

SAN ■ JUAN ■ BASIN  
**HEALTH**  
DEPARTMENT

MEETING MINUTES  
REGULAR MEETING OF THE BOARD OF HEALTH  
SJBH  
OFFICE OF LA PLATA COUNTY COMMISSIONERS  
DURANGO, COLORADO  
May 26, 2016, 9 A.M.

**Attendance: Bob Ledger, Brad Cochennet, Terryl Peterson, Michael Whiting, Gwen Lachelt, Shere Byrd, and Legal Counsel Ann Bruzzese.**

I. **CALL TO ORDER** at 9:04 a.m.

II. **APPROVAL OF AGENDA & CONTENT**

Shere Byrd moved approve the Agenda, Bob Ledger seconded. The Board unanimously passed.

III. **PUBLIC HEARING** None.

IV. **OPEN REGULAR MEETING**

V. **PUBLIC COMMENT** None.

VI. **STAFF PRESENTATION**

*Clinic* by Liane Jollon

For routine immunizations, SJBH encourages clients to establish care in their medical home. That said SJBH does retain the immunization service to have a well-covered population and to retain infrastructure and skills in the event of an outbreak or need of mass immunization in the community. Travel immunizations haven't had changes in their service. Limited purpose RNs are staffed for immunization clinics.

The Board discussed the success of state-wide additional funding of Long-Acting Reversible Contraception efforts.

VII. **CONSENT ITEMS**

a. Approval of Minutes for meeting held on April 28, 2016

b. Accept Payroll and Accounts Payable Validation for April 2016

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

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

a. Finance Committee (Brad Cochennet & Terryl Peterson) Quarterly meeting: April 2016

Financial Reports for April 2016 by Finance Committee

Brad Cochennet reported on the Finance Committee meeting held that morning. He outlined for the full Board the approach that the Committee uses to review the financial activities and position of the Health Department. Going forward the Committee will accomplish these activities through a regularly scheduled monthly teleconference meeting. The monthly meetings will be prior the full Board meeting in order to allow both adequate time to prepare the previous month's financial reports and adequate time to draft the Finance Committee report. In addition, the Committee will have a quarterly in-person meeting to more thoroughly investigate financial reports, trends, forecasts, and review for outliers. Brad concurred with another Board member that this process is a subjective risk analysis. The Finance Committee will also address any additional financial issues, if they should arise, at the quarterly meeting.

The Committee reported that the first component of understanding the financial health of the organization is the annual budget process, which the full Board approves. Brad emphasized to the Board the need to look beyond just the immediate one year horizon in order to consider the changing landscape of the public health environment. By looking beyond the immediate year the Board can help prioritize those activities they want to begin to address, recognizing that the Health Department may not have all of the resources that may be required to accomplish the Board's objectives.

The Finance Committee monitors performance against the stated budgeted goals and objectives paying particular attention to those items that the Board members may be particularly concerned with. Brad indicated that a typical concern of the Board should be: is there anything that the Board should be fearful of? The Committee looks for these issues and reporting accordingly.

Secondly, the Finance Committee monitors the financial performance against the approved budget. This is consistent with past practices and would include providing the full Board with help in understanding what sometimes may seem to be very complicated financial reports by creating a more descriptive, broken down narrative.

Another component is the annual independent financial audit. At the upcoming June Board meeting, the auditors will present the 2015 audit, plus provide a general presentation on how Boards and auditors work together.

Overall the Finance Committee discusses monthly, quarterly, and annual numbers to provide a broad spectrum of caution and comfort to help with the understanding of the department's budget and progress. At the quarterly meeting, Committee more thoroughly investigates and brings back to the Board the longer term issues. Some of these discussions are best to be held quarterly, some are best for midyear (e.g. as the State Fiscal Year closes), some are best to be annual discussions, and some are best as multi-year strategic discussions because they are brought about by the changing nature of the environment in which we operate. Brad reiterated that SJBH has shown stable, consistent, and substantial improvement over the last 3 years.

Brad concluded his report by outlining the results of the Finance Committee meeting held earlier that day. The Committee noted a current surplus of \$229,000 and discussed that the surplus is largely based upon vacancies. The Committee related both the Committee and staff agree that filling vacancies is a top priority for staff. Brad also reminded the Board that staff has engaged with a consultant for a compensation analysis, and that it is likely that this work will result in increased expense needs. He stated that there was nothing to report that would alarm the full Board.

He went on to report on the discussion in the Committee meeting about how certain programs are limiting the amount of their reimbursement by artificially capping the amount of indirect costs they will compensate. He indicated this is something the Executive Director and Deputy Director of Administrative Services are actively monitoring closely.

Gwen Lachelt moved to approve, Michael Whiting seconded. The Board unanimously passed.

b. *Public Health Emergency Preparedness(PHEP) 2016-2017 Contract Renewal* by Liane Jollon

PHEP is a core service required by Public Health Act. Legal Counsel Ann Bruzzese noted the practice of including contract details.

No county money will be used in this component. Everything should run as usual for the next year.

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

c. *Single Entry Point Program (SEP) Funding Renewal* by Laura Chapman

Lisa Barrett presented for Laura Chapman. Funding is provided by HCPF. This is expected to receive \$540,942 to cover all indirect costs and fill staffing positions.

This is a program required to be in every county by the State of Colorado. This program is typically housed in county human services departments and non-profits that hold contracts with the county.

This will increase the role of the care coordinators and fund that program.

Shere Byrd moved to approve, Brad Cochennet seconded. The Board unanimously passed.

d. *Healthy Communities Renewal FY17* by Kalisha Crossland

The funding for this is provided by HCPF and would serve Montezuma, Archuleta, Dolores, San Juan, and La Plata counties. It provides access to benefits and education.

Brad Cochennet moved to approve, Michael Whiting seconded. The Board unanimously passed.

e. *DHS Parents Plus Renewal* by Kalisha Crossland

This will provide services to families enrolled in TANF (Temporary Aid for Needy Families) through the La Plata County Department of Human Services.

Gwen Lachelt moved to approve, Michael Whiting seconded. The Board unanimously passed.

f. *July BOH meeting* by Liane Jollon

Due to conflicts, staff proposes to not have a Board of Health Meeting in July of 2016.

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

**IX. REPORTS**

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

Board member suggested SJBH staff provide programmatic updates and information to Archuleta County Commissioners.

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.

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

No report.

**X. NEXT REGULAR BOARD MEETING**

**Thursday, June 30<sup>th</sup> at 9 a.m., Columbine Conference Room, Durango, Colorado**

**XI. EXECUTIVE SESSION**

None.

**XII. OTHER BUSINESS**

Brad Cochennet announced his retirement. He will resign from the Board in October.

Michael Whiting thanked SJBH for being at the Pagosa Springs Medical Center ground breaking.

**XIII. MEETING ADJOURNED** at 10:40 a.m.