



TM/SM

# HEALTH DEPARTMENT

*Serving Crowley & Otero Counties*

**Executive Director**  
Richard Ritter

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

**La Junta Office**  
13 West 3<sup>rd</sup> Street, Room 111  
La Junta, CO 81050  
Phone: (719) 383-3040

**Rocky Ford Office**  
811 South 13<sup>th</sup> Street  
Rocky Ford, CO 81067  
Phone: (719) 254-5300

**Ordway Office**  
603 Main, Courthouse Annex  
Ordway, CO 81063  
Phone: (719) 267-5247

Website: [www.oterogov.com](http://www.oterogov.com)

## OTERO COUNTY BOARD OF HEALTH MEETING JULY 28<sup>th</sup>, 2020, 11:00 a.m. VIRTUAL ZOOM MEETING

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

**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:** John Miller, Business Manager  
Susan Workman, Nursing Program Director  
Tarren Buford, PHN  
Dr. Janell Maier, Regional Epidemiologist  
Aaron Olivieri, Regional EPR Trainer  
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)): This agenda was posted in the designated public locations in all OCHD offices on 7/27/2020.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda
  - A. Approval of Minutes
    - a. January 28<sup>th</sup>, 2020 Regular BOH Meeting

- B. Contract Ratification (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))
- a. 2020-2021 CDPHE EPR COVID-19 Purchase Order
    - PO #: PO, FHJA, 202000010698
    - Purpose: Additional funding through CDPHE EPR to support OCHD's COVID-19 response.
    - Status: Fully Executed
    - Term: 3/26/2020-3/15/2021
    - Amount: \$78,909.00
      - ✓ These funds were fully expended in May 2020.
  - b. 2020 CDPHE CARES COVID-19 Purchase Order
    - PO #: PO, FHJA, 202000013582
    - Purpose: Federal CARES funding through CDPHE to support OCHD's COVID-19 response.
    - Status: Fully Executed
    - Term: 6/15/2020-12/30/2020
  - c. 2020-2022 CDPHE ELC COVID-19 Purchase Order
    - PO #: PO, FHJA 202000013626
    - Purpose: Federal ELC funding through CDPHE to support COVID-19 response.
    - Status: Fully Executed
    - Term: 6/17/2020-12/19/2022
    - Amount: \$676,232.35
  - d. 2020-2021 CDPHE EPR Contract Amendment #2
    - Amendment Contract Number: CT 2020\*266 Amendment 2
    - Purpose: CDPHE support for OCHD's EPR Program.
    - Status: Fully Executed
    - Term: 7/1/2020-6/30/2021
    - Amount: \$214,658.00
      - ✓ Decrease of \$6,799 over the previous term amount of \$221,457.
  - e. 2020 Crowley County Public Health/Environmental Services Contract
    - Purpose: Annual public health services contract with Crowley County.
    - Status: Fully Executed
    - Term: 1/1/2020 – 12/31/2020
    - Amount: \$16,197.00 (not including CDPHE OPP funds)
  - f. 2020-2021 CDPHE CTC Contract Amendment #2
    - Amendment Contract Number: 2018\*3420 Amendment # 2
    - Purpose: CDPHE support for OCHD's CTC Program.
    - Status: Fully Executed
    - Term: 7/1/2020-6/30/2021
    - Amount: \$187,366.00

- g. 2020-2021 CDPHE STEPP Option Letter # 3
  - Option Letter Contract Number: 2019\*0150 Option Letter #3
  - Purpose: CDPHE support for OCHD's STEPP Program.
  - Status: Fully Executed
  - Term: 7/1/2020-6/30/2021
  - Amount: \$341,520.00
- h. 2020 CDPHE Immunization Core Services Option Letter # 1
  - Option Letter Contract Number: 2020\*098 Option Letter #1
  - Purpose: Additional CDPHE support for OCHD's Immunization Program.
  - Status: Fully Executed
  - Term: 3/1/2020-6/30/2020
  - Amount: \$4,106.00
- i. 2020-2021 CDPHE Immunization Core Services Contract Amendment # 3
  - Amendment Contract Number: 2020\*3420 Amendment # 3
  - Purpose: CDPHE support for OCHD's Immunization Program.
  - Status: Fully Executed
  - Term: 7/1/2020-6/30/2021
  - Amount: \$23,120.00

C. 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 (Pursuant to C.R.S. 25-1-508 (5)(k) & C.R.S. 25-1-511 (3))

a. Financial Summary Report

- COVID-19 Note: Due to COVID-19, OCHD and CDPHE suspended normal operations in order to respond to the pandemic. As a result of this, receipts are in arrears. This will be reflected in the much smaller than normal revenue amounts, especially during the first 2 quarters of 2020. Also, OCHD had to expend funds to meet COVID-19 response demands, and this will be reflected in higher than normal expenditure amounts. In 2019, OCHD realized a surplus of \$97,257.19, which augmented the fund balance in this especially critical time. This situation is the perfect example of why public health fund balances are so critically important. OCHD anticipates a July deposit of approximately \$650,000. This is an example of the revenues in arrears being realized at a much later time.
- January 2020
  - ✓ Revenues: \$51,792.74
  - ✓ Expenditures: \$146,982.45
  - ✓ Deficit: \$95,189.71
  - ✓ Fund Balance: \$1,314,394.64

- February 2020
  - ✓ Revenues: \$21,420.08
  - ✓ Expenditures: \$123,141.65
  - ✓ Deficit: \$101,721.57
  - ✓ Fund Balance: \$1,212,673.07
- March 2020
  - ✓ Revenues: \$1,644.61
  - ✓ Expenditures: \$110,350.32
  - ✓ Deficit: \$108,705.71
  - ✓ Fund Balance: \$1,103,967.36
- April 2020
  - ✓ Revenues: \$169,104.05
  - ✓ Expenditures: \$113,907.81
  - ✓ Surplus: \$55,196.24
  - ✓ Fund Balance: \$1,159,163.60
- May 2020
  - ✓ Revenues: \$20,791.07
  - ✓ Expenditures: \$131,154.80
  - ✓ Deficit: \$110,363.73
  - ✓ Fund Balance: \$1,048,799.87
- June 2020
  - ✓ Revenues: \$4,980.30
  - ✓ Expenditures: \$282,109.48
  - ✓ Deficit: \$277,129.18
  - ✓ Fund Balance: \$771,670.69

b. Approval of Expenditures (ACTION ITEM)

- January 2020
- February 2020
- March 2020
- April 2020
- May 2020
- June 2020
- Approval: R. Nelson moved to approve the expenditures as presented above, K. Lotrich seconded, motion carried.

B. Personnel

- a. Cassandra Wyckoff Resignation: Mrs. Wyckoff resigned from OCHD effective 3/14/2020. She was the Regional Health Connector (RHC) and the CCPD Program Manager. R. Ritter has assumed the duties of the RHC Program and Kendra Taylor is now the CCPD Program Manager.
- b. Arlene Cooke, Overdose to Action Program Director: Arlene Cooke has been hired as the Overdose to Action (OD2A) Program Director.
- c. Kendra Taylor Job Assignment Change: Ms. Taylor has been transferred from the STEPP Program to the CCPD Program as manager.

- d. Executive Director Annual Evaluation: R. Ritter's annual evaluation is in July. However, due to present circumstances with the COVID-19 response it has been moved until the next available and appropriate BOH meeting.
- C. Healthy Communities (EPSDT) Program Cancellation: Due to the financial cuts resulting from the COVID-19 situation, the Healthy Communities Program (EPSDT) has been eliminated effective 7/1/2020. For many years, OCHD had served as the fiscal administrator for Las Animas, Huerfano, and Bent Counties, as well as operationalizing the program in Otero and Crowley Counties. This will result in a loss of approximately \$40,000 annually to OCHD and \$87,000 to the entire region.
- D. Remainder of 2020 BOH Meetings: Normally, the BOH does not meet in August. However, R. Ritter intends to have the 2020/2021 budget finished and ready for BOH review in late August 2020. Therefore, R. Ritter respectfully recommends that the BOH meet on Friday, 8/28/2020 at 11am to review OCHD's 2020/2021 Budget and to perform R. Ritter's annual evaluation. There will also be other agenda items. It will be determined at a later date if this will be an in-person meeting or virtual. OCHD will plan on keeping the regularly scheduled BOH meetings on 9/29/2020 (September) and 11/24/2020 (November), and it will be determined at a later date if these will be virtual or in-person.
- E. COVID-19 Response Update: Some of OCHD's major responsibilities during the COVID-19 response include the following:
  - a. Serving as the Regional Transfer Point (RTP) for a 6 county region for distribution of Personal Protective Equipment (PPE)
  - b. Securing PPE and medical supplies (not RTP receipt)
  - c. Providing emergency PPE supplies to health care providers/law enforcement in Crowley/Otero Counties
  - d. Housing and using the rapid COVID-19 test machine
  - e. Epidemiological response
    - i. Positive case investigations
    - ii. Contact tracings
    - iii. Isolation and quarantine
  - f. Public Health Orders (PHO)
    - i. Keeping up with PHOs
    - ii. Understanding PHOs
    - iii. Explaining the many nuances
    - iv. Public information
    - v. Complaint response, investigation/inspections
    - vi. Enforcement with Nate Shultz, Jim Bullock
    - vii. Operationalizing PHO
  - g. Public information
    - i. Community updates
    - ii. Social media
    - iii. Print newspapers
    - iv. Radio
    - v. Staffing community call lines

- vi. Countering misinformation
- h. Suspension of normal OCHD operations
- i. Food availability for those isolated/quarantined
- j. Cloth mask availability
- k. Persons experiencing homelessness
- l. Variance application
- m. Plan reviews: Schools, funerals, churches, graduations, OJC, theaters, fair, wedding, courts, etc., etc.
- n. Health Alert Network (HAN) messages to health/medical providers
- o. Direct consultations with medical providers
- p. Respirator mask fit testing
- q. Emergency Support Function (ESF) 8 Support to health/medical facilities
- r. Alternate Care Facility (ACF) planning and readying
- s. COVID-19 funding administration and operationalization
- t. Testing support for numerous Long Term Care Facilities (LTCF)
- u. OCHD staff have performed exemplary under extremely difficult, highly volatile circumstances
  - i. After-hours, 7 day work weeks not uncommon
- v. Assistance: OCHD could not have done its job without support from these partners (not an all-inclusive list):
  - i. Southeast Health Group (SHG), Larry Chatman
  - ii. Amy Tanabe
  - iii. Danny Chavez, John Reitan
  - iv. Crowley/Otero Board of County Commissioners
  - v. OJC, Dr. Tim Alvarez
  - vi. CDPHE
  - vii. CDC
  - viii. ICP at LJFD
- w. Etc., etc., etc.

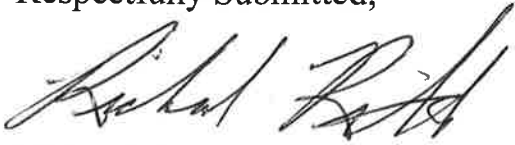
7. Program Reports

- A. Public Health Training, Aaron Olivieri: General Information.
- B. Nursing, Susan Workman: General Information.
- C. Tobacco Control, Donna Starck: No Report.
- D. Environmental Services, Su Korbitz: General Information.
- E. DCEP, Dr. Janell Maier: General Information.
- F. EPR, Rick Ritter: General Information.
- G. Vital Statistics, John Miller: General Information.
- H. WIC, Rick Ritter: General Information
- I. CTC, Kristin Carpenter: General Information.
- J. RHC, Rick Ritter

8. Executive Session: Not requested nor required.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Richard Ritter". The signature is written in a cursive style with a large initial "R".

Richard Ritter

Secretary, Otero County Board of Health

Executive Director, Otero County Health Department