

SAN ■ JUAN ■ BASIN
HEALTH
DEPARTMENT

MEETING MINUTES
REGULAR MEETING OF THE BOARD OF HEALTH
SJBH
ARCHULETA COUNTY COMMISSIONERS ROOM
PAGOSA SPRINGS, COLORADO
April 28, 2016, 2 P.M.

Attendance: Bob Ledger, Michael Whiting, Karin Daniels, Gwen Lachelt, Shere Byrd, and Legal Counsel Ann Bruzzese.

I. CALL TO ORDER at 2:04 p.m.

II. APPROVAL OF AGENDA & CONTENT

Ann Bruzzese noted Consent Items VII.b and VII.c should include “accept” in the language. Shere Byrd suggested amending the agenda to include the Appointment Committee’s update and Board of Health meeting schedule going forward. Shere Byrd moved to amend the Agenda as described above, Bob Ledger seconded. The Board unanimously passed amendments.

III. PUBLIC HEARING None.

IV. OPEN REGULAR MEETING

V. PUBLIC COMMENT None.

VI. APPOINTMENTS COMMITTEE UPDATE

The Board was updated on the appointment of Terryl Peterson by the Appointments Committee, Commissioners Michael Whiting and Gwen Lachelt. Following the process outlined in instructions received from Legal Counsel Ann Bruzzese, the Appointments Committee interviewed Terryl Peterson and was pleased to discover and share with the Board her strong interest in public health and background in financial systems, as well as familiarity with SJBH Financial Policies and Procedures. The Appointments Committee shared their decision in appointing Terryl Peterson and the Board expressed unanimous concurrence.

VII. BOH MEETING SCHEDULE

The Board was updated on the availability for Board meetings for new member Terryl Peterson by Gwen Lachelt. The Board unanimously agreed on a new meeting time of the last Thursday of the month at 9 a.m. with the county location schedule remaining unchanged and specific details to follow.

VIII. STAFF PRESENTATION

Assessment, Planning, and Communications by Claire Ninde

Claire Ninde presented program updates from Assessment, Planning, and Communications (APC). A Board member asked about efficacy and outcome data of programs. Claire Ninde reported that each program has requirements to report on these points for their funders. APC supports program managers with these efforts. Liane Jollon added that public health is working to better track outcomes and Public Health Accreditation Board (PHAB) accreditation would allow local public health to do this and advance quality improvement.

SPARK is a program specifically managed by APC. It was clarified for the Board that SPARK is not currently present in Archuleta County because other agencies had already employed the curriculum.

IX. CONSENT ITEMS

- a. Approval of Minutes for meeting held on February 25 and March 31, 2016

The Board clarified a quorum was not present for the March 31 meeting and minutes were not approved. Ann Bruzzese had corrections and they were approved unanimously by the Board.

- b. Accept Payroll and Accounts Payable Validation for the months of February and March 2016

- c. Accept Financial Reports for January (Draft), February (Draft), and March (Draft) 2016

The Board discussed the status of “Draft” with each financial report. It was unclear if Board approval or the new year qualifies a report as non-draft. Staff will continue this conversation with the Finance Committee.

Gwen Lachelt asked for a narrative to accompany the financials so as to better understand the status of programs and strategic issues. The Finance Committee would be a bridge and vetting of the financials for the Board, but a one-page written form could also be attached by Lesley Marie to add interpretation and transparency. The written explanations of trends, which programs are achieving or falling financially, would be better understood.

Shere Byrd moved to approve Item A and accept Items B and C, Michael Whiting seconded. The Board unanimously passed.

x. **ITEMS TO BE CONSIDERED FOR DECISION**

a. *Nurse Family Partnership (NFP) Continuation Application* by Lisa Barrett

Shere Byrd moved to approve, Karin Daniels seconded. The Board unanimously passed.

b. *Request to reapply for funding from Connect for Health Colorado* by Lisa Barrett

It was clarified for the Board that if Connect for Health funding were delayed, the gap would be absorbed and program delivery would continue.

Gwen Lachelt moved to approve, Karen Daniels seconded. The Board unanimously passed.

c. *Care Coordinator funding* by Lisa Barrett

Lisa Barrett made note of her amending the item for decision from “Nurse Navigator funding” to “Care Coordinator funding.” Both programs are managed by Lisa Barrett, but it was a misprint and Care Coordination was to be the only one considered for decision.

Shere Byrd moved to approve, Michael Whiting seconded. The Board unanimously passed.

d. *Cancer, Cardiovascular, and Pulmonary Disease funding* by Claire Ninde

Claire Ninde and Liane Jollon clarified the potential policy discussions that will take place with this grant and program implementation. A Board member emphasized the need for community awareness and education with this funding. Claire Ninde agreed and clarified there is another state funded program that emphasizes community education for radon and if funded the SJBH program will emphasize policy work. Collaboration will be an important component of this program so as to best inform the community. The collaboration that is formed with Colorado State University La Plata County Extension was mentioned.

Shere Byrd moved to approve, Gwen Lachelt seconded. The Board unanimously passed.

e. *Communities that Care funding* by Cindy Schultz

Communities that Care specifically targets community youth and as explained by Cindy Schultz, “youth” is defined from underage to 25 years old, based on the qualifiers of non-voting children and brain development occurring until the age of 25. Collaboration will be with agencies already engaged in youth substance abuse prevention in Archuleta and La Plata Counties.

Karin Daniels moved to approve, Shere Byrd seconded. The Board unanimously passed.

f. *Colorado Department of Public Health and Environment (CDPHE) Water Quality Sampling Contract* by Liane Jollon

This is Environmental Protection Agency (EPA) funding, through CDPHE, from the Clean Water Act for water monitoring by SJBH Environmental Health staff for 18 months. The Board was also informed of the new Environmental Health Director, Sonja Bennett.

Shere Byrd moved to approve, Karen Daniels seconded. The Board unanimously passed.

xI. **REPORTS**

a. *Executive Director and Staff Reports* by Liane Jollon

Liane Jollon updated the Board on the continued efforts from staff in monitoring the health of the Animas River and communicating the status to community members. SJBH has attempted to share data-driven information on the public health status of the Animas River with local media. Particularly with

the Durango Herald, SJBH staff has seen these messages crowded out by less scientific-based pieces that are more politically influenced. SJBH staff will continue efforts in strategizing their contacts with the Herald to publish materials that are in the best interest of community health.

Liane Jollon reiterated the hiring of the new Environmental Health Director and additionally shared with the Board the movement of current employees to different roles. Internal staff movement was discussed as a positive flux, that the competency is shared across programs and garners staff development and retainment. The Board commended the growth, professionalism, and quality of staff that they've observed during their terms.

i. *Compensation Survey/Wage Scale, Employee Benefits Consultant* by Lori Zazzaro

Lori Zazzaro explained to the Board the current undertaking of reevaluating compensation and benefits for SJBH employees. Compensation and benefits are concurrent issues so the conversations are happening all at once. Considerations of wage will be in comparison to other public health and healthcare organizations in Colorado. The Board will receive further updates as Lori Zazzaro moves forward with the consultants.

ii. *HIPAA Quarterly Report* by Lori Zazzaro

Lori Zazzaro's HIPAA report documentation now includes a tally for the number of times staff query to HR about how to navigate HIPAA procedures. This will demonstrate staff awareness of HIPAA situations and their commitment to preventing breaches.

b. *Personnel/Management Committee* (Bob Ledger):

No report.

c. *Finance Committee Quarterly Meeting January 2016* (Brad Cochennet):

A meeting with the auditors took place but there is no report.

X. NEXT REGULAR BOARD MEETING

**Thursday, May 26th at 9 a.m., La Plata County Administration Building, Training Room
1101 E. 2nd Ave., Durango, Colorado**

XI. EXECUTIVE SESSION

None.

XII. OTHER BUSINESS

None.

XIII. MEETING ADJOURNED at 3:48 p.m.