

# HEALTH DEPARTMENT

*Serving Crowley & Otero Counties*



TM/SM

**Executive Director**  
Richard Ritter

**Program Directors**

Aaron Olivieri, Training  
Tarren Buford, Nursing  
Jo Jancar, WIC  
John Miller, Business  
Dr. Janell Maier, Epidemiology  
Donna Starck, Tobacco Control  
Su Korbitz, Environmental  
Kristin Carpenter, Communities That Care  
Arlene Cooke, OD2A

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## OTERO COUNTY BOARD OF HEALTH MEETING JANUARY 26<sup>th</sup>, 2021, 11:00 a.m. VIRTUAL MEETING

### Virtual Meeting Information

Primary

Meeting ID

[meet.google.com/stz-wnog-mhm](https://meet.google.com/stz-wnog-mhm)

Phone Number

(US)+1 617-675-4444

PIN: 101 176 017 5484#

Backup

Dial-in number: 563-999-2090

Access Code: 518469

**Members Present:** Dr. Paul Yoder, President and Medical Officer  
Dr. R.J. Nelson, Vice President  
Nathan Shultz  
Kelly Lotrich

**Member(s) Absent:** Dr. David Trujillo

**Ex Officio:** Richard Ritter, BOH Secretary, OCHD Executive Director  
John Hostetler, Otero County Commissioner  
Amy White-Tanabe, Otero County Administrator

**Government:** Rob Oquist, Otero County Commissioner

**OCHD Staff:** Tarren Buford, Nursing Program Director  
Chris Coffield, RHC  
Arlene Cooke, OD2A Program Director  
John Miller, Business Manager  
Aaron Olivieri, EPR Trainer  
Donna Starck, Tobacco Control Program Director

## 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)): This agenda was posted in the designated public locations in all OCHD offices and on 1/25/2021.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda
  - A. Approval of Minutes
    - a. September 29<sup>th</sup>, 2020 Regular BOH Meeting
  - B. Ratification: N. Shultz moved to approve the consent agenda and approve/ratify the items therein, K. Lotrich seconded, motion carried.
5. Old Business
  - A. None
6. New Business: The following information was provided by R. Ritter:
  - A. Budget
    - a. Financial Summary Report (Based upon Tyler Financial Systems reports dated 1/25/2021)
      - September 2020
        - ✓ Revenues: \$138,192.53
        - ✓ Expenditures: \$111,759.41
        - ✓ Surplus: \$26,433.12
        - ✓ Fund Balance: \$1,390,900.31
      - October 2020
        - ✓ Revenues: \$116,222.16
        - ✓ Expenditures: \$129,239.38
        - ✓ Deficit: \$13,017.22
        - ✓ Fund Balance: \$1,377,883.09
      - November 2020
        - ✓ Revenues: \$1,507.56
        - ✓ Expenditures: \$128,852.85
        - ✓ Deficit: \$127,345.29
        - ✓ Fund Balance: \$1,250,537.80

➤ December 2020

- ✓ Revenues: \$321,537.58
- ✓ Expenditures: \$138,773.74
- ✓ Surplus: \$182,763.84
- ✓ Fund Balance: \$1,433,301.64

b. Approval of Expenditures: K. Lotrich moved to approve the September 2020, October 2020, November 2020, and December 2020 expenditures in the amounts of \$111,759.41, \$129,239.38, \$128,852.85, and \$138,773.74 respectively, N. Shultz seconded, motion carried.

B. Personnel

a. Temporary, Part-Time Staff: OCHD has hired temporary, part-time staff to assist with COVID-19 response operations, and they are as follows:

- a. Samantha Graham
- b. Gypsy Harviston
- c. Jade Mora-Menges
- d. Jacelyn Olivieri

b. Chris Coffield, Regional Health Connector (RHC): Chris Coffield has been hired as the part time RHC to replace Cassandra Wyckoff who resigned.

C. 2021 Regular BOH Meeting Dates, Times, and Location (ACTION ITEM): For 2021, the BOH wishes to continue with the regular BOH meetings as follows:

- a. Dates: Last Tuesday of every other month, beginning in January;
- b. Time: 11:00 a.m.; &
- c. Location: To be determined based upon COVID-19 activity.

D. Reappointment of R. Nelson to BOH (ACTION ITEM): R. Nelson's term as a BOH member expires on 12/31/2020, thus he needs to be re-appointed by the Otero County Commissioners for a 5 year term that would begin 1/1/2021 and expire 12/31/2025. R. Nelson indicated his willingness to serve another five year term to R. Ritter on 1/22/2021. N. Shultz moved to recommend to the Otero Board of County Commissioners the reappointment of R. Nelson, K. Lotrich seconded, motion carried. The BOH expressed their appreciation to R. Nelson for his continued service.

E. 2021 OCHD Medical Officer Approval/Renewal (ACTION ITEM): Dr. Yoder indicated his willingness to serve another term to R. Ritter on 1/23/2021. K. Lotrich moved to approve Dr. Yoder as the OCHD Medical Officer for calendar year 2021, N. Shultz seconded, motion carried. P. Yoder recused himself from the proceedings. R. Ritter and the BOH thanked Dr. Yoder for his continued service as Medical Officer.

F. 2021 OCHD Anaphylaxis Protocol Approval/Renewal: Dr. Yoder, T. Buford, and R. Ritter will discuss adopting a new anaphylactic protocol form at a later time.

G. 2021 BOH Officers' Election (ACTION ITEM): K. Lotrich moved to keep P. Yoder as President and R. Nelson as Vice President for 2021, N. Shultz, seconded, motion carried. P. Yoder and R. Nelson recused themselves from the vote. Gratitude was expressed to P. Yoder and R. Nelson for continuing to serve as officers.

H. COVID-19 Questions: A general discussion of COVID-19.

I. Addendum/Addenda: None

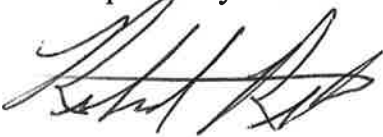
7. Program Reports

- A. EPR, Rick Ritter
- B. EPR Training, Aaron Olivieri
- C. Nursing, Tarren Buford
- D. OD2A, Arlene Cooke
- E. RHC, Chris Coffield
- F. Tobacco Control, Donna Starck
- G. Vital Statistics, John Miller
- H. WIC, Rick Ritter

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