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# 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. Janel 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

**MARCH 29<sup>th</sup>, 2022, 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  
Mark McCuiston  
Dr. David Trujillo
- Member(s) Absent:** None
- Ex Officio:** John Hostetler, Otero County Commissioner  
Richard Ritter, BOH Secretary, OCHD Executive Director  
Amy White-Tanabe, Otero County Administrator
- OCHD Staff:** Tarren Buford, Nursing Program Director  
Chris Coffield, RHC  
Tony Harviston, Environmental Services Program Assistant  
Su Korbitz, Environmental Services Program Director  
John Miller, Business Manager
- Guest** Darren Garcia, Otero County Road and Bridge

## 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 2022 BOH meeting schedule was posted on the BOH website on 11/30/2021, and this agenda was posted in the designated public locations in all OCHD offices and on the BOH website by 3/24/2022.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda (ACTION ITEM)
  - A. Approval of Minutes
    - a. 1/25/2022 Regular BOH Meeting
  - B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
    - a. 2022-2023 Draft CDPHE CDC Workforce Funding Statement of Work (SOW)
      - Purpose: Federal CDC funding (through CDPHE) to strengthen the public health workforce in Colorado. In OCHD's draft staff capacity building plan (which is a deliverable in the SOW), the funds have been apportioned to hire a new OCHD staff member (by 7/1/2022, possibly a public health nurse or clinical assistant), and to provide one-time retention incentive pay to OCHD staff (not including R. Ritter).
      - Status: Draft
      - Term: Expires 6/30/2023
      - Amount: \$141,473
  - C. Approval of Consent Agenda and Approval/Ratification of Items Therein: R. Nelson moved to approve the consent agenda, D. Trujillo seconded, motion carried.
5. Old Business
  - A. SE Colorado CHEMPACK Storage: At the 1/25/2022 BOH meeting, R. Ritter discussed the possibility of the SE Colorado CHEMPACK moving from its current host site to another SE host site or to the metro area. The current host has decided to continue as the host site, so for now the CHEMPACK will not be moving.
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 (Based upon Tyler Financial Systems reports dated 3/22/2022)
      - January 2022
        - ✓ Revenues: \$141,077.56
        - ✓ Expenditures: \$120,931.51
        - ✓ Surplus: \$20,146.05
        - ✓ Fund Balance: \$1,886,269.40
      - February 2022
        - ✓ Revenues: \$38,038.62
        - ✓ Expenditures: \$118,286.32
        - ✓ Deficit: \$80,247.70
        - ✓ Fund Balance: \$1,806,021.70

- b. Approval of Expenditures (ACTION ITEM): R. Nelson moved to approve the January 2022 and February 2022 expenditures in the amounts of \$120,931.51 and \$118,286.32 respectively, M. McCuiston seconded, motion carried.
- c. Preliminary 2021 OCHD Fiscal Performance (based upon Tyler Financial Reports dated 7/23/2021 & 2/23/2022): At the end of 2020, OCHD's fund balance was \$1,729,583.78, and at the end of 2021 the fund balance was \$ 1,823,478.21, which is an increase of \$93,894.43. Revenues for 2021 amounted to \$ 1,601,301.92, and 2021 expenditures were \$ 1,507,407.49. These are preliminary figures, though, as some revenues still being received will be accrued back to 2021. The main reason for the increased revenue was federal COVID-19 funding to support response. The COVID-19 funding was primarily used to support non-siloed staff that responded to COVID-19. Non-siloed staff are staff that are not dedicated and supported 100% by other programs such as EPR, WIC, STEPP, CTC, and OD2A. This allowed non-dedicated, discretionary funds that supported the non-siloed staff to augment the fund balance.
- B. Newly Appointed BOH Members: The Otero Board of County Commissioners have appointed Ms. Lindsey Hart and Mr. Mark McCuiston to the Board of Health. Welcome Lindsey and Mark!
- C. OCHD Staff CMIST Training: On Wednesday, 3/9/2022 OCHD staff participated in CDPHE-facilitated CMIST Training. CMIST is an acronym that stands for Communication, Maintaining health/medical, Independence, Support services/safety, Transportation. The training was arranged for by Mr. Olivieri. CMIST is utilized to address the 5 functional resource needs in an emergency/disaster. CMIST is a whole community inclusion strategy, integrating and coordinating the Access and Functional Needs (AFN) of entire communities in emergency planning, preparedness, response, recovery, and mitigation. CMIST not only helps agencies respond to communities AFN during an emergency, it is also a risk management tool that helps lower the agency's exposure to liability following an emergency.
- D. Fair Labor Standards Act Salary Adjustments: The Fair Labor Standards Act (FLSA) of 1938 is a United States labor law that creates the right to a minimum wage, and "time-and-a-half" overtime pay when people work over forty hours a week, unless the employer can claim an exemption from coverage. Because of their job duties involving management, budget, discretion/independent judgement, Program Directors and the Executive Director are classified as exempt under FLSA. A new minimum salary schedule is being instituted by FLSA, which is as follows:
- 2022: \$45,000
  - 2023: \$50,000
  - 2024: \$55,000
- R. Ritter is currently working on a plan to adjust OCHD staff salaries to be in compliance with the newly revised FLSA salary schedule, and to make OCHD salaries more competitive in the current job market. After the plan is complete, R. Ritter will meet with the Otero County Commissioners first, and then discuss the plan with the BOH at the next BOH meeting in May on 5/31/2022.

- E. La Junta Road and Bridge Shop Emergency Support Function (ESF)-8 Equipment Storage and Staging: Emergency Support Functions (ESFs) are the groupings of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following emergency incidents. ESF-8 is the public health emergency function that involves health, medical, mortuary, and mental/behavioral health. In the past, OCHD ESF-8 activities have included planning for and preparing to stand-up an Alternate Care Facility (ACF); arranging for and providing an emergency shelter for nursing home residents; working with local pharmacists, medical providers, and Medicaid/Medicare to get prescriptions to people displaced by fire; providing vaccinations to health care workers; arranging for and providing therapeutics to local medical providers; providing water to nursing homes/assisted living facilities; providing generator power and lighting to nursing homes/assisted living facilities and medical providers; providing air conditioner units to nursing homes; providing Personal Protective Equipment (PPE) to EMS providers, AVRMC, nursing homes/assisted living facilities, law enforcement, medical providers, hospice, home care agencies; providing EPR training and exercises; providing respiratory mask fit testing; etc. Over the years, OCHD has stored its ESF-8 material/equipment at various locations, including AVRMC's Miller Hall, AVRMC's Nursing Home West, Crowley County Fire/Ambulance Building, and the Swink Road and Bridge Shop. These geographically dispersed locations have caused logistical challenges in the past. Now, OCHD is storing/staging all of its ESF-8 material/equipment in the La Junta Road and Bridge Shop. This will greatly facilitate mobilization when needed. Recently, OCHD cleaned and organized its storage areas, and performed maintenance on its generators and EPR trailers. Our DON is now an expert on trailer wheel bearing greasing/seal replacement, and generator oil changing and fuel stabilizing! A HUGE THANK YOU to Mr. Darren Garcia for allowing OCHD to use this tremendous resource!
- F. Kitchen of Kindness Initiative (Presented by Chris Coffield): Responding to the impact of COVID-19, the federal government enacted the American Rescue Plan Act (ARPA) to support the states. Utilizing these funds, the Colorado State legislature passed the "Behavioral Health Recovery Act of 2021." Regional Health connectors (RHC's) are a crucial point of connection between primary care practices, other health care providers, public health, and community resources, and will be engaged to help accomplish the broad aims of the Behavioral Health Recovery Act. To achieve these aims, RHC's here in Colorado completed a community engagement process to identify needs and assets of evidence-based behavioral health services that are, and are not, available in their region. The area of focus I chose for my study is "Male Veteran's, ages 45-64, in Otero and Crowley counties, specifically those with mental illness.

My action plan centers around three evidence-based strategies that I, as an RHC, will be working to address:

1. Meeting basic need (i.e., meals/food) of priority population to help support their mental health;
2. Promoting and integrating mental and behavioral health supports for priority population into the meal site/project; &
3. Convening and/or strengthening region-wide partnerships with service organizations (e.g. Southeast Health Group, VA Eastern Colorado)

My goal to meet by May 2022 is to promote and integrate behavioral and mental health supports for Veterans into our community project (Ark Valley Kitchen of Kindness).

The Ark Valley Kitchen of Kindness is a coalition of members of various churches and concerned citizens in the La Junta area. Dedicated to the goal of providing one hot meal, 1-2 days a week, to those in need. The next goal, after getting the Ark Valley Kitchen of Kindness going in La Junta, is to branch out to Crowley County, and with the help of volunteers, start a soup kitchen in that area as well. I am excited to say that this is the first project in this area to include Veterans' with mental illness in getting involved with the community, by not only taking advantage of the free meals provided by the Ark-Valley Kitchen of Kindness, but also by being invited to volunteer to help with it, as a member of the community. The whole process will be working with partners in recruiting the volunteers, interviewing them, training them, and setting up guidelines for them, as well as all volunteers. The Ark-Valley Kitchen of Kindness will work with our stakeholders as part of these male veterans mental illness therapy, in terms of meeting a basic need (food), getting them out into the community, helping with social skills, and goal setting. The hope is to not only meet a basic need by providing a meal, but also to assist mentally ill male veterans with building on their social skills and confidence with the public sector by volunteering. As posted on our Facebook page - "Kitchen of Kindness is a coalition of church members, and concerned citizens in the La Junta, CO. area. We are dedicated to the goal of providing one hot meal a day to those in need. Our meals will be offered in a safe drug free environment. Our mission is to eventually help Individuals get back on their feet through improved nutrition, and working with them on self-advocacy."

#### G. Addendum/Addenda

- a. Mike Miller's Death: Mr. Mike Miller has died after a lengthy illness. Mr. Miller was the SE region's epidemiologist, working at OCHD from August 2004 to his retirement in January 2016. Prior to this, he taught science/biology at La Junta schools for many, many years. In both of his careers in education and public health, he was a hardworking, honest, reliable, intelligent, witty, conscientious individual. He will be sorely missed. If Mr. Miller's services are on a weekday, R. Ritter is planning on closing OCHD's offices for the time of his funeral so that staff may have the opportunity to attend.

7. Program Reports

A. Environmental Services, Su Korbitz & Tony Harviston: General information

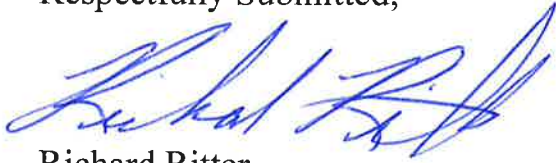
B. Nursing, Tarren Buford: General information

C. Vital Statistics, John Miller: General information

8. Executive Session (ACTION ITEM): 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