

Regular Meeting of the Board of Health
Columbine Conference Room
Durango, CO
5/31/2018 09:00 AM

Minutes

Attendance: Ann Bruzzese, Terryl Peterson, Gwen Lachelt; Ronnie Maez – Archuleta County Commissioner, Michael Whiting – (arrived at 9:40 AM); Jeff Robbins, Legal counsel.

Special Guest: Drew Peterson, Colorado Department of Public Safety - Office of Emergency Management.

Staff attending: Liane Jollon, Executive Director; Flannery O’Neil, Deputy Director of Operations; Lesley Marie, Deputy Director of Administrative Services; Sherri Dugdale, Health Protection Director; Laura Warner, Population Health Director; Tiffany Switzer, Prevention Health Director; Lauren Savage, Communications Specialist; Sylven Watson, Executive Assistant and Clerk to the Board.

- I. **CALL TO ORDER: 9:02 AM by Ann Bruzzese, acting Chair.** Quorum not reached at call to order, three members present, and one additional member is en route. Acting Board Chair suggested that the meeting proceed with presentations and items that do not require a decision. Once a quorum is reached the meeting will be called to order to address regular business and decision items, all Board members present agreed. Quorum was reached at 9:40 AM when Board member Whiting joined the meeting.
- II. **AGENDA & CONTENT:** Additions to the Agenda were requested for Other Business items: June, July, and August 2018 Board schedules; discussion around Archuleta County Commissioner Ronnie Maez’s position as an alternate/second SJBPH BOH member. Acknowledged for the record that Archuleta County Commissioner Ronnie Maez is present as a possible alternate Board member for Michael Whiting. Legal counsel offered to research regarding “alternate/second” Board member position and authority.
- III. **PUBLIC HEARING:** None.
- IV. **IDENTIFICATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST:** Board members present have no disclosures.
- V. **OPEN REGULAR MEETING**
- VI. **PUBLIC COMMENT:** None.
- VII. **PRESENTATIONS**
 - a. Colorado Department of Public Safety – Office of Emergency Management presentation by Drew Peterson, Regional Field Manager. Drew reviewed Emergency Management actions that took place during the 2017 Hurricane Irma storm in Florida. Drew presented San Juan Basin Public Health Health Protection Director, Sherri Dugdale, with a thank you certificate from the State of Colorado, challenge coin from Monroe County Florida and Honorary Conch proclamation certificate for 2017 San Juan Basin Public Health involvement in Hurricane Irma operations.
 - b. Communications by Lauren Savage. Lauren reviewed the San Juan Basin Public Health (SJBPH)

Communications program and how it benefits the public and SJBPH.

VIII. Approval of Agenda & Content: Quorum reached when Michael Whiting arrived. Terryl Peterson moved to approve Agenda with the additional items and revised Agenda order, Gwen Lachelt seconded, motion passed.

IX. CONSENT ITEMS

- a. Approval of Minutes from April 26, 2018: Ann will abstain from this item due to not attending the April meeting.
- b. Approval of Contract for Retail Food Establishment (RFE) Program
- c. San Juan Basin Public Health Immunization program contract
- d. Office of Behavioral Health (OBH) Substance Abuse Block Grant renewal
- e. Statement of Work for Waste Tire Program
- f. Office of Planning, Partnerships and Improvement (OPPI) Contract Task Order Amendment #1

Michael Whiting moved to approve Consent Items as a block, Gwen Lachelt seconded, motion passed.

X. ITEMS TO BE CONSIDERED FOR DECISION

- a. April 2018 financial reports by Finance Committee – Terryl Peterson reviewed the reports, and commented that the committee found nothing of note. Terryl moved to accept the reports from the Finance Committee, Gwen Lachelt seconded, motion passed, reports are accepted.
- b. Revised and updated Financial Policies by Lesley Marie. Terryl Peterson reviewed the policies for the Board and reported the Finance Committee had opportunity to review edits in depth. Board member commented the policies are well crafted. Michael Whiting moved to approve the revised and updated financial policies as presented in the board packet, Gwen Lachelt seconded, motion passed, policies are approved.
- c. Reversal of Retail Food Establishment (RFE) Civil Penalties by Sherri Dugdale. Staff reviewed the proposed reversals for the Board. Board member questioned legal counsel about statute requirements that penalties should come before the Board. Board member was reminded that this discussion took place at last month's Board meeting. The Board encouraged further discussion about delegating this action, and suggested future consideration to draft a policy delegating this action to the ED provided the ED report such activities to the Board at the next regular meeting. Terryl Peterson moved to approve reversal of the RFE Civil Penalties as listed in the Board packet, Michael Whiting seconded, motion passed.
- d. Options for Long Term Care (SEP) Single Entry Point Program funding renewal by Laura Warner. Staff reviewed the SEP contract renewal for the Board. There is a slight funding increase for the next fiscal year. The Board discussed program expenses versus revenue. Terryl Peterson moved to approve the funding renewal, Gwen Lachelt seconded, motion passed.
- e. Nurse-Family Partnership (NFP) continuation application by Tiffany Switzer. Staff reviewed the funding renewal for the Board. The Board requested the record show the amount has increased to \$530,000. Board member commented that this is an extremely valuable program for Archuleta County. Gwen Lachelt moved to approve the funding renewal for \$530,000, Terryl Peterson seconded, motion passed.
- f. State Tobacco Education and Prevention Program (STEPP) contract renewal by Laura Warner. Staff reviewed the contract for the Board noting that this is a re-set of a three year grant. Terryl Peterson moved to approve the contract, Gwen Lachelt seconded, motion passed.
- g. Communities That Care (CTC) contract renewal by Laura Warner. Staff reviewed the contract for the Board

and it was noted that Archuleta County is not included in this funding. The Board discussed how substance abuse is identified as an issue in Archuleta County. Staff commented that other funding sources currently exist and are being considered for future needs in communities served. Gwen Lachelt moved to approve the contract, Michael Whiting seconded, motion passed.

- h. Temporary Assistance for Needy Families (TANF) Parents Plus Renewal by Laura Warner. Staff reviewed the renewal of the partnership between SJBPH and La Plata County Department of Human Services. Michael Whiting moved to approve the renewal, Gwen Lachelt seconded, motion passed.
- i. Public Health Emergency Preparedness (PHEP) 2018-2019 Contract Renewal by Flannery O'Neil. Staff reviewed the PHEP contract. Terryl Peterson moved to approve the renewal, Michael Whiting seconded, motion passed. Board Chair noted for the record that management, staff and the Board appreciate the work staff member Lori Zazzaro has done, and is doing, for SJBPH Emergency Preparedness and Response.

XI. REPORTS

- a. Executive Director and Staff Reports by Liane Jollon: Liane reviewed the reports for the Board. Liane discussed Emergency Preparedness and Response (EPR) with the Board and reported that the National Association of City and County Health Officers (NACCHO) chose one of our EPR plans to use as a model plan.
- b. Executive/Management/Personnel Committee Updates by Bob Ledger and Ann Bruzzese. No report.

XII. EXECUTIVE SESSION: not necessary at this meeting.

XIII. OTHER BUSINESS:

- a. Summer Board meeting schedule. Staff noted that the June meeting is necessary for the audit report and State Fiscal Year contracts. Scheduling conflicts for the August BOH meeting exist for staff. The Board discussed scheduling the August meeting in regards to the budget. The Board asked about legal requirements for an August meeting. Staff clarified for the Board that statute requires the Board review the budget before October 15. The Board suggested tentatively taking the August 2018 meeting off the schedule recognizing that it may need to be called for any issues that need the Board's attention.
- b. Archuleta Commissioner Ronnie Maez's official position as a SJBPH BOH member. Board member noted that Board membership is by statute and legal counsel offered to research statute guidance regarding alternate Board members.

XIV. NEXT REGULAR BOARD MEETING

6/28/2018 9:00 AM, Columbine Room, 281 Sawyer Drive, Durango, CO

XV. ADJOURN: 10:20 AM.

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