



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/HRSA

La Junta Office
13 West 3rd Street, Room 111
La Junta, CO 81050
Phone: (719) 383-3040

Rocky Ford Office
811 South 13th Street
Rocky Ford, CO 81067
Phone: (719) 254-5300

Ordway Office
603 Main, Courthouse Annex
Ordway, CO 81063
Phone: (719) 267-5247

Website: <https://oterocounty.colorado.gov/>

OTERO COUNTY BOARD OF HEALTH MEETING
MAY 30th, 2023, 11:00 a.m.
OTERO COUNTY COURTHOUSE, ROOM 107
LA JUNTA, COLORADO

- Members Present:** Dr. R.J. Nelson, Vice President
Lindsey Hart
Dr. David Trujillo
- Member(s) Absent:** Dr. Paul Yoder, President and Medical Officer
Mark McCuiston
- Ex Officio:** Richard Ritter, BOH Secretary, OCHD Executive Director
- OCHD Staff:** Marie Menges, Nursing Program Director
Su Korbitz, Environmental Services Program Director
John Miller, Business Manager
Gypsy Harviston, AmeriCorps Member

MINUTES

- Call to Order: A quorum being present, the meeting was called to order by R. Nelson.
- 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 by 5/24/2023 and on the BOH website on 5/25/2023.
- Public Comment: There were no public comments for items not on the agenda.
- Consent Agenda (ACTION ITEM)
 - Approval of Minutes (Previously sent on 1/31/2023 & 5/23/2023)
 - January 31st, 2023 Regular BOH Meeting

- B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
- a. 2023-2024 CDPHE Child Fatality Prevention System (CFPS) Approved Task Order Contract-Waiver #154
 - Routing #: 2022*0285
 - Purpose: CDPHE direction and support for OCHD's CFPS services/activities.
 - Status: Fully Executed
 - Term: 7/1/2023-6/30/2024
 - Amount: \$7,000.00
 - ✓ Decrease of \$600 over the previous contract amount of \$ 7,600.
 - b. 2022-2023 AmeriCorps/Trailhead Institute Colorado Public Health Works Member Service Agreement
 - Purpose: Updated AmeriCorps/Trailhead Institute Agreement providing direction and support for OCHD's AmeriCorps services and activities. This agreement supports OCHD staff member Gypsy Harviston.
 - Status: Fully Executed
 - Term: 11/23/2022-11/22/2023
 - c. 2022-2024 OPHP LPHA Workforce Funding Purchase Order (PO)
 - PO #: PO,FAAA,202200009771
 - Purpose: PO extension; CDC/CDPHE support for OCHD's workforce.
 - Status: Fully Executed
 - Term: 5/24/2022-6/30/2024
 - Amount: \$141,473.00 (Original amount)
 - d. 2023-2024 CDPHE Waste Tire Purchase Order (PO)
 - PO #: PO,FEEA,202300010924
 - Purpose: CDPHE support for OCHD's waste tire activities.
 - Status: Fully Executed
 - Term: 7/1/2023-6/30/2024
 - Amount: \$5,000.00
 - ✓ No change over the previous contract amount.
 - e. 2023-2028 CDPHE Environmental Services Task Order Contract
 - Task Order #: 2024*0446
 - Purpose: CDPHE support for OCHD's Environmental Services Program.
 - Status: Partially Executed
 - Term: 7/1/2023-6/30/2028
 - Amount: \$20,000.00
 - ✓ Increase of \$10,000 over the SFY22 (2021-2022) contract amount of \$10,000.

- f. 2023-2024 CDPHE Public Health Emergency Preparedness (PHEP)
- Amendment Contract #: 2024*0102 Amendment #6
 - Purpose: Significantly reduced CDPHE support for OCHD's Emergency Preparedness and Response (EPR) Program and activities.
 - Status: Fully Executed
 - Term: 7/1/2023-6/30/2024
 - Amount: \$73,212.00
 - ✓ Significant decrease of \$140,406 over the previous contract amount of \$213,618.
 - ✓ This substantial reduction is the result of CDPHE's state-wide regional staff restructuring. This topic was discussed in detail at the 12/13/2022 BOH Meeting.

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

5. Old Business

A. None

B. Addendum/Addenda: None

6. New Business

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

- a. Increased WIC Funding Request: In the 12/13/2022 BOH Meeting Minutes, under the agenda item entitled "2022/2023 OCHD Budget Version 3 Approval and Adoption", the following statement appears "The WIC Program, while still containing the costs, is projected to use up both direct and indirect costs to within approximately \$3,000 of the contract total." In response to this projection, on 3/28/2023 R. Ritter sent an email to Katy Gasowski, CDPHE WIC, requesting an increase in OCHD WIC funding. This email concludes as follows: "As can be seen from our previously submitted budget dated 2/9/2023, I sacrificed the majority of our indirect rate cost recovery to stay within the approved budget amount, reducing it from approximately 20% to 3.83%. The additional funds will allow us to recover our 2023 CDPHE approved indirect rate of 20.07%." As of the time of this writing, CDPHE WIC has not responded.

- b. Financial Summary Report (Based upon Tyler Financial Systems reports dated 5/24/2023)

➤ January 2023

- ✓ Revenues: \$90,129.21
- ✓ Expenditures: \$123,916.70
- ✓ Deficit: \$33,787.49
- ✓ Fund Balance: \$2,565,766.01

- February 2023
 - ✓ Revenues: \$5,803.37
 - ✓ Expenditures: \$121,465.74
 - ✓ Deficit: \$115,662.37
 - ✓ Fund Balance: \$2,450,103.64
- March 2023
 - ✓ Revenues: \$51,454.18
 - ✓ Expenditures: \$161,127.96
 - ✓ Deficit: \$109,673.78
 - ✓ Fund Balance: \$2,340,429.86
- April 2023
 - ✓ Revenues: \$161,541.55
 - ✓ Expenditures: \$132,932.73
 - ✓ Surplus: \$28,608.82
 - ✓ Fund Balance: \$2,369,038.68

c. Approval of Expenditures (ACTION ITEM): D. Trujillo moved to approve the January 2023, February 2023, March 2023, and April 2023 expenditures in the amounts of \$123,916.70, \$121,465.74, \$161,127.96, and \$132,932.73 respectively, L. Hart seconded, motion carried.

B. Personnel

a. Status Change

- Dr. Janell Maier, Communicable Disease Prevention/Control & Emergency Preparedness and Response Program Director: Effective 7/1/2023, Dr. Maier will be transitioning from her current role as Regional Epidemiologist to the position of Communicable Disease Prevention/Control & Emergency Preparedness and Response Program Director. OCHD will use available PHEP funds to subsidize 71.03% of her salary/fringe. Her new job duties will make her responsible for the completion of the local (Crowley/Otero) PHEP deliverables. This change is the result of CDPHE's state-wide regional staff restructuring and resulting loss of PHEP funding for regional staff. The funding reduction is detailed in the Consent Agenda above and was discussed in detail at the 12/13/2022 BOH Meeting.
- Chris Coffield, Regional Health Connector: Effective 7/1/2023, Ms. Coffield will be transitioning from her current role as Regional EPR Trainer and returning to the position of Regional Health Connector (RHC). OCHD will use available funding through Trailhead Institute to support her salary/fringe. At this time, the available funding amount is not exactly known. Her new job duties will make her responsible for the completion of the RHC deliverables. This change is the result of CDPHE's state-wide regional staff restructuring and resulting loss of PHEP funding for regional staff. The funding reduction is detailed in the Consent Agenda above and was discussed in detail at the 12/13/2022 BOH Meeting.

- C. CHEMPACK Update: The Southeast Region's CHEMPACK has been successfully moved from its previous position to a new host site still within the Southeast Region. CHEMPACKs are containers of antidotes placed in secure locations in local jurisdictions around the country to allow rapid response to a chemical/radiological incident. These medications treat the symptoms of agent exposure and can be used even when the actual agent is unknown. Because these antidotes must be administered quickly, the CHEMPACK team maintains 1,960 containers strategically placed in more than 1,340 locations in the United States. The repositioning of the Southeast Region's CHEMPACK was discussed at the 1/25/2022 BOH Meeting.
- D. 2023 BOH Training: Colorado Revised Statutes (CRS) 25-1-508(7) requires members of a local BOH to take part in annual training. CDPHE's Office of Public Health Practice, Planning, and Local Partnerships (OPHP) maintains a website to facilitate this training, and it is located here: [Boards of Health | Colorado Local Public Health and Environment Resources](#)

Additionally, R. Ritter will email the above link to BOH members after this meeting. R. Ritter will also be taking this training. BOH Members, please complete the training by 12/31/2023. If you need any assistance at all, please contact R. Ritter at 719-469-4045.

- E. La Junta Office Door Lock Installations: Recently OCHD's La Junta office had locks installed on individual office doors by Lock Monkey. This was done to augment office staff security and safety. The cost was \$1,598.29. Additionally, the RF office will be having locks installed.
- F. Rocky Ford Office Copier Purchase: Otero County recently changed its email platform. Due to the age of the copier, it can no longer scan to email and send/receive faxes due to the changes in network format. For all the time that R. Ritter has been at OCHD (22+ years), he does not recall ever getting the RF office a new copier, Rocky Ford has always received the "hand me down" when the La Junta office got a new copier. This situation has necessitated the purchase of a brand new copier for the RF Office. The copier has recently been delivered to the RF office, and it cost approximately \$10,000. R. Ritter is planning on using Otero County's Internal Services Program to purchase the copier. This program, through amortization, allows for replacement costs for future purchases.
- G. AccuFit 9000 Respiratory Mask Fit-Test Machine: R. Ritter was considering the purchase of an AccuFit 9000 Fit Test Machine using COVID-19 grant funds. However, due to the US debt ceiling talks and uncertainty surrounding possible default and the rescinding of COVID-19 grant funds, R. Ritter has decided not to pursue purchasing a unit at this time.
- H. Addendum/Addenda: None

7. Program Reports

A. Environmental Services, Su Korbitz: General information

B. Nursing, Marie Mora-Menges: General information

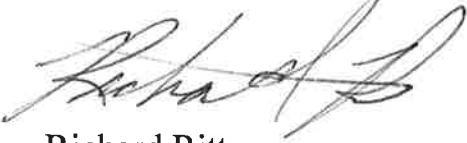
C. Vital Statistics, John Miller: General information

D. AmeriCorps, Gypsy Harviston: General information

8. Executive Session: Not requested nor required.

9. Adjournment: With no further business, R. Nelson adjourned the meeting.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Richard Ritter".

Richard Ritter

Secretary, Otero County Board of Health

Executive Director, Otero County Health Department