



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

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OTERO COUNTY BOARD OF HEALTH MEETING

AUGUST 27th, 2020, 11:00 a.m.

VIRTUAL MEETING

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:** Kelly Lotrich
Dr. David Trujillo
- Ex Officio:** Richard Ritter, BOH Secretary, OCHD Executive Director
Amy White-Tanabe, Otero County Administrator
- Government:** Roy Elliott, Crowley County Commissioner
- OCHD Staff:** John Miller, Business Manager
Susan Workman, Nursing Program Director
Donna Starck, Tobacco Control Program Director
Aaron Olivieri, Regional Trainer
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 8/25/2020.
3. Public Comments for Items not on the Agenda: There were no public comments.
4. Consent Agenda (ACTION ITEM)
 - A. Approval of Minutes
 - a. July 28th, 2020 Regular BOH Meeting

B. Approval of Consent Agenda and Approval/Ratification of Items Therein:

R. Nelson moved to approve the consent agenda, N. Shultz 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

➤ July 2020

✓ Revenues: \$670,577.09

✓ Expenditures: \$116,806.32

✓ Surplus: \$553,770.77

✓ Fund Balance: \$1,310,512.94

✓ Note: Due to the COVID-19 response, revenues have been in arrears more than normal. The very large July 2020 deposit is reflective of those outstanding revenues finally being realized and deposited.

b. Approval of Expenditures (ACTION ITEM): R. Nelson moved to approve the July 2020 expenditures in the amount of \$116,806.32, N. Shultz seconded, motion carried.

c. 2019 OCHD Fiscal Performance (based upon Tyler Financial Reports): At the end of 2018, OCHD's fund balance was \$1,312,327.16, and at the end of 2019 the fund balance was \$1,409,584.35, which represents an increase of \$97,257.19. Revenues for 2019 amounted to \$1,607,516.38, and 2019 expenditures were \$1,510,259.19. For 2019, OCHD received 96.07% of its budgeted revenues, and expended 90.03% of its budgeted expenditures.

d. Fund Balance Importance: The fiscal reserves of the fund balance are critical funds that are used in times of necessity and after use should eventually be replenished to a sufficient level dictated by generally accepted financial/accounting principles. They serve as a protection by covering deficits caused by lost funding, program startup costs, revenues in arrears, unexpected expenses, leadership transition, etc. Fund balances are required by C.R.S. 29-1-103 (2) if an adopted budget shows expenditures exceeding revenues. Regarding reserves in a fund balance, three important questions should be considered:

➤ Liquidity: Does the organization have adequate cash to meet its month-to-month operating needs?

➤ Adaptability: Does the organization have flexible funds that allow for adjustments, growth, and change?

➤ Durability: Does the organization have access to funds to address a variety of future needs to deliver its mission over the long-term?

- Regarding its ability to respond to the projected deficits, OCHD is in good financial shape. During the last 20 years OCHD has been deliberately building its fund balance to withstand financial tempests. In July 2000 (the month before R. Ritter was employed as executive director) OCHD reserves amounted to \$104,699. The approved budget for that year was \$837,237. The reserves at that time amounted to 12.5%. In fact, for one month during these fiscally troublesome times OCHD literally went bankrupt, with an approximate -\$6,000 fund balance. At the September 2000 staff meeting, R. Ritter devoted most of the meeting to the budget and the dire necessity for staff to work together to build the fund balance. Subsequent staff meetings always had (and continue to have) a budget component. OCHD staff answered the call, and today the department is well positioned financially.
- “Trigger Point”: From the 3/26/2013 BOH Meeting, “R. Ritter has identified the “trigger point” to consider staff and operational adjustments, and that point is when the fund balance reaches or is approaching 25% of the operating budget at the end of a calendar year without a balanced budget or surplus identified for the subsequent year(s).”
- e. Fund Balance Multi-Year Perspective 2001-2019: At the beginning of 2001, the fund balance was \$181,723.74. At the end of 2019, the fund balance was \$1,409,584.35, which is approximately 7.76 times the beginning amount in 2001.
- f. Fund Balance Recommended Amounts: Good financial principals dictate having between 3 to 6 months (25%-50%) of the operating budget in the fund balance. OCHD’s proposed operating budget (Version 1) for 2021 is \$1,844,820.00. 25% of this amount is \$461,205, and 50% is \$922,410. OCHD fund balance as of 1/1/2020 was \$1,409,584.35, which is 76.41% (or 9.17 months) of the proposed 2021 operating budget.
- g. 2021 OCHD Budget Approval and Adoption (ACTION ITEM)
 - Version 2021.01
 - ✓ Overview
 - 2021 BUDGET REQUEST
 - REVENUE REQUEST: \$1,844,820.00
 - EXPENDITURE REQUEST: \$1,844,820.00
 - ✓ Notes
 - 2020 Budget Estimate: Due to significant time constraints related to COVID-19 response, this budget only includes the 2021 request, and not the 2020 estimate. R. Ritter hopes to have this analyzed and estimated by the next BOH meeting.
 - Fiscal Uncertainty: Many of line items presented in the budget may vary considerably from what is presented above due to the economic impact of COVID-19. These impact may occur in 2020 and/or in 2021 and beyond.

- COVID-19 Funding
 - Epidemiology and Laboratory Capacity (ELC): The federal government is providing 30 months of funding for COVID-19 response. The term for the Purchase Order (PO) is 6/17/2020-12/19/2022, and the 30 month amount is \$676,232.35. For 2021, OCHD anticipates receiving \$270,492.94, and this will support salaries (for COVID-19 related work) and COVID-19 related purchases. The BOH reviewed and approved this PO at its 7/28/2020 BOH meeting.
 - Contingency Expenditure Line Item: This budget reflects a \$100,000 contingency expenditure fund.
 - Per Otero County Government instructions dated 7/29/2020: 0% health insurance increase, a \$50/month COLA increase (with the exception of R. Ritter).
 - R. Ritter e-mailed the budget packet (Version 1) to members of the Otero County Board of Health (copied to A. Tanabe, T. Mascarenas, and J. Miller) on 8/24/2020.
 - R. Ritter (virtually) attended a county budget meeting with county officials on 7/29/2020.
 - Subsequent Versions: Subsequent versions of the 2021 Budget may be necessary before final approval and adoption of the Otero County Government budget in December.
- ✓ Approval/Adoption: R. Nelson moved to approve the 2021 budget as detailed above, N. Shultz seconded, motion carried.

B. Personnel

- a. New Public Health Nurse (PHN): OCHD will be hiring a new PHN. This position will primarily focus on immunizations, as well as assist with COVID-19 response.

C. COVID-19 Update

- a. Mr. Olivieri has been assigned to be the school liaison for the counties in the S.E. region (Baca, Bent, Crowley, Kiowa, Otero, & Prowers).
- b. The 10th Amendment to the Safer at Home Phase has been issued.

- D. Next Scheduled BOH Meeting: The next scheduled BOH meeting is Tuesday, 9/29/2020 beginning at 11am. At this time, an in-person meeting is tentatively being planned, exact location to be determined. Agenda items may include the 2020 budget estimate, a revision to the 2021 budget request, and R. Ritter's annual evaluation (which usually takes place at the July BOH meetings).

- E. Addendum/Addenda: None

7. Program Reports

A. Public Health Training, Aaron Olivieri: General information

B. Nursing, Susan Workman: General information

C. Tobacco Control, Donna Starck: General information

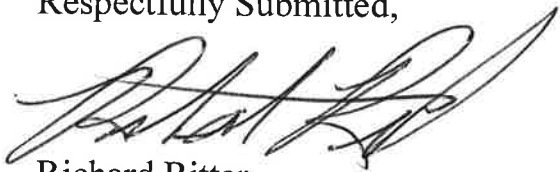
D. Vital Statistics, John Miller: General information

E. WIC, Rick Ritter: General information

8. Executive Session: Not requested.

9. 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