

HEALTH DEPARTMENT

Serving Crowley & Otero Counties



TM/SM

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
SEPTEMBER 29th, 2020, 11:00 a.m.
OJC STUDENT CENTER, ROOM 120
LA JUNTA, COLORADO
(Lunch began at 11:00 a.m.)

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

Government: Roy Elliott, Crowley County Commissioner

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 9/28/2020.
3. Public Comment: There were no public comments for items not on the agenda.
4. Consent Agenda
 - A. Approval of Minutes
 - a. August 27th, 2020 Regular BOH Meeting
 - B. Ratification: R. Nelson moved to approve the consent agenda and approve/ratify the items therein, N. Shultz seconded, motion carried.
5. Old Business
 - A. None

6. New Business: The following information was provided by R. Ritter:

A. Budget

- a. Financial Summary Report (Based upon Tyler Financial Systems reports dated 9/28/2020)
 - August 2020
 - ✓ Revenues: \$154,193.60
 - ✓ Expenditures: \$99,969.98
 - ✓ Surplus: \$54,223.62
 - ✓ Fund Balance: \$1,364,736.56
- b. Approval of Expenditures: K. Lotrich moved to approve the August 2020 expenditures in the amount of \$99,969.98, D. Trujillo seconded, motion carried.
- c. 2020 OCHD Budget Estimate Version #1
 - Overview
 - ✓ Revenue Estimate: \$1,888,521.00
 - ✓ Expenditure Estimate: \$1,692,826.00
 - ✓ Difference: \$195,695.00
 - This 2020 estimate was emailed to the BOH on 9/4/2020.
 - July 2020 Revenues: Due to the COVID-19 response, 2020 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.
 - ✓ Revenues: \$670,577.09
 - ✓ Expenditures: \$116,806.32
 - ✓ Surplus: \$553,770.77
 - ✓ Fund Balance: \$1,310,512.94
 - COVID-19 Funding: Regarding the federal COVID-19 funding (CARES & ELC), the vast majority of these funds were used to support several non-siloed staff that have primary COVID-19 responsibilities. Staff that have been/are supported by federal COVID funding are Rick Ritter, Carolina Cortez, Susan Workman, Tarren Buford, and Su Korbitz. The abovementioned staff do not have earmarked, dedicated funds supporting their FTE. In contrast, siloed staff are those that have a previously budgeted, dedicated, identifiable funding source attached to their FTE, such as WIC, EPR, CTC, OD2A, etc.
 - 2020 Supplemental Budget: Due primarily to the Plaza Building grant and COVID-19 response that was neither anticipated nor budgeted for 2020, OCHD will be requesting a 2020 supplemental budget for increased spending authority. The 2020 expenditure estimate is \$1,692,826 (see above), and the currently approved 2020 expenditure amount is \$1,536,171. The difference between these two amounts is \$156,655. Based upon this, OCHD anticipates requesting approximately \$200,000 in increased spending authority for 2020. The Plaza grant alone was \$150,000, for which OCHD was fully reimbursed. The balance of the supplemental request will be to account for COVID-19 related expenses. R. Ritter will know more about this supplemental budget amount as we get closer to the end of the year, so it could change.

- **Fiscal Uncertainty:** Due to COVID-19 there is significant fiscal uncertainty in all levels of government. Many of line items presented in the budget may vary considerably due to the economic impact of COVID-19. These impacts may occur in 2020 and/or in 2021 and beyond.

B. Personnel

- a. **Jackie Brown, Public Health Nurse:** OCHD has hired Jackie Brown as a Public Health Nurse.
- b. **Susan Workman Retirement:** Susan Workman has retired from OCHD. Her last day in the office was Monday, 9/21/2020.
- c. **Tarren Buford Promotion:** Mrs. Buford will be promoted to the position of Nursing Program Director, filling the vacancy left by Susan Workman's retirement.
- d. **Region Health Connector (RHC) Re-hire:** OCHD will be filling the RHC position left vacant by Cassandra Wyckoff. Up to this point, R. Ritter has been fulfilling some RHC deliverables.

C. COVID-19 Updates

- a. **Bent, Crowley, Otero Protect Our Neighbors (PON) Certification:** The PON application was submitted on Wednesday, 9/23/2020. R. Ritter received a message from CDPHE yesterday (Monday, 9/28/2020) which read, in part, as follows: "We're re-validating metrics this afternoon just to ensure everything is still stable after the weekend. Sorry for the hold-up but I'll keep you posted with any updates or changes."

D. Next Scheduled BOH Meeting: The next scheduled BOH meeting is Tuesday, 11/24/2020 beginning at 11am. The BOH's preference is to meet in-person, if COVID-19 conditions allow.

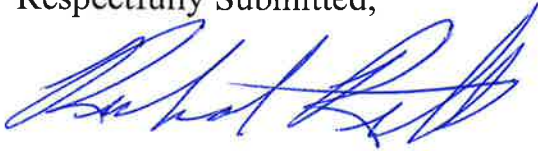
E. Addendum/Addenda: None

- 7. **Program Reports:** In a deliberate effort to increase social distancing by decreasing the number of attendees, OCHD Program Directors did not attend, so no program reports were given.
- 8. **Executive Session:** R. Ritter requested an executive session with the BOH Members regarding personnel, specifically the BOH's annual evaluation of the executive director. C.R.S. 24-6-402 (4)(f)(I) was cited as the statute authorizing the executive session. D. Trujillo moved to convene into executive session, K. Lotrich seconded, motion carried. The BOH, Commissioners Elliott and Hostetler, and R. Ritter then moved into executive session, which was recorded.
- 9. **Reconvene:** The BOH reconvened into regular session.

10. Executive Director's Annual Evaluation: R. Ritter told the BOH that he wanted to express his appreciation to his staff for the fine job they are doing in response to the COVID-19 pandemic, and he wanted to do something more than a verbal "thank you". R. Ritter then requested that the BOH not give him an annual increase, but instead take those funds and distribute them evenly among current OCHD staff, a one-time payment to be given at the end of October 2020. This would be given to both full-time and part-time staff. After consideration, D. Trujillo made a motion that, over the course of the previous year, R. Ritter's performance as executive director has exceeded expectations and, per R. Ritter's request, \$5,000 will be evenly distributed among the 20 current OCHD staff, each staff member getting a one-time \$250 increase, to be distributed at the end of October 2020. R. Nelson seconded, motion carried. The BOH congratulated R. Ritter on a job well done, and stated that a letter of commendation would be forthcoming. R. Ritter expressed appreciation for his continued employment and for allowing him to say "thank you" to his staff in a more tangible manner.

11. 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