April 24, 2024 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 Zsuzsa Glasscock, seconded by Eileen Dennis, to approve the March 27, 2024 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 March 2024. Actual expenses were \$48,318 (5.17%) less than expected. Still showing high unassigned reserve balance due to receiving food licensing fee revenue on the front end; this will come down as expenses in the food program are incurred. No contracts to review this month. CDPHE updated its accounting software, resulting in some downtime which may also cause a surge in contracts coming in the next two months as they get caught up. BFO audit has not been conducted yet, with no scheduled date. Our auditing firm has merged, resulting in a change in staffing and office locations.

Donald Moore asked about the timeframe of our current audit. Georgia reported she was not sure at this time. Mitch at the auditing firm will get back to us soon with a plan. Georgia also noted she will likely send out an RFQ for a new auditor in August. Donald requested that a draft of the RFQ be brought before the Board for review before it is released.

MOVED by Eileen Dennis, seconded by Zsuzsa Glasscock, to accept the March 2024 financial reports as presented.

MOTION CARRIED UNANIMOUSLY

Fee Analyses

EH Program Manager Vicki Carlton presented introductory information regarding a proposed adjustment to some of PDPHE's Temporary Event fees, explaining the origins and purpose of the Temporary Events program. A copy of this presentation is attached at the end of these minutes. Randy commented that the Temporary Event and Food Teams are involved with work that protects the health of Puebloans every day, though their work is largely unseen by the public.

This fee analysis is primarily to ensure that programs come as close as possible to covering their operating costs. BFO looks at about nine different areas to measure the total costs and revenues associated with these fees:

- Retail Food Establishment at Special Events Fees
 - The recommended fee changes will allow the fees to more closely match the real cost of processing the applications.
 - Event Coordinator Application fees are for those who are organizing large events like the Chamber of Commerce for the Chili and Frijole Festival to make sure that the infrastructure (electricity, water, trash) is set up for the event. The Coordinator fees are usually collected months in advance of the event itself. The hourly charge only applies if PDPHE is required to re-visit the site after it is set up.
 - Recommending the following fee changes to go into effect May 1, 2024:
 - Increase in Event Coor Application 2 – 10 Food Vendors fee from \$100 to \$150 (50%)
 - Increase in Event Coor Application 11 – 20 Food Vendors fee from \$200 to \$230 (15%)
 - Increase in Event Coor Application 21 – 30 Food Vendors fee from \$300 to \$400 (33.33%)
 - Increase in Event Coor Application 31 – 40 fee from \$400 to \$500 (25%)
 - Increase in Event Coor Application above 40 Food Vendors fee from \$500 to \$600 (20%)
 - Increase in Temp Event – Plan Review/Infrastructure (hourly) fee from \$50 to \$85 (70%)
 - Increase in Full Service Event (1 Event 2 – 8 Days) fee from \$200 to \$230 (15%)
 - Increase in Sample fee from \$50 to \$60 (20%)
 - Donald Moore asked how long it has been since these fees were last reviewed. Vicki answered that it has been about five years.
 - Eilileen commented that it is amazing how many places are distributing food. Vicki clarified that there are probably 1,000 establishments that provide food to the public.
 - Donald asked about the significant reduction in employee cost. Georgia answered that this was the result of a recent study to correct what was historically mis-allocated in this regard. The intent is to more accurately charge expenses where they are incurred, and to cover the costs as closely as possible.
 - The proposed fee changes will be put into effect on May 1, 2024.

MOVED by Eileen Dennis, seconded by Zolanye McCulley-Bachicha, to accept the proposed fee increases as presented.

MOTION CARRIED UNANIMOUSLY

Contracts

No contracts were presented at the meeting.

Public Health Director's Report

- Shylo Dennison began with legislative updates:
 - Only two weeks left in the current session. Legislators are prioritizing high-fiscal-impact and high-support bills.
 - Long bill has not yet been signed.
 - Raw milk bill is still alive and scheduled to be on the floor tomorrow. CALPHO and CDC are working to fight passage of the bill. Some amendments are proposed to this bill as well.
 - Several air quality bills have strong opposition and support, with uncertain outcomes.
 - Harm Reduction bill has been approved in both chambers, but both had different amendments. Negotiations are in progress.
- Randy Evetts talked about the PDPHE response to several fires in the City, which was activated as part of the ESF-8 function are the Emergency Services Bureau. The response was for the Evraz fire, primarily for air quality concerns over what was burning.
- County-wide exercise for emergency preparedness May 8.
- Foodborne illness tabletop exercise will occur this Friday 4/26.
- EH and CEPR teams hosted a successful cleanup in the Westside neighborhood. Six roll-off dumpsters were filled two hours earlier than planned. PDPHE continues to promote and support policy that would eliminate the need for these events and cut down on illegal dumping and hoarding.
- SoCoYoGo event happening tomorrow for teens at Blo Back Gallery.
- Two Certified Food Protection Manager (CFPM) classes occurred this week to comply with new state regulations that require a CFPM to be on-site while food businesses are in operation. These classes are currently only open to Pueblo County.
- CDPHE has issued a new public health order to require anyone taken into a congregate setting who is pregnant must be offered syphilis testing. They are not required to take the test, but it must be offered. PDPHE's work at the Pueblo County Jail was highlighted as a model of this work.
- WIC state audit was performed successfully. The application for WIC funding will open 5/1, to be completed by 6/1. Donald asked about the funding model and the competition for funds. Courtney Kincannon answered that the state mostly has the funding model built, and. El Paso County, for example, could not apply for the Pueblo program but a local agency like PCHC could.
- Custer County has asked to shadow PDPHE's Maternal Child Health team to learn about the program and how to run it.
- The May 17th 1:00 PM – 3:00 PM Board Work Session is to discuss budgeting philosophies and approaches to achieve a balanced budget. .

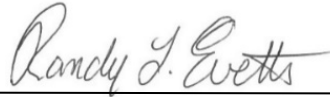
Board President Donald Moore adjourned the Board of Health meeting at 12:59 PM.

Next BOH Meeting

Wednesday, May 22, 2024, at 12:00 noon.



Donald Moore, Board of Health President



Randy Evetts, MPA, Public Health Director

Submitted by Jonathan Hontz
Administrative Assistant

Temporary Events



Temporary Events



Temporary Events

Temporary Events

Public events where food is prepared, distributed or sold to the public in a location that is not a permanent or permitted food facility. These events usually happen in parks, river walks, sports fields and other open spaces.

Temporary Event Coordinators

- Responsible for the coordination of vendors, ensure all vendors are licensed, provide trash receptacles, hand washing facilities, and restrooms.

Temporary Event Vendors

- Any and all persons or businesses selling or distributing food at an event must be a licensed mobile food vendor or obtain a temporary event license from PDPHE.

Temporary Events

What does Environmental Health do for Temporary Events?

Event coordinator application review

- Anyone holding an event must submit an Event Coordinator application detailing the event number of vendors, methods of wastewater, grease, ash and trash disposal, handwashing facilities, port-a-potties, emergency plans and list of vendors invited to participate.

Infrastructure Inspections

- Inspect event area to ensure requirements from the Coordinator application are met and available prior to the event beginning.

License and inspect all vendors

- Ensure all food vendors are licensed and the food they are serving is safe and will not make the public sick.

Inspections



What We Have Found During Inspections

- Foods from unapproved sources: Raccoon in the bottom of a freezer at one vendor,
- Unsafe food handling
 - Hiding cooked turkey legs in coolers without proper temperature controls
 - 2000+ pounds of uncooked meat sitting in the hot sun hidden under a tarp out of temperature
 - Large refrigerator trucks with no power and all the food inside was out of temperature
- Infrastructure issue
 - Wastewater flowing out of vendor booths into the walkway for the patrons
 - Wastewater going into storm drains that lead to the riverwalk
 - No handwashing at vendors or for the petting zoos



[More Pictures](#)

We Protect Your Food

Program Manager - Vicki Carlton

EHS Lead - Lee Lajeunesse

EHS – Aaron Doussett, Adam Avina,
Caitlin Ceasar, Jenna Dingman,
Mario Aguilera, Taylor Maez, Toni
Ousley, Shyanne Urdiales

