

Regular Meeting of the Board of Health  
Pagosa Springs Medical Center  
6/27/2019 09:00 A.M.  
MINUTES

Attendance: Bob Ledger, Chair; Ann Bruzzese, Vice Chair; Terry Peterson, Board and Finance Committee Member; Gwen Lachelt, Board Member & La Plata County Commissioner; Alvin Schaaf, Board Member & Archuleta County Commissioner.

Staff in Attendance: Liane Jollon, Executive Director; Michael Goldman, SJBPH Attorney; Sherri Dugdale, Environmental Public Health Director; Tiffany Switzer, Human Resources Director; Kristin Pulatie, Director of Assessment & Planning; Kathryn Ross, Executive Assistant.

**I. CALL TO ORDER: 9:17 AM**

**II. APPROVAL OF AGENDA & CONTENT**

- a. Amendment to the Agenda by Board members that serve on the Archuleta and La Plata County Board of County Commissioners, who are responsible for appointing Board members: Add to Consent Agenda: accept extension of Bob Ledger's term to next Board meeting and elect officers at next Board meeting.
- b. Amendment to the Agenda: Remove "Approval of Minutes" from Consent Agenda and leave as separate item that can be reviewed and approved by Board.
- c. SJBPH Division Director requested an Amendment to the Agenda to remove 10c and 11a due to resolution of the enforcement issues.
- d. Amendment to Agenda: move item 10 a – 2018 Audit to item 6 a.

**III. PUBLIC HEARING**

- a. None.

**IV. IDENTIFICATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST**

- a. None.

**V. OPEN REGULAR MEETING: 9:24 AM**

**VI. PUBLIC COMMENT**

- a. None.

**VII. 2018 AUDIT**

- a. Christine McLeod with Haynie & Company reviews 2018 Draft Audit report with Board.
- b. Required communications that auditor provided to the Board are:
  - i. The opinion on the Financial Statements are an unmodified opinion.
  - ii. Did not find any issues in the audit that would be a cause for a modified opinion.
  - iii. No changes in County policies.
  - iv. No audit adjustments.
  - v. No disagreements with management.
  - vi. Everything looks to be in line with the way things were budgeted.
  - vii. No new notes for the year.
- c. Major program looked at this year was the Emergency Preparedness & Response program. Program was tested for compliance and did not find any issues in the testing.
- d. Board member asked about impact to Medicare and Medicaid billing. Auditor replied that they did not see any big changes for next year.
- e. Board member asked if in future these auditor presentations could be given to BOH remotely instead of in-person. All agreed in order to save resources, it's a good idea to explore this option in future.

- f. Terryl moved to accept the Draft Audit as presented, Gwen seconded, Board accepted unanimously.

**VIII. STAFF PRESENTATION**

- a. SafeCare by Tiffany Switzer
- i. Tiffany mentioned that SafeCare is an early childhood intervention and prevention home visitation program with specific eligibility criteria and works closely with human services and other agencies in Archuleta County, La Plata County, San Juan County, and Southern Ute Indian Tribe.
  - ii. Board member asked what percentage of clients are self referrals and what percentage are referred by other agencies. Tiffany replied that about 30% are self-referrals and 70% are referred by other agencies.

**IX. APPROVAL OF MINUTES**

- a. April 2019 Minutes
- b. Ann moved, Terryl seconded, Board approved unanimously.

**X. CONSENT ITEMS**

- a. Accepting the extension of Bob Ledger's term to August Board meeting
- b. Financial Reports
- c. Reversal of Civil Penalties Issued to Retail Food Establishment
- d. Acceptance of Option Letter for Retail Food Establishment Program by Sherri Dugdale
- e. Approval of Statement of Work for Waste Tire Program
- f. Center for Public Health Practice for youth mental health arts project
- g. Health Care Policy & Finance (HCPF) Care Coordination Agreements
- h. Communities that Care 2019-2020 Contract Renewal
- i. Connect for Health Colorado 2019-20 Contract Renewal
- j. Connect for Health Colorado Supplemental Funding, Montezuma County
- k. Equity in Emergency Preparedness (EEP) 2019-20 Contract Renewal
- l. Healthcare Coalition (HCC) 2019-20 Contract Renewal
- m. Office of Planning, Partnerships and Improvement Local Planning and Support Contract Renewal
- n. Public Health Emergency Preparedness (PHEP) 2019-20 Contract Renewal
- o. San Juan Basin Public Health Immunization Program 2019-20 Contract Renewal
- p. Single Entry Point (SEP) 2019-20 Contract Renewal
- q. State Tobacco Education and Prevention Partnership (STEPP) 2019-20 Contract Renewal
- r. Temporary Assistance for Needy Families (TANF) Parents Plus 2019-20 Contract Renewal
- s. Tuberculosis Purchase Order Renewal

Terryl moved to approve all Consent items together, Gwen seconded, Board approved unanimously.

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

- a. Assessment of Civil Penalties to Bulldoggie's All American Hot Dogs for Operating a Retail Food Establishment Without a License presented by Sherri Dugdale
  - i. Coming to Board this month because it is a seasonal operation and does not need to pay license fee unless doing business.
  - ii. Operating without a license based on evidence on Facebook page where several events listed.
  - iii. Assessment of Civil penalties is an important function of the Board based on statute.
  - iv. Staff does have ability to shut down a business if there is an imminent health hazard as clearly stated in the statute and the Board would do a follow-up hearing at the next Board meeting so individual will have their right to due process.
  - v. Next year at January Board meeting Staff will recommend civil penalties for anyone who hasn't

- paid.
- vi. Staff recommended that Board assess civil penalties in amount of \$250.
- vii. Terryll moved to approve SJBPH Staff recommendation, Gwen seconded, Board approved unanimously.
- b. Assessment of Civil Penalties to Toast Mobile Lounge for Operating a Retail Food Establishment Without a License and Construction of a Retail Food Establishment Without Approval presented by Sherri Dugdale
  - i. A seasonal mobile unit that does a lot of “special events”, serves specialty drinks with ice and condiments which requires a retail food license.
  - ii. Two violations: first, that mobile unit was constructed without approval by SJBPH and the second is that it is operating without a license.
  - iii. Staff recommendation is the Board assess civil penalties in the amount of \$500 for two violations each in the amount of \$250.
  - iv. Terryll moved to approve SJBPH Staff recommendation, Ann seconded, Board approved unanimously.
- c. Employment Policies presented by Tiffany Switzer
  - i. Michael Goldman, SJBPH Legal counsel, said that his firm reviewed all policies and finds them acceptable. They are on the Agenda for “Acceptance” by the Board.
  - ii. SJBPH Staff member reminded Board that SJBPH worked with consultant with Cure Consulting.
  - iii. Gwen moved to accept SJBPH Employment Policies, Terryll seconded, Board accepted unanimously.
- d. Title X Funding presented by Tiffany Switzer
  - i. Title X is not part of “Consent Agenda” because SJBPH is no longer in multi-year contract with Title X. The State of Colorado has been unable to sign a multi-year contract with the Federal Government. Thus, the State of Colorado has been unable to offer SJBPH a multi-year contract.
  - ii. Title X funding is currently guaranteed through December 2019. Title X will be up for a competitive bid in January.
  - iii. As a reminder, SJBPH is in multi-year cycle with many contracts; the contracts in “Consent” have already been approved by the Board for their 3-5 year cycle and are on consent agenda to be re-signed each year within the cycle. New contracts under \$50,000 also go on Consent agenda.
  - iv. Alvin moved to approve, Gwen seconded, Board approved unanimously.

## **XII. REPORTS**

- a. Public Health Improvement Plan (PHIP) Communications Outline by Kristin Pulatie
  - i. Michael complimented Kristin on her PHIP presentation in Bayfield.
  - ii. Bob called the CHA/PHIP a “first rate” exercise by SJBPH.
- b. New Board of Health Report Forms by Kristin Pulatie
  - i. Board member noted that the Staff Presentations now include PHIP information.
  - ii. Staff asked for feedback regarding ongoing PHIP reporting and the following was decided by staff and Board together:
    - 1. Each Board meeting a newly formatted ED Staff Report will be included in a narrative form and will now track back to PHIP activities, per the example shown today.
    - 2. At the end of a calendar year staff will provide in-depth data and metrics for the year, per the example shown today, along with a narrative of PHIP/ programmatic findings.
    - 3. This report will then inform the Annual Report published each year.
  - iii. Staff reminded Board that they can view SJBPH Staff Outreach and that Liane’s ED meetings are also available to view in the report.
  - iv. SJBPH staff mentioned that highlights will go at the top of the report.
  - v. Board member asked about Legislative update report. Staff indicated it was included through May and not in the summer months when the legislature is not in session. Overall legislative

updates will be at the end of the report.

c. Executive/Management/Personnel Committee Updates by Bob Ledger and Ann Bruzzese

i. No updates to report.

**XIII. EXECUTIVE SESSION.** If needed, Executive Session as requested by the Board for the purpose of receiving legal advice from counsel on specific legal questions in accordance with C.R.S. Section 24-6-402(4)(b); and for the Board to discuss personnel matters pursuant to C.R.S. Section 24-6-402(4)(f)(1).

a. Terryl moved, Gwen seconded, Board approved unanimously.

b. Entered at 10:17

**XIV. OTHER BUSINESS**

**XV. NEXT REGULAR BOARD MEETING**

**8/29/2019 9:00 a.m., Columbine Room, 281 Sawyer Drive, Durango, CO**

**XVI. ADJOURN: 10:33 AM**

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