

Regular Meeting of the Board of Health
Commissioner's Room, 398 Lewis Street
Pagosa Springs
4/25/2019 09:00 A.M.

Attendance: Bob Ledger, Chair; Ann Bruzzese, Vice Chair; Terryl Peterson, Board and Finance Committee member; Karin Daniels, Board member; Shere Byrd, Board and Finance Committee member; Michael Goldman, attorney.

Staff in Attendance: Liane Jollon, Executive Director of SJBPH; Laura Warner, Deputy Director of Operations; Sherri Dugdale, Director of Health Protection; Claire Ninde, Director of Communications; Ashley Gonzalez, Clinic Manager; Brian Devine, Water/Air Quality Program Manager; Kathryn Ross, Clerk to the Board and Executive Assistant.

MINUTES

- I. CALL TO ORDER** 9:04 am
- II. APPROVAL OF AGENDA & CONTENT**
 - a. No discussion.
- III. PUBLIC HEARING**
 - a. No members of the public in attendance.
- IV. IDENTIFICATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST**
 - a. None.
- V. OPEN REGULAR MEETING** 9:05 am
- VI. PUBLIC COMMENT**
 - a. No public in attendance.
- VII. STAFF PRESENTATION**
 - a. Sexual Health and Immunization Clinic by Ashley Gonzalez
 - i. Board member asked clarifying questions around Title X Medical Director role.
 - ii. Board member asked for updates on current legislative efforts to address Colorado's vaccine exemptions and high unvaccinated rates. Liane responded that there is a vaccine bill currently in progress at the Colorado Assembly, with one week to go.
 - iii. Board member asked about eligibility requirements for children and adult free to low-cost vaccines. Staff responded that SJBPH asks individual if they have a regular provider, and/or insurance. If the person does, we encourage them to see their regular provider for comprehensive care, including vaccines. SJBPH can charge up to \$21.68 administrative fee for free to low-cost vaccines or can waive if client has no ability to pay.
 - iv. Liane discussed Department of Health and Human Services rule changes to Title X that could affect service delivery next week unless a federal court issues a preliminary injunction.
- VIII. CONSENT ITEMS**
 - a. Approval of Minutes from February 2019
 - b. Nurse Family Partnership (NFP) continuation application
 - c. SafeCare continuation application

Shere moved to approve consent items, Terryl seconded, consent items approved unanimously.

IX. ITEMS TO BE CONSIDERED FOR DECISION

- a. Financial Reports by Finance Committee
 - i. Finance Committee (FC) member, Terryl Peterson, gave the finance report. The FC came in person last week to review the first quarter of 2019. Terryl reported no surprises, adding that everything is on track.
 - ii. Bob commented the reports included in the packet are very well done.
 - iii. Terryl commented that the FC met with the auditors who were completing their field work. She added that preliminary report from auditors is that they expect no findings or issues; everything is on track.
 - iv. Shere moved to approve financial reports, Karin seconded, financial reports accepted unanimously.
- b. Assessment of Civil Penalties for Retail Food by Sherri Dugdale
 - i. Board member asked about the cost of a license. Sherri responded that it depends on classification.
 - ii. Board member asked if the penalty cost is less than the license fee. Another Board member followed by asking if there is a maximum penalty fee. Sherri responded that according to the regulations, the maximum fee is \$1,000.
 - iii. Board and staff had discussion around enforcement and the possibility of increasing penalties to encourage better compliance. Board member recommended recurring offenders have increasing penalties.
 - iv. Board member asked if establishments have to pay full license fee throughout the year or if it changes depending on when the establishment opens during the year. Sherri responded that establishments have to pay the full license fee even if they open later in the year and that this is state regulated.
 - v. Ann moved to approve, Terryl seconded, Board approved unanimously.
- c. July Board of Health (BOH) meeting location by Liane Jollon
 - i. Board member mentioned the previous conversation at the February BOH meeting regarding the current BOH schedule of monthly meetings, adding that SJBPH staff put a tremendous amount of work and time into putting together the monthly meetings. Board member questioned if the meetings could be changed to bi-monthly.
 - ii. Liane indicated a discussion of bi-monthly BOH meetings, six regularly scheduled meetings, is on the agenda. However, it did not appear as an item for decision because she wanted to be sure the BOH County Commissioners weighed in.
 - iii. Board member pointed out that this month's BOH meeting agenda contains two months' worth of agenda items (March and April) and that it is not too overwhelming. Board agreed.
 - iv. In regards to the July meeting location, Board member suggested using a conference room in the hospital rather than at the Community Center.
 - v. Liane reminded Board that, in general, we need to have June meetings to accept the audit and fall meetings are busy due to budget. Board agreed that they are interested in testing bi-monthly meetings.
 - vi. Ann moved to not have a May or July meeting and the location of the June meeting is to be determined and noticed to the Board, Karin seconded, Board approved unanimously.
- d. Pagosa Remodel by Lesley Marie
 - i. Board member noticed that the agenda document should read "The total estimate for the remodeling project is greater than \$50,000." Rather than \$82,570, which is the fiscal impact amount.
 - ii. Board member asked about timeframe on the remodel. Liane responded the remodel will start as soon as possible.

- iii. Board member asked if SJBPH is part of Local Chambers of Commerce. Liane responded that she does not believe SJBPH is part of the Chamber. Board member mentioned the possibility of a ribbon cutting and community viewing when renovations completed, which the Chamber will do for members. Karin mentioned she will work on the Chamber. Claire Ninde agreed that she will follow up with the Chamber of Commerce.
- iv. Ann moved, Shere seconded, Board approved unanimously.
- e. San Juan Basin Public Health's Employment Policies by Lesley Marie
 - i. The Employee Policy and Procedure manual and separated into two documents - the Employment Policy Manual and the Procedure Manual which will be renamed as a 'handbook'.
 - ii. Board member proposed delegating employment policies to the Executive Director (ED) as long as policies are compliant with the law, have appropriate enforcement, and comply with specific federal statutes that would give an employee a right of review by the Board; and then only bring to the Board changes such as Employee Benefit package, Travel reimbursement, or gift policy. Discussion followed about policies having the weight of a Board decision, rather than a staff decision.
 - iii. Board requested Liane have discussion with legal, followed by a meeting of the BOH Executive Committee in order to provide a recommendation to the Board in June regarding future delegation of some employment policy decisions.
 - iv. Item tabled for June BOH meeting.

X. REPORTS

- a. 2018 Retail Food Annual Report by Sherri Dugdale
 - i. Staff and board discussed Colorado State retail food inspection rules, enforcement and reporting and SJBPH's staffing.
- b. Transfer of Title First Quarter 2019 Report by Brian Devine
 - i. Board member asked about status about Aspen Springs. Brian responded that there are inadequate or illegal systems, due to poor soil and earlier indications that central sewage was planned for the area. Brian indicated that TOT has successfully spurred multiple repairs and upgrades for compliance.
 - ii. Board members asked about outreach and community response.
 - iii. Brian reported that SJBPH has begun using new software, PermitTrax, enabling the public to access information on ongoing permits and TOT information.
 - iv. Michael Goldman asked Brian about any issues with exemptions, people removing their information if they do not want it public. PermitTrax is not searchable by name.
- c. Public Health Improvement Plan (PHIP) Communications Outline by Liane Jollon
 - i. Liane reviewed to the Board how SJBPH is making the PHIP available to the community.
- d. Public Health Improvement Plan (PHIP) progress tracking form by Liane Jollon
 - i. Board member asked who maintains statistics/data. Liane replied that SHBPH staff member Shannon, does this work, both entering and evaluating our data as well as using other data.
- e. Board of Health meeting schedule by Liane Jollon
 - i. Was already discussed in previous conversation.
- f. Executive Director and Staff Reports by Liane Jollon
 - i. Board member asked about Liane's testimony on HB-1113. Liane explained it was on water quality related to mines. Liane further explained other testimony she has given.
 - ii. Board member asked about informal hearing on Buck Stops Here. Sherri explained the meeting. Board member wanted to know when this information would come to the Board in a more formal setting. Liane explained that it would come to the Board if civil penalties were involved.
- g. Executive/Management/Personnel Committee Updates by Bob Ledger and Ann Bruzzese
 - i. Nothing to report.

XI. EXECUTIVE SESSION.

- a. No Executive Session needed.

XII. OTHER BUSINESS

- a. None.

XIII. NEXT REGULAR BOARD MEETING

6/27/2019 9:00 a.m., Location TBD

XIV. ADJOURN : 11:02 a.m.

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