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# HEALTH DEPARTMENT

*Serving Crowley & Otero Counties*

**Executive Director**  
Richard Ritter

**Program Directors**  
Chris Coffield, RHC  
Tarren Buford, Nursing  
Jo Jancar, WIC  
John Miller, Business  
Dr. Janell Maier, Epidemiology  
Donna Starek, Tobacco Control  
Su Korbitz, Environmental  
Dee Leyba, Communities That Care  
Arlene Cooke, OD2A

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**OTERO COUNTY BOARD OF HEALTH MEETING**  
**MAY 31<sup>st</sup>, 2022, 11:00 a.m.**  
**OTERO COUNTY COURTHOUSE, ROOM 107**  
**LA JUNTA, COLORADO**

**Members Present:** Dr. R.J. Nelson, Vice President  
Mark McCuiston  
Dr. David Trujillo

**Member(s) Absent:** Dr. Paul Yoder, President and Medical Officer  
Lindsey Hart

**Ex Officio:** Richard Ritter, BOH Secretary, OCHD Executive Director

**OCHD Staff:** Chris Coffield, RHC  
Dr. Janell Maier, Regional Epidemiologist  
John Miller, Business Manager

## MINUTES

1. Call to Order: A quorum being present, the meeting was called to order by R. Nelson.
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 on 5/27/2022.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda (ACTION ITEM)
  - A. Approval of Minutes
    - a. 3/29/2022 Regular BOH Meeting (previously sent on 3/29/2022 & 5/29/2022)

- B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
- a. 2022-2027 CDPHE Intergovernmental Master Contract
    - Routing #: 18 FAAA 00038
    - Purpose: Master contract with CDPHE that contains standard, ‘boiler plate’ contractual language that is referenced by other CDPHE contract amendments, option letters, purchase orders, etc.
    - Status: Partially executed.
    - Term: 7/1/2022 – 6/30/2027
  - b. 2022-2023 CDPHE Office of Public Health Practice, Planning, and Local Partnerships (OPHP) Task Order
    - Task Order #: 2023\*0040
    - Purpose: CDPHE OPHP support (previously known as “State Per Capita”) for OCHD’s compliance with the Core Public Health Services Rules (6 CCR 1014-7) and the Colorado Minimum Quality Standards for Public Health Services (6 CCR 1014-9); Community Health Assessment Planning System (CHAPS) activities; and for OCHD’s Maternal and Child Health (MCH) services.
    - Status: Fully executed.
    - Term: 7/1/2022 – 6/30/2023
    - Amount: \$239,038.00
      - ✓ Increase of \$121,214 over the previous term amount of \$117,824. This increase is a result of the passage of SB21-243, the purpose of which was to increase fiscal support of LPHAs. Per Jennifer Miles, CALPHO Lobbyist, in an email dated 6/7/2021 “The bill allocates the funds for 3 years, but once the funding is part of the base budget for state General Funds, we anticipate it will be far easier to keep in subsequent years.” R. Ritter’s intent is to use this increased funding to support the FLSA staff salary increases (see below).
      - ✓ Funding Sources
        - State: \$208,705.00
        - Federal: \$30,333.00
      - ✓ Allocations
        - Local Planning and Support: \$208,705.00
        - MCH: \$30,333.00
  - c. 2022-2023 CDPHE Waste Tire Statement of Work
    - Status: Fully Executed
    - Purpose: CDPHE’s support for OCHD’s waste tire activities.
    - Status: Partially executed.
    - Term: 7/1/2022 – 6/30/2023
    - Amount: \$5,000.00
      - ✓ Same amount as last term.
  - d. 2022-2023 CDPHE Immunization Contract
    - Purpose: CDPHE support for OCHD’s immunization program.
    - Status: Partially executed.
    - Term: 7/1/2022-6/30/2023
    - Amount: \$40,388.00
      - ✓ Federal funding = \$12,587; state funding = \$27,801
      - ✓ Increase of \$810 over the previous term amount of \$39,578.

- e. Regional Cancer Network (RCN) Memorandum of Understanding (MOU)
  - Purpose: Colorado Cancer Network (CCC) and the University Of Colorado Cancer Center (UCCC) support for OCHD's Cancer early detection and prevention activities.
  - Status: Partially executed.
  - Term: To project deliverables completion.
  - Amounts:
    - ✓ Pilot Project Implementation and Evaluation: \$5,000.00
    - ✓ Participation Stipend: \$2,000.00

C. Approval of Consent Agenda and Approval/Ratification of Items Therein: M. McCuiston moved to approve the consent agenda and ratify the items therein, D. Trujillo seconded, motion carried.

## 5. Old Business

A. OCHD Staff Salary Adjustments: The Fair Labor Standards Act (FLSA) of 1938 (29 U.S.C. § 203) 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. It also has a minimum salary schedule for employees who are exempt from overtime. The FLSA exempt salary schedule has been updated, and is currently as follows:

- ✓ 2022: \$45,000
- ✓ 2023: \$50,000
- ✓ 2024: \$55,000

By 2024 the FLSA minimum threshold for exempt staff will be \$55,000. It is projected that the majority of program directors will not be at that threshold without intervention. To put OCHD into compliance with this federal law, and to make OCHD more competitive in this extremely difficult job market, R. Ritter continues to work on OCHD staff salary adjustments (excluding R. Ritter). For 2022, R. Ritter applied for, and CDPHE approved using federal American Rescue Plan Act (ARPA) funds under the category "Premium Pay". The award totaled \$86,960, and must be spent before June 30th, 2022. OCHD will not be seeking indirect cost recovery from this award so that the maximum amount will go to staff. R. Ritter met with Amy Tanabe on 5/17/2022 regarding this grant, and sent premium pay details to L. Burkhalter on 5/18/2022. Currently, OCHD has 2 exempt staff under the new FLSA 2022 minimum threshold of \$45,000. This ARPA premium pay grant will bring one into compliance and the other to within an estimated \$887.50 of compliance. R. Ritter will explore CDC Workforce funding to supply this additional amount to bring the latter into compliance.

### Details:

- This is a one-time (for this specific grant award), premium pay bonus.
- Number of permanent, FT/PT staff receiving ARPA incentive pay (Excluding R. Ritter): 16
  - ✓ Amount per staff member: \$5,372.50
- Number of temporary, PT staff receiving retention incentive pay: 1
  - ✓ Amount per staff member: \$1,000.00
- Calculation:  $(\$5,372.50 * 16) + \$1,000 = \$86,960.00$  (matches award)
- Funds will be distributed in May 2022 paychecks, with an added line indicating "ARPA Premium Pay".

For 2023, R. Ritter is formulating a plan, based upon Otero County's salary spreadsheet, to increase both exempt and non-exempt staff salaries (excluding R. Ritter). This plan will include work experience and educational attainment credits. R. Ritter met with Amy Tanabe on 5/17/2022 to give her an overview of where the plan is heading. And very importantly, the plan will include details on how to pay for implementation which will not include any increase in local per capita support. R. Ritter will incorporate the staff salary increases into the proposed 2023 budget that will be reviewed by both the Otero County Commissioners and BOH, and at these reviews specific details will be given on the salary increases.

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 5/26/2022)

➤ March 2022

- ✓ Revenues: \$8,733.23
- ✓ Expenditures: \$126,258.52
- ✓ Deficit: \$117,525.29
- ✓ Fund Balance: \$1,957,347.75

➤ April 2022

- ✓ Revenues: \$105,145.36
- ✓ Expenditures: \$104,279.30
- ✓ Surplus: \$866.06
- ✓ Fund Balance: \$1,958,213.81

b. Approval of Expenditures (ACTION ITEM): D. Trujillo moved to approve the March 2022 and April 2022 expenditures in the amounts of \$126,258.52 and \$104,279.30 respectively, M. McCuiston seconded, motion carried.

B. Personnel

a. Resignation

- Aaron Olivieri: Mr. Olivieri has resigned as the SE Regional EPR Trainer. His last day with OCHD was Friday, 5/27/2022. OCHD thanks him for a job very well done and wishes him the very best in his new endeavors.

b. Status Change

- Chris Coffield: R. Ritter will appoint Ms. Chris Coffield to fill the position left vacant by Mr. Olivieri. R. Ritter anticipates this transition to happen in mid-June 2022.

C. CDPHE/OCHD Resuming Normal Business Operations: CDPHE and LPHA's had to suspend/alter normal business operations to respond to the COVID-19 Pandemic (discussed at the 5/25/2021 BOH Meeting). Over 2 years after the beginning of the pandemic, normal business operations are, at long last, beginning to resume at OCHD and CDPHE. This is a most welcome change from the previous chaos-filled months. CDPHE will be resuming FRMS assessments/audits and contractor performance reports, among other things. For OCHD, BOH meeting are being held in person, on a regular schedule, and the more typical agenda items now dominate discussion instead of COVID-19.

- D. AVRMC Miller Hall Storage Discontinuance: OCHD has used AVRMC's Miller Hall for many years to store items and equipment. AVRMC requested that OCHD remove said items due to the uncertain future of Miller Hall. OCHD staff has been working to clean-out Miller Hall, and the job is very nearly completed. Items have either been put back into use by OCHD programs, stored at another location, given to OCHD staff, or discarded. Currently, these items are being stored at the La Junta Road and Bridge Shop in OCHD's storage area. OCHD has thanked AVRMC for allowing the use of Miller Hall rooms for storage.
- E. Annual Vital Statistics Training: Local registrars and local deputy registrars are required by CDPHE to complete annual vital statistics training on the web-based platform Co-Train. D. Jaramillo, J. Miller, and R. Ritter have completed their required, annual vital statistics training for 2022.
- F. 4/19/2022 DA Meeting: On Tuesday, 4/19/2022 OCHD staff and Mr. Shultz met with Will Culver, the District Attorney. The purpose of the meeting was to chart a path to injunctive relief through the DA for egregious cases of PH violations, such as open sewage or using personal property as a non-designated solid waste disposal site. The meeting went well, and the DA agreed to assist OCHD.
- G. Addendum/Addenda: None
7. Program Reports
- A. DCEP, Dr. Janell Maier: General information
- B. RHC, Chris Coffield: General information
8. Executive Session: Not requested nor required.
9. Adjournment: With no further business, R. Nelson adjourned the meeting.

Respectfully Submitted,



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