



TM/SM

HEALTH DEPARTMENT

Serving Crowley & Otero Counties

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

Website: www.oterogov.com

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

OTERO COUNTY BOARD OF HEALTH MEETING MARCH 30th, 2021, 11:00 a.m. VIRTUAL MEETING

Virtual Meeting Information

Primary

Meeting ID

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

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: Roy Elliott, Crowley County Commissioner

OCHD Staff: Kristin Carpenter, CTC Program Director
Chris Coffield, RHC
Su Korbitz, Environmental Services Program Director
Dee Leyba, CTC Program Assistant
John Miller, Business Manager
Aaron Olivieri, EPR Trainer
Kendra Taylor, CCPD Program Coordinator

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 on 3/29/2021.
3. Public Comments for Items not on the Agenda: No public comments.
4. Consent Agenda (ACTION ITEM)
 - A. Approval of Minutes
 - a. January 26th, 2021 Regular BOH Meeting
 - B. Approval of Consent Agenda and Approval/Ratification of Items Therein: N. Shultz moved to approve the consent agenda, R. Nelson 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. Financial Summary Report
 - January 2021
 - ✓ Revenues: \$5,691.47
 - ✓ Expenditures: \$138,084.71
 - ✓ Deficit: \$132,393.24
 - ✓ Fund Balance: \$1,550,549.33
 - February 2021
 - ✓ Revenues: \$75,935.06
 - ✓ Expenditures: \$121,533.26
 - ✓ Deficit: \$45,598.20
 - ✓ Fund Balance: \$1,504,951.13
 - b. Approval of Expenditures (ACTION ITEM): N. Shultz moved to approve the January 2021 and February 2021 expenditures in the amounts of \$138,084.71 and \$121,533.26 respectively, R. Nelson seconded, motion carried.
 - c. Preliminary 2020 OCHD Fiscal Performance (based upon Tyler Financial Reports dated 5/28/2020 & 3/29/2021): At the end of 2019, OCHD's fund balance was \$1,409,584.35, and at the end of 2020 the fund balance was \$1,682,942.57, which is an increase of \$273,358.22. Revenues for 2020 amounted to \$1,932,047.68, and 2020 expenditures were \$1,658,689.46. For 2020, OCHD received 127.35% of its budgeted revenues, and expended 95.54% of its budgeted expenditures. These are preliminary figures, though, as some revenues received in March 2021 will be accrued back to 2020. 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, etc. This allowed the non-dedicated, discretionary funds (i.e. state/local per capita) that supported the non-siloed staff to be diverted to the fund balance. In the coming months, it may become necessary to utilize OCHD's fund

balance to support OCHD staff due to the negative effect of COVID-19 on the economy.

B. Personnel

a. Kelly Lotrich BOH Resignation: Mrs. Lotrich has resigned from the BOH. We thank Kelly and wish her well! R. Ritter dispatched a letter to the Otero Board County Commissioners (OBOCC) yesterday (Monday, 3/29/2021) regarding this resignation, and copied the BOH to that email. Colorado Revised Statutes (C.R.S.) 25-1-508 (2)(a)(I) states “Each county board of health shall consist of at least five members to be appointed by the board of county commissioners for five year terms:...” With Kelly’s resignation, we now have 4 members on the BOH. Additionally, C.R.S. 25-1-508 (2)(b) states “Each member of the county board of health shall be a resident of the county in which the agency is located. Appointments shall be made to the board so that no business or professional group or governmental entity shall constitute a majority of the board. Any vacancy on the board shall be filled in the same manner as full-term appointments by the appointment of a qualified person for the unexpired term.” Kelly was appointed to fill the remainder of Sheila Norton’s unexpired term in March 2015, and her current term began on 1/1/2018 and would have expired on 12/31/2022. Pursuant to the aforementioned statute, her replacement’s initial term will expire on 12/31/2022 after which a reappointment would be for a full 5 year term. Historically, the OBOCC has followed the practice of considering recommendations from the BOH regarding new BOH members and the reappointment of current members. More specifically, for the last 4 vacancy replacements (Mike Nicklos for Scott Foncannon in 2001; Dr. Trujillo for Dr. Frankmore in 2003; Kelly Lotrich for Sheila Norton in 2015; and Nathan Shultz for Mike Nicklos in 2019) there was open dialogue between the BOH & OBOCC regarding possible candidates, and BOH recommendations to the Otero County Commissioners. Ultimately the appointment of BOH members lies within the purview of the OBOCC. While it is not a statutory requirement, this collaborative, cooperative process has been very successful and much appreciated.

C. Resuming In-Person BOH Meeting Meetings: The BOH had no objections to resuming in-person BOH meetings in May 2021, provided that COVID-19 restrictions allowed.

D. COVID-19 Questions: General questions.

E. Addendum/Addenda: None

1. Program Reports

A. CTC, Kristin Carpenter: General information

B. Environmental Services, Su Korbitz: General information

C. EPR, Rick Ritter: General information

D. EPR Training, Aaron Olivieri: General information

E. RHC, Chris Coffield: General information

F. Vital Statistics, John Miller: General information

G. WIC, Rick Ritter: General information

2. Executive Session: Not requested nor required.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Richard Ritter", written in a cursive style.

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