



TM/SM

HEALTH DEPARTMENT

Serving Crowley & Otero Counties

Executive Director

Richard Ritter

Program Directors

Chris Coffield, Training

Marie Menges, Nursing

Jo Jancar, WIC

John Miller, Business

Dr. Janell Maier, Epidemiology

Donna Starck, Tobacco Control

Su Korbitz, Environmental

Dee Leyba, Communities That Care

Arlene Cooke, OD2A

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**OTERO COUNTY BOARD OF HEALTH MEETING
DECEMBER 13th, 2022, 11:00 a.m.
OTERO COUNTY COURTHOUSE, ROOM 107
LA JUNTA, COLORADO**

AGENDA

1. Call to Order
2. Public Notice Posting (Pursuant to C.R.S. 25-1-509(2)(f), C.R.S. 24-6-402 (2)(c)(I), & C.R.S. 24-6-402(2)(c)(III))
3. Public Comments for Items not on the Agenda: At the discretion of the Chair, comments may be limited regarding time allowed.
4. Consent Agenda (ACTION ITEM)
 - A. Approval of Minutes
 - a. 7/26/2022 Regular BOH Meeting (previously sent on 7/27/2022 and 11/22/2022).
 - B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
 - a. 2022 Crowley County Contract for Public Health Services
 - Purpose: Crowley County support for OCHD's public health services in Crowley County.
 - Status: Fully Executed
 - Term: 1/1/2022-12/31/2022
 - Amount: \$16,197.00
 - ✓ No increase over the previous contract amount. This amount equates to \$3.00 per capita, which is the same contribution as Otero County.
 - b. 2022-2023 CDPHE OD2A Contract Amendment #3
 - Purpose: Updates to the SOW.
 - Status: Fully Executed
 - Term: 10/1/2022-8/31/2023
 - Amount: \$92,005.00
 - ✓ No increase to the current term contract amount.

- c. 2022-2023 CDPHE WIC Task Order Contract
 - Purpose: CDPHE support for OCHD's WIC Program.
 - Status: Fully Executed
 - Term: 10/1/2022-9/30/2023
 - Amount: \$184,650.00
 - ✓ Increase of \$3,874 over the previous contract amount of \$ 180,776.
- d. 2022-2023 Trailhead Institute AmeriCorps Master Services Agreement
 - Purpose: Trailhead Institute's support for OCHD's AmeriCorps Member.
 - Status: Fully Executed
 - Term: 2,000 hours of living stipend support for the AmeriCorps Member. Estimated to end in the last quarter of 2023.

C. Approval of Consent Agenda and Approval/Ratification of Items Therein

5. Old Business

- A. None
- B. Addendum/Addenda

6. New Business

- A. Budget (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
 - a. Financial Summary Report
 - July 2022
 - August 2022
 - September 2022
 - October 2022
 - b. Approval of Expenditures (ACTION ITEM)
 - July 2022
 - August 2022
 - September 2022
 - October 2022
 - c. 2022/2023 OCHD Budget Version 3 Approval and Adoption (ACTION ITEM)

B. Personnel

- a. New Personnel
 - Marie Mora-Menges, Nursing Program Director
 - Gypsy Harviston, AmeriCorps Member Employment
- b. Resignation
 - Tarren Buford
- c. CDPHE PHEP Regional Staff Restructuring

C. 2023 Regular BOH Meeting Dates, Times, and Location (ACTION ITEM)

D. 2022 BOH Member Expiring Terms

E. 2023 OCHD Medical Officer Approval/Renewal (ACTION ITEM):

F. 2023 BOH Officers' Election (ACTION ITEM):

G. Addendum/Addenda

7. Program Reports

- A. CTC, Dee Leyba
- B. DCEP, Dr. Janell Maier
- C. Environmental Services, Su Korbitz
- D. EPR, Rick Ritter
- E. Nursing, Marie Menges
- F. OD2A, Arlene Cooke
- G. STEPP, Donna Starck
- H. Training, Chris Coffield
- I. Vital Statistics, John Miller
- J. WIC, Rick Ritter

8. Executive Session (ACTION ITEM)

A. Personnel

- a. Executive Director's Annual Evaluation
- b. Citation authorizing executive session: C.R.S. 24-6-402(4)(f)(I)
- c. Executive Session Provisions
 - For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;
 - Participants are to confine all discussion to the stated purpose of the executive session, and no formal action may occur in the executive session.
 - If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, they are to interrupt the discussion and make an objection.
 - After reconvening into regular, public session, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, they will state their concerns for the public record.
 - Discussions that occur in an executive session shall be electronically recorded. The electronic recording shall reflect the actual content of the discussion in executive session. The sole exception to this requirement is that no electronic recording shall be required to be kept of that portion of an executive session that constitutes an attorney-client communication, in the opinion of the attorney in attendance at the executive session.
 - The electronic recording device shall be tested before going into executive session to determine whether it is operating. In the event the electronic recording device is unavailable or not operating, the BOH shall not convene in executive session until an operating recording device is available.

- Upon completion of the executive session, if a tape recorder is used, the tape shall be labeled with “BOH-Executive Session” and the date, and initialed or signed by the Presiding Officer. If a digital recorder is used, the data file recording of the executive session shall be saved to a secure, confidential storage location and the file shall be labeled with “BOH-Executive Session” and the date.
- Executive session minutes kept by electronic recording device shall stand approved with no further action. If additional written minutes are taken, they shall be approved at a future executive session.
- The electronic recording and any written minutes of the executive session shall be maintained for 90 days after the date of the executive session and shall not be disclosed to any person except as required by law.

9. Adjournment