



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 JANUARY 31st, 2023, 11:00 a.m. OTERO COUNTY COURTHOUSE, ROOM 107 LA JUNTA, COLORADO

- Members Present:** Dr. Paul Yoder, President and Medical Officer
Dr. R.J. Nelson, Vice President
Lindsey Hart (via Zoom)
- Member(s) Absent:** Mark McCuistion
Dr. David Trujillo
- Ex Officio:** Jim Baldwin, Otero County Commissioner
Richard Ritter, BOH Secretary, OCHD Executive Director
Amy White-Tanabe, Otero County Administrator
- OCHD Staff:** Marie Mora-Menges, Nursing Program Director
Chris Coffield, Regional EPR Trainer
Arlene Cooke, OD2A Program Director (via Zoom)
Su Korbitz, Environmental Services Program Director
Dee Leyba, CTC Program Director
Dr. Janell Maier, Regional Epidemiologist
John Miller, Business Manager
- Guest:** Terri Schreiber, TSRG (via Zoom)

MINUTES

1. Call to Order: A quorum being present, the meeting was called to order by P. Yoder.
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)): The 2023 BOH meeting schedule was posted on the BOH

website on 12/15/2022, and this agenda was posted in the designated public locations in all OCHD offices and on the BOH website on or before 1/23/2023.

3. Public Comment: There were no public comments for items not on the agenda.

4. Consent Agenda (ACTION ITEM)

A. Approval of Minutes

a. December 13th, 2022 Regular BOH Meeting

B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))

a. 2022-2027 CDPHE Master Task Order Contract Amendment #1

➤ Master Task Order Contract Number: 23 FAA 00038 AMD1

➤ Purpose: Master contract with CDPHE that contains standard, 'boiler plate' language.

➤ Status: Fully executed.

➤ Term: 2022-2027

C. Grants

a. HRSA Peer Support Grant, TSRG Letter of Commitment

➤ Purpose: OCHD support for the HRSA Peer Support grant, if funded.

➤ Status: Fully executed

➤ Term: TBD

D. Approval of Consent Agenda and Approval/Ratification of Items Therein: R. Nelson moved to approve the Consent Agenda, L. Hart seconded, motion carried.

5. Old Business

A. None

6. New Business

A. HRSA Grants, Arlene Cooke, Terri Schreiber: Terri Schreiber, CEO of the Schreiber Research Group (TSRG), and Arlene Cooke, OCHD's Overdose Data To Action (OD2A) Program Director, used a PowerPoint presentation to share information on work and activities related to the Health Resources and Services Administration (HRSA) grants.

B. CITI Training, Arlene Cooke: Ms. Cooke shared information related to the Collaborative Institutional Training Initiative (CITI). Ms. Cooke will take this training, which will address ethical and appropriate work with human subjects. According to its website, the CITI Program is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

C. Budget (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))

a. Financial Summary Report (Based upon Tyler Financial Systems reports dated 1/10/2023)

➤ November 2022

✓ Revenues: \$26,641.08

✓ Expenditures: \$101,258.40

✓ Deficit: \$74,617.32

✓ Fund Balance: \$2,118,850.55

➤ December 2022

- ✓ Revenues: \$269,716.99
- ✓ Expenditures: \$127,663.84
- ✓ Deficit: \$142,053.15
- ✓ Fund Balance: \$2,260,903.70
- ✓ Historical Annual Totals in December: Before COVID-19 funding, OCHD's annual budget totals in December (before accruals through the first quarter of the subsequent year) were in the negative. Accruals during the first quarter was the factor that erased an annual deficit. Historical annual balances before first quarter accruals (from reports generated in January of the subsequent year) are as follows:
 - a. 2022: \$125,929.01
 - b. 2021: \$4,155.65
 - c. 2020: \$23,717.29
 - d. 2019: \$-59,375.82
 - e. 2018: \$-187,336.52
 - f. 2017: \$-102,249.18
 - g. 2016: \$-201,209.99
 - h. 2015: \$-193,325.00
 - i. 2014: \$-116,326.85

- b. Approval of Expenditures (ACTION ITEM): R. Nelson moved to approve the November 2022 and December 2022 expenses in the amounts of \$101,258.40 and \$127,663.84 respectively, L. Hart seconded, motion carried.
- c. 2022 Crowley County Per Capita Contribution: Crowley County has contributed \$16,197 to OCHD for its 2022 local per capita contribution. This support amounts to \$3.00 per capita, which matches Otero's contribution. This contribution satisfies the statutory requirement found at C.R.S. 25-1-512 (1)(b)(I).
- d. 2022 Otero County Per Capita Contribution: Otero County has contributed \$56,493 to OCHD for its 2022 local per capita contribution. This support amounts to \$3.00 per capita, which matches Crowley's contribution. This contribution satisfies the statutory requirement found at C.R.S. 25-1-512 (1)(b)(I).

D. Personnel

- a. New Personnel
 - Kristine Phillips, CTC Program Assistant: Ms. Phillips will be joining OCHD's team as CTC's program assistant.
- b. Status Change
 - Jade Mora-Menges, Part-Time to Full-Time: Ms. Mora-Menges has been transitioned to a full-time, fully subsidized position in OCHD's STEPP Program as a program assistant.

- E. Tim Knabenshue, New Otero County Commissioner: Mr. Tim Knabenshue has been newly elected as an Otero County Commissioner, replacing Mr. John Hostetler. Welcome Commissioner Knabenshue!

- F. Jim Baldwin, Newly Appointed Ex-Officio BOH Member: Commissioner Baldwin was recently appointed by the Otero BOCC to replace John Hostetler as an Ex-Officio member of the BOH, welcome Commissioner Baldwin!
- G. 2023 Crowley & Otero Counties Approved Holidays: The list of approved Crowley & Otero County Government holidays was e-mailed to the BOH on 1/20/2023.
- H. 2023 Public Notice Posting Placements (Pursuant to C.R.S. 24-6-402(2)(c) (ACTION ITEM): Colorado Revised Statutes (C.R.S.) 24-6-402(2)(III) states "...a local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available, no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body... A local public body that posts a notice of a public meeting on a public website pursuant to this subsection (2)(c)(III) may in its discretion also post a notice by any other means including in a designated public place pursuant to subsection (2)(c)(I) of this section; except that nothing in this section shall be construed to require such other posting. A local public body that posts notices of public meetings on a public website pursuant to this subsection (2)(c)(III) shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-four hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online." C.R.S. 25-4-402(2)(c) states "...In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The public place or places for posting such notice shall be designated annually at the local public body's first regular meeting of each calendar year..."
- a. The essence of these statutes are as follows:
- With online posting, you do not have to post notices physically unless digital posting is temporarily not available due to technology/emergency issues. OCHD posts digital notices.
 - ✓ The BOH must designate a location(s) to post physical notices if the situation warrants.
 - In addition to digital posting, the BOH may continue to post physical notices. If this choice is made, then the BOH must designate the physical locations on an annual basis at their first meeting of the calendar year.
- b. R. Ritter respectfully recommends the following to the BOH:
- Continue with regular physical postings. This will then serve to meet the physical posting requirements for technology/emergency issues that interfere with digital posting.
 - Previously, the BOH has approved the lobby area for the La Junta and Rocky Ford offices and outside the door to the Ordway office. These locations are conspicuous to the public, and R. Ritter recommends these same locations to the BOH for 2023.

R. Nelson moved to approve the recommendations of R. Ritter as written above, L. Hart seconded, motion carried.

- I. Dr. Jennifer House Resignation: Dr. Jennifer House has been CDPHE's State Public Health Veterinarian for the past nine years. Dr. House has resigned this position, her last day was December 31st, 2022.
- J. El Pomar/CTC Community Grants, Dee Leyba: Ms. Leyba shared a list of community organizations in Bent, Crowley, and Otero Counties that have received El Pomar grant funds. These grant dollars were administered and distributed through OCHD's Communities That Care (CTC) Program.
- K. 12/30/2022 Child Fatality Prevention System (CFPS) Case Review: On 12/30/2022 the local CFPS Review Team reviewed a 2021 child fatality from Crowley County. Agency representatives included public health, DHS, coroners, law enforcement, District Attorney, family care center, school district, and attorneys. The actionable prevention recommendation, based upon this review, is to increase visibility and awareness of home visitation programs such as SafeCare and Nurse Family Partnership.
- L. 2022 Financial Risk Management System (FRMS) Invoice Review: In the last quarter of 2022, OCHD participated in a FRMS invoice review. The following statement was taken from a CDPHE FRMS letter dated 12/19/2022: "The purpose of this invoice review is for the Financial Risk Management System (FRMS) staff to assess the status of the agency's financial management system through periodic invoice sampling and an annual questionnaire that leads to assigning a risk rating. The Colorado Department of Public Health and Environment (CDPHE) does this by inspecting a randomly selected invoice's supporting documentation for expenses under the annual FRMS review. The FRMS Invoice Review resulted in a rating of LOW..."

M. Addendum/Addenda: None

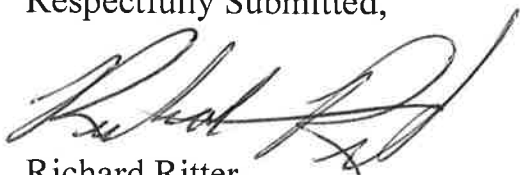
7. Program Reports

- A. CTC, Dee Leyba: General information
- B. DCEP, Dr. Janell Maier: General information
- C. Environmental Services, Su Korbitz: General information
- D. EPR, Rick Ritter: Brief information regarding CHEMPACK status in SE Colorado
- E. Nursing, Marie Mora-Menges: General information
- F. OD2A, Arlene Cooke: General information
- G. Vital Statistics, John Miller: General information

8. Executive Session: Not requested nor required.

9. Adjournment: With no further business, P. Yoder adjourned the meeting.

Respectfully Submitted,



Richard Ritter

Secretary, Otero County Board of Health

Executive Director, Otero County Health Department