

# HEALTH DEPARTMENT

*Serving Crowley & Otero Counties*



TM/SM

**Executive Director**  
Richard Ritter

**Program Directors**  
Aaron Olivieri, Training  
Susan Workman, Nursing  
Jo Jancar, WIC  
John Miller, Business  
Dr. Janell Maier, Epidemiology  
Michael Mustain, Tobacco Control  
Su Korbitz, Environmental  
Kristin Carpenter, Communities That Care

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## OTERO COUNTY BOARD OF HEALTH MEETING NOVEMBER 26<sup>th</sup>, 2019, 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  
Dr. David Trujillo  
Nathan Shultz

**Member(s) Absent:** Kelly Lotrich

**Ex Officio:** Richard Ritter, BOH Secretary, OCHD Executive Director  
John Hostetler, Otero County Commissioner

**OCHD Staff:** John Miller, Business Manager  
Susan Workman, Nursing Program Director  
Donna Starck, Tobacco Control Program Director  
Su Korbitz, Environmental Services Program Director  
Kristin Carpenter, Communities That Care 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)): The agenda was posted in the designated public locations in all OCHD offices on 11/21/2019.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda
  - A. Approval of Minutes
    - a. 9/24/2019 Regular BOH Meeting
  - B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
    - a. 2019-2020 CDPHE OPPI Contract Amendment #3
      - Routing #: 2019\*0870 Amendment #3
      - Purpose: CDPHE OPPI support of OCHD's public health activities in Crowley and Otero Counties.

- Status: Partially Executed
  - Term: 11/1/2019-6/30/2020
  - Amount: \$137,973.39
    - ✓ Increase of \$6,725.39 over the current term amount.
    - ✓ Additional funds are designated as “one-time” to address opioid and other substance use through PH interventions per Senate Bill 19-228.
- b. 2019-2020 CDPHE WIC Contract Amendment # 1
- Purpose: CDPHE support for OCHD’s WIC Program.
  - Status: Fully Executed
  - Term: 10/1/2019-9/30/2020
  - Amount: \$168,502.00
    - ✓ Increase of \$3,848 from the previous term amount of \$164,654.00.
- c. 2020 CDPHE Indirect Cost Negotiation Agreement
- Purpose: Agreement with CDPHE for OCHD’s 2020 Indirect Rate.
  - Status: Fully Executed
  - Term: 1/1/2020 – 12/31/2020
  - Rate: 20.36%
    - ✓ 2014: 19.68%
    - ✓ 2015: 19.79%
    - ✓ 2016: 19.66%
    - ✓ 2017: 21.33%
    - ✓ 2018: 20.44%
    - ✓ 2019: 20.15%
- d. 2019-2020 CDPHE EPR Contract Amendment #1
- Routing #: CT 2020\*266 Amendment 1
  - Purpose: Minor modifications to the Statement of Work (SOW).
  - Status: Partially Executed
  - Term: 7/1/2019-6/30/2020
  - Amount: \$221,457.00 (no change)
- e. 2019-2020 CDPHE Preventive Block Grant (PBG) Chronic Disease Prevention Program (CDPP) Statement of Work (SOW)
- Purpose: CDPHE support for OCHD’s regional Chronic Disease Prevention Program/Worksite Wellness Initiative.
  - Status: Fully Executed
  - Term: 10/1/2019-9/30/2020
  - Amount: \$45,000.00
    - ✓ Decrease of \$5,000 over the previous term amount.
    - ✓ This contract term includes a share-back of \$2,000 to each LPHA to support worksite wellness activities. This is similar to the share-back in the STEPP Program, with the exception that STEPP provides a share-back of \$5,000 per LPHA.

## C. Grants

- a. 2019-2020 CDPHE Indoor Radon Grant
  - Purpose: CDPHE support for OCHD's efforts around radon education, awareness, training, and reporting.
  - Status: **FUNDED!**
  - Term: 10/1/2019-9/30/2020
- b. Opioid Prevention Data To Action Grant
  - Purpose: Potential CDPHE support for OCHD's efforts around opioid overdose prevention. If funded, OCHD will hire a program director to focus on the required strategies of provider education, community education, community-level interventions, and public awareness.
  - Status: Currently writing, the grant due date is 5:00 pm on 12/6/2019.
  - Term: The initial term is 2/1/2020-8/31/2020 (6 months), with the option to extend up to 2 additional years (10/1/2020-9/31/2022), which OCHD intends to do.
  - Amount: \$45,967 for the initial 6 month term, \$91,934 for each subsequent 12 month term. These are the maximum amounts allowable.
  - A grant writer (Felicia Tapia) contracted with the Colorado Consortium for Prescription Drug Abuse Prevention is writing the grant, with assistance from R. Ritter. OCHD applied for and was awarded this grant writing assistance.
- c. CDPHE 1306 Brownfields Cleanup Plaza Block Building Grant
  - Purpose: CDPHE financial support to remediate the Plaza Block building in La Junta, OCHD will serve as the fiscal administrator.
  - Status: **FUNDED!**
  - Amount: \$150,000.00
    - ✓ The grant request was for \$200,918, of which \$33,694 was budgeted for OCHD indirect rate recovery. CDPHE awarded a total of \$150,000, so OCHD will not be receiving any indirect rate cost recovery for fiscal administration.

D. Ratification: N. Shultz moved to approve the consent agenda and approve/ratify the items therein, D. Trujillo 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 11/21/2019)
  - September 2019
    - ✓ Revenues: \$154,486.68
    - ✓ Expenditures: \$121,737.93
    - ✓ Surplus: \$32,748.75
    - ✓ Fund Balance: \$1,147,230.70

- October 2019
  - ✓ Revenues: \$122,092.03
  - ✓ Expenditures: \$110,515.85
  - ✓ Surplus: \$11,576.18
  - ✓ Fund Balance: \$1,158,806.88

b. Approval of Expenditures: R. Nelson moved to approve the September 2019, and October 2019 expenditures in the amounts of \$121,737.93, and \$110,515.85 respectively, D. Trujillo seconded, motion carried.

B. Personnel

a. Resignation

- Shurrell Ramsay: Mrs. Ramsay, Rocky Ford Office Public Health Nurse, resigned from OCHD effective 10/4/2019. At this time, a replacement is not being pursued as OCHD wants to determine the feasibility of not filling this position.

C. 2019 Vital Statistics Application Audits: OCHD scored a 100% on both the first and second application audits of 2019, congratulations to John Miller on a job well done!

D. Otero County Government Positive Work Climate: The OBOCC and Administrator Amy White-Tanabe continue to cultivate a positive work environment that supports Otero County Government staff and programs. The latest examples of this are providing a full paid vacation day on Christmas Eve (effective this year) and paying for Otero County Employees share of health benefits the next pay cycle. Their efforts are noted and much appreciated!

E. 2020 Regular BOH Meeting Dates, Times, and Location: After discussion, R. Nelson moved to approve the BOH meeting location and schedule as detailed below, D. Trujillo seconded, motion carried.

a. Dates: Last Tuesday of every other month, beginning in January;

b. Time: 11:15 a.m.; &

a. Location

- Otero Junior College Student Center Room 120: January, March, September, November

- Jodi's Grill: May, July (Due to OJC cafeteria summer closure)

BOH meeting attendees should arrive at 11:00 am to get their lunches and the meeting is scheduled to start at 11:15 am.

F. Reappointment of P Yoder to BOH: P. Yoder's term as a BOH member expires on 12/31/2019, thus he needs to be re-appointed by the Otero County Commissioners for a 5 year term that would begin 1/1/2020 and expire 12/31/2024. P. Yoder indicated his willingness to serve another five year term to R. Ritter on 10/17/2019. R. Nelson moved to recommend to the Otero County Commissioners the reappointment of P. Yoder to the Otero County Board of Health for another five year term, N. Shultz seconded, motion carried. P. Yoder recused himself from the proceedings. The BOH and R. Ritter conveyed their appreciation for Dr. Yoder's continued service.

- G. 2020 OCHD Medical Officer Approval/Renewal: Dr. Yoder indicated his willingness to serve another term to R. Ritter on 10/17/2019, and R. Ritter gave the form to Dr. Yoder on 10/17/2019. R. Nelson moved to approve Dr. Yoder as the OCHD Medical Officer for calendar year 2020, D. Trujillo 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.
- H. 2020 OCHD Anaphylaxis Protocol Approval/Renewal: R. Ritter gave the protocol to Dr. Yoder on 10/17/2019. Dr. Yoder approved and signed the protocol.
- I. 2020 BOH Officers' Election: D. Trujillo moved to keep P. Yoder as President and R. Nelson as Vice President for 2020, 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.
- J. 2020 Executive Director Succession Plan (ACTION ITEM): In the event of R. Ritter's unexpected/sudden death or complete incapacitation, a succession plan will need to be implemented until the BOH can formally appoint a new administrator or R. Ritter recovers from said incapacitation. In general, R. Ritter utilizes the following framework when considering succession planning:
- ✓ Preparing and/or updating written policies and procedures to give new staff an organized framework in which to learn and operate;
  - ✓ Keeping orderly, well labeled records on paper and digitally;
  - ✓ Annotating important documents to help new users understand intent, data sources, and outputs;
  - ✓ Developing and maintaining adequate, accurate reporting systems to create trusted repositories for historical trends and future forecasts.

Below is a list of R. Ritter's major job responsibilities, with the names of the proposed interim successors to the right. This general guidance on succession planning is a living, modifiable plan that cannot address all conceivable scenarios, and the BOH has the latitude to modify or alter this plan as it deems necessary. This arrangement supersedes any previously approved plans. It is R. Ritter's intent to have this plan reviewed and approved annually at the November BOH Meetings.

a. Emergency Preparedness and Response

- Incident Commander (IC): S. Workman
- Emergency Support Function 8 Lead for both Crowley and Otero County: S. Korbitz, T. Harviston
- Public Information Officer: S. Korbitz, T. Harviston
- Emergency Preparedness and Response Coordinator: S. Korbitz, T. Harviston
- Southeast Emergency Preparedness and Response Quarterly Meeting Representative: S. Korbitz, T. Harviston
- Otero EMS Council Representative: S. Korbitz, T. Harviston
- Crowley EPR Meeting Representative: S. Korbitz, T. Harviston
- South East Regional Health Care Coalition (SERHCC) POC: S. Korbitz, T. Harviston
- Southeast Medical Reserve Corps (MRC) Unit Leader: A. Olivieri
- Colorado Volunteer Mobilizer (CVM) Coordinator: A. Olivieri

- South East Region's Regional Transfer Point (RTP) Oversight: A. Olivieri
- Primary after-hours contact (ED mobile phone goes to): J. Miller
- Health Alert Network (HAN) Coordinator: J. Miller
- b. South East Colorado Worksite Wellness Initiative (SECWWI) Coordinator: T. Buford
- c. Otero County Registrar of Vital Statistics: J. Miller
- d. Colorado Association of Local Public Health Officials (CALPHO) Representative: J. Miller
- e. South East Healthcare Coalition (SEHC) Coordinator/Chair: S. Workman
- f. Child Fatality Prevention System (CFPS) Local Team Leader/Chair: S. Workman
- g. OJC Community Health Worker Local Advisory Committee Representative: S. Workman
- h. CSU Extension Representative: S. Korbitz
- i. OCHD Administration & Governance: S. Workman, J. Miller, with S. Korbitz for Law
  - Implementation and Facilitation of Succession Plan
  - Staff
    - ✓ Program Director Supervision
    - ✓ Staff Meetings
      - General/EPR
    - ✓ Hiring: Include Lori Burkhalter, Otero County Human Resources
  - Board of Health Coordinator/Secretary: J. Miller
  - Contract Management
  - Budget
  - Risk Management
  - Law
    - ✓ Enforcement
    - ✓ Meet duties/obligations of Colorado Revised Statutes, Code of Colorado Regulations and various CDPHE policies
  - Maintenance of Partner Relationships
  - Signatory Authority: J. Miller (to consult with S. Workman as needed and necessary)

❖ Approval and Adoption: N. Shultz moved to approve the 2020 succession plan, R. Nelson seconded, motion carried.

K. Addendum/Addenda: None

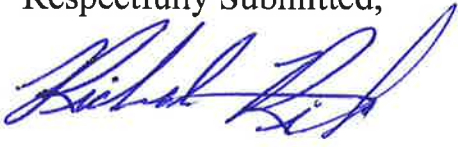
## 7. Program Reports

- A. Nursing, Susan Workman: General Information.
- B. Tobacco Control, Donna Starck: General Information.
- C. Environmental Health, Su Korbitz: General Information.
- D. EPR, Rick Ritter: General Information.
- E. Vital Statistics, John Miller: General Information.
- F. CTC, Kristin Carpenter: General Information.

8. Executive Session: Not requested nor required.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Richard Ritter", is written over the typed name.

Richard Ritter  
Secretary, Otero County Board of Health  
Executive Director, Otero County Health Department