

Regular Meeting of the Board of Health
Columbine Conference Room
Durango, CO
11/29/2018 09:00 A.M.

MINUTES

Attendance: Bob Ledger; Shere Byrd; Terryl Peterson; Michael Whiting; Karin Daniels (Phone-In); Jeff Robbins, Legal Counsel

SJBPH Staff Attendance: Liane Jollon, Executive Director; Lesley Marie, Deputy Director of Administrative Services; Laura Warner, Interim Deputy Director of Operations; Sherri Dugdale, Director of Health Protection; Kristin Pulatie, Director of Assessment and Planning; Tiffany Switzer, Director of Prevention Health Services; Claire Ninde, Director of Communications; Jason Armstrong, Thriving Youth Program Manager; April McCue, Prevention Coalition Coordinator; Nell Jordan, Digital Media Supervisor; Kathryn Ross, Executive Assistant and Clerk to the Board.

I. CALL TO ORDER 9:13 A.M.

- i. Board member stated "let the record show that we have a quorum, one Board member is calling in from Pagosa."

II. APPROVAL OF AGENDA & CONTENT

- i. Board member recommended that prior to approving the agenda and content that the Board approve moving Public Hearing item "d- Variance Request for Permit Approval of an On-Site Wastewater Treatment System" to first item on the agenda under Public Hearing. Michael Whiting moved to accept agenda with that change, Shere seconded, Board approved unanimously.

III. PUBLIC HEARING

- i. Board Chair, Bob Ledger, reviewed the public hearing process. Board chair asked if there were any questions. No questions were asked.
 - a. Variance Request for Permit Approval of an On-site Wastewater Treatment System
 - i. Bob Ledger introduced Brian Devine. Brian began with reviewing the current regulation design standards and setback requirements adopted by the Board regarding On-site Wastewater Treatment Systems (OWTS). Additionally, Brian reminded the Board of the variance procedures adopted by the Board regarding OWTS. This variance would apply only to the property 404 Ridgcrest Drive in La Plata County due to conditions on the property and lack of available space for a non-variant system. The variance would apply just to a cistern located on the property and this cistern serves only the house on the property in question. The variance would not apply to any other properties. Brian explained that according to regulation 43, a variance to a cistern setback can be given only if a variance is also given from the water well construction rules, granted by the Board of Examiners of Water Well Construction and Pump Installation Contractors (BOE). The BOE found that this situation is exempt from the water well construction rules because the cistern in question is not connected to a water well. SJBPH found no additional risk to public health for granting this variance. SJBPH staff recommended granting the variance request because it is less risky than conforming to the regulation setback due to the

slope and type of soil in the area.

- ii. Shere Byrd asked what is the water in the cistern being used for if it's not connected to a water well. Brian explained that the cistern is connected to the house and filled by hauling water from a public water system to the cistern.
 - iii. Board member asked the applicant if they would like to make any comments. Dudley Ashwood, an engineer with Dudley Ashwood p.e., introduced himself to the Board and asked if Board had any questions for him about the property. No questions from Board.
 - iv. Bob opens to public comment. No public comment
 - v. Michael Whiting moved to approve variance request, Terryl Peterson seconded, Board approved unanimously.
- b. Resolution for 2018 Supplemental Budget and Appropriation
- i. SJBPH staff reported no changes since last month.
 - ii. Shere Byrd asked what SJBPH is asking for. SJBPH staff responded that SJBPH is increasing the budget by \$673,000.
 - iii. Bob Ledger read the Resolution for 2018 Supplemental Budget and Appropriation. Shere Byrd moved to approve the Resolution for 2018 Supplemental Budget and Appropriation, Bob Ledger seconded, Board approved unanimously.
- c. Resolution to Adopt 2019 Budget
- i. SJBPH staff reported no changes since last month's meeting.
 - ii. Finance Committee (FC) stated that they have reviewed the budget throughout the process and have been kept informed of changes.
 - iii. Bob read the Resolution to Adopt 2019 Budget. Shere moved to approve, Terryl seconded, Board approved unanimously.
- d. Resolution to Appropriate 2019 Sums of Money
- i. Bob read the Resolution to Appropriate 2019 Sums of Money. Shere moved to approve, Michael seconded, Board approved unanimously.

IV. IDENTIFICATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST. None.

V. OPEN REGULAR MEETING. 9:32 A.M.

VI. PUBLIC COMMENT. No public comment.

VII. STAFF PRESENTATION

- a. Nurse Family Partnership (NFP) by Danette Jackson
 - i. Board member asked if NFP is a nationwide program. Danette responded yes, NFP is a nationwide program and in other countries as well.
 - ii. Board member asked where funding for the program comes from. Danette responded

significant funding for NFP comes from the Colorado tobacco settlement.

- iii. Board member asked about the number of clients SJBPH NFP serves. Danette responded that for the area of San Juan, La Plata and Archuleta Counties they can serve approximately 75 families. Board member followed by asking if SJBPH NFP currently has a full slate of clients. Danette responded that currently SJBPH has added two new NFP nurses so their caseloads are building but generally SJBPH NFP does serve at full capacity.
- iv. Board member asked when an NFP nurse will visit with families, such as on nights and weekends, when a problem arises. Danette replied that the NFP nurses work to educate clients on how to take care of problems themselves. NFP nurses provide clients with resources for when problems do arise to help families advocate for themselves.

VIII. CONSENT ITEMS

- a. Approval of Minutes from October 25th, 2018. Terry Peterson moved to approve, Michael Whiting seconded, Board approved unanimously.
- b. Equity in Emergency Preparedness- Geographic Information System (GIS) Subcontractor. Board member asked for elaboration on what the application is for. Liane Jollon responded that SJBPH applied to the Office of Health Equity to work on better preparing vulnerable populations for emergencies. Liane continued, stating that this is a contract to do some GIS mapping to identify where to focus or allocate resources, based on greatest need, to improve emergency preparedness and response. Liane reminded the Board that it is in consent agenda because it is below \$50,000 but SJBPH wanted the Board to be aware of the independent contractor agreement. Shere Byrd moved to approve, Terry Peterson seconded, Board approved unanimously.

IX. ITEMS TO BE CONSIDERED FOR DECISION

- a. Financial Reports by Finance Committee. No changes to report in trends. Bob thanked the Finance Committee (FC) for their work. Terry moved to approve, Michael seconded, Board approved unanimously.
- b. Update to SJBPH Employer Policy Manual: Communications by Liane Jollon. Bob read policy addition to Board and asked about practical reason for policy. Liane said that this addition to the employer policy manual will clarify the difference between social media use for the SJBPH organization versus personal social media use. Liane mentioned that after a recent review of policy that this piece was missing. Michael moved to approve, Terry seconded, Board approved unanimously.
- c. Resolution Adopting a Fee Schedule for 2019 by Sherri Dugdale, Claire Ninde, and Tiffany Switzer. Sherri Dugdale mentioned that SJBPH would like to present the fee schedule annually to the Board going forward with all fees present in the packet. Michael asked if we are required to establish a fee schedule on an annual basis. Liane replied that we are required to establish a fee schedule on an annual basis, previously this was done in January, however, staff requested bringing the full fee schedule to the Board in November at the same time as the budget. Shere Byrd asked about changes being related to costs to SJBPH. Staff responded that yes changes reflect cost changes. Shere moved to approve, Michael seconded, Board approved unanimously.
- d. Annual Health Insurance Renewal by Lesley Marie. Lesley reviewed changes. Bob asked about different plans being offered. Lesley briefly reviewed the four plans offered to SJBPH employees. Shere asked how long zero employee cost will be sustainable. Lesley responded that zero cost to employees is not guaranteed in the future. Terry motioned, Karin seconded, Board approved unanimously.
- e. Additional Fleet Vehicle Purchase by Lesley Marie and Sherri Dugdale. Shere moved to approve, Michael seconded, Board approved unanimously.

X. REPORTS

- a. Community Health Assessment (CHA)/ Public Health Improvement Plan (PHIP) by Kristin Pulatie. Bob Ledger asked about public involvement in this. Kristin reminded the Board that a survey was sent out to the community and a steering committee was formed which allowed for community input. Bob asked about reasons SJBPH might depart from the data collected. Kristin used the example of suicide being a high priority to people in the community, it is important and also not the main reason for death in the community, thus SJBPH must continue to also provide other services. Shere Byrd mentioned that modernization is an important term to include making more available online. SJBPH staff agreed that the term encompasses increased public health online access. Kristin reminded the Board that SJBPH is checking in now and bringing this item back to the Board in December for approval of the PHIP.

Staff informed BOH that after PHIP is approved, staff will ask Board for input on how often they would like progress reports to be presented to them. Shere asked where the assessment piece is built into this. Kristin said there is going to be an assessment piece for each of these. Shere asked about how is the assessment piece is looping back and addressing changes. Kristin said she agreed that SJBPH as an organization needs to be able to adjust for changes over the next five years. Michael Whiting commended SJBPH staff for excellent strategic work in this process.

- b. Tabled item -Revenue Budgeting Practices (Procedure) by Lesley Marie. Lesley documented the whole budget process, end to end, so SJBPH would have a written procedure in place. TerryL reviewed to the Board that the Board has previously discussed SJBPH budgeting procedures the past few BOH meetings. After FC reviewed Lesley's documentation, they decided that it is an internal procedure document and thus does not need Board approval. Board agrees that it will not need Board approval.
- c. Executive Director and Staff Reports by Liane Jollon. Bob asked for more information on building and why the wait is until the spring of 2019. Lesley explained that a full engineer report has not been provided yet partially due to the season (winter) and it will be further investigated in the spring. Lesley added that the movement of the building and subsequent cracking started with heavy rains and flooding the past few months. Liane mentioned increased TB cases during the ED Report. Bob asked about TB being a virus. SJBPH explained it is a bacteria.
- d. Executive/Management/Personnel Committee Updates by Bob Ledger and Ann Bruzzese. Nothing to report.

- XI. EXECUTIVE SESSION.** Bob motioned, Michael seconded, Board approved unanimously to enter into Executive Session for the purpose of discussing personnel matters pursuant to C.R.S. Section 24-6-402(4)(f)(1). Executive Session began 10:34 a.m.

At 10:45 a.m. Bob Ledger stated that the Board is now out of Executive Session and back into the regular meeting. Bob read that no formal decisions were made during executive session. Bob said that the Board required action on approval of the fourth amendment of the stated employment agreement for the Executive Director of the San Juan Basin Health Department, Shere Byrd moved to approve fourth amendment, Michael Whiting seconded, the Board approved unanimously. Bob continued with the second action required by the Board, approval of the employment agreement for the Executive Director Liane Jollon of the San Juan Basin Public Health Department. Michael moved to approve, Shere seconded, Board approved unanimously.

- XII. OTHER BUSINESS.** Liane reminded the Board of the December meeting plans. The Board decided to meet at

Seasons Restaurant in downtown Durango starting at 11:30 a.m. on the 20th of December 2019. The Finance Committee (FC) meeting will occur prior to Board meeting. SJBPH will send out calendar reminders to the Board. Terryl Peterson asked about the SJBPH holiday party. Liane responded that tomorrow, Friday at 5 p.m. at the Elks Lodge in Durango. Bob Ledger adjourns meeting at 10:51 a.m.

XIII. NEXT REGULAR BOARD MEETING

12/20/2018 12:00 p.m., Seasons Restaurant, 746 Main Ave, Durango, CO

XIV. ADJOURN 10:51 a.m.

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