



# HEALTH DEPARTMENT

*Serving Crowley & Otero Counties*

## 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

John Miller, Business

Dr. Janell Maier, Epidemiology/EPR

Donna Starck, Tobacco Control

Su Korbitz, Environmental

Dee Leyba, CTC

Arlene Cooke, SUD

## Executive Director

Richard Ritter

## Program Directors

Chris Coffield, RHC

Marie Mora-Menges, Nursing

Jo Jancar, WIC

Rocky Ford, CO 81067

Phone: (719) 254-5300

## Ordway Office

603 Main, Courthouse Annex

Ordway, CO 81063

Phone: (719) 267-5247

TM/SM

Website: <https://oteroounty.colorado.gov/>

## OTERO COUNTY BOARD OF HEALTH MEETING

**JANUARY 30<sup>th</sup>, 2024, 11:00 a.m.**

**OTERO COUNTY COURTHOUSE, ROOM 107**

**LA JUNTA, COLORADO**

- Members Present:** Dr. Paul Yoder, President and Medical Officer  
Dr. R.J. Nelson, Vice President  
Lindsey Hart  
Mark McCuiston  
Dr. David Trujillo
- Ex Officio:** Jim Baldwin, Otero County Commissioner  
Richard Ritter, BOH Secretary, OCHD Executive Director  
Amy White-Tanabe, Otero County Administrator
- Commissioners:** Tim Knabenshue, Otero County  
Rob Oquist, Otero County
- OCHD Attorney:** Nate Shultz, J.D.
- OCHD Staff:** Marie Mora-Menges, Nursing Program Director  
Chris Coffield, RHC  
Su Korbitz, Environmental Services Program Director  
Dr. Janell Maier, Disease Prevention & Control/EPR Program Director  
John Miller, Business Manager

## MINUTES

1. Call to Order: A quorum being present, the meeting was called to order by P. Yoder.
1. 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 2024 BOH meeting schedule was posted on the BOH website on 11/30/2023, and this agenda was posted in the designated public locations by 1/26/2024. Due to technical difficulties, it was not posted on the website.
2. Public Comment: There were no public comments for items not on the agenda.
3. Consent Agenda (ACTION ITEM)
  - A. Approval of Minutes
    - a. November 28<sup>th</sup>, 2023 Regular BOH Meeting (Previously sent on 11/29/2023 & 1/26/2024)
  - B. Approval of Consent Agenda and Approval/Ratification of Items Therein: R. Nelson moved to approve the consent agenda and ratify the item therein, L. Hart seconded, motion carried.
2. Old Business: None
3. 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 1/29/2024)
      - November 2023
        - ✓ Revenues: \$278,012.68
        - ✓ Expenditures: \$125,847.92
        - ✓ Surplus: \$152,164.76
        - ✓ Fund Balance: \$2,614,555.69
      - December 2023
        - ✓ Revenues: \$151,560.73
        - ✓ Expenditures: \$132,707.19
        - ✓ Surplus: \$18,853.54
        - ✓ Fund Balance: \$2,633,409.23
    - b. Approval of Expenditures (ACTION ITEM): D. Trujillo moved to approve the November 2023 & December 2023 expenditures in the amounts of \$125,847.92 & \$132,707.19 respectively, M. McCuiston seconded, motion carried.
    - c. 2023 Crowley County Per Capita Contribution: Crowley County has contributed \$16,197 to OCHD for its 2023 local per capita contribution. This support amounts to \$3.00 per capita, which matches Otero's contribution. This contribution satisfies the statutory requirement found at C.R.S. 25-1-512 (1)(b)(I).
    - d. 2023 Otero County Per Capita Contribution: Otero County has contributed \$56,493 to OCHD for its 2023 local per capita contribution. This support amounts to \$3.00 per capita, which matches Crowley's contribution. This contribution satisfies the statutory requirement found at C.R.S. 25-1-512 (1)(b)(I).

- B. Dr. Trujillo’s BOH Reappointment: The Otero County Commissioners have reappointed Dr. Trujillo to the BOH, thanks for serving another term, Dr. Trujillo!
- C. 2024 Crowley & Otero Counties Approved Holidays: The lists of approved Crowley & Otero County Government holidays were e-mailed to the BOH on 1/29/2024.
- D. 2024 Public Notice Posting Placements (Pursuant to C.R.S. 24-6-402(2)(c) (ACTION ITEM): Colorado Revised Statutes (C.R.S.) 24-6-402(2)(c)(III) states “...a local public body shall be deemed to have given full and timely notice of a public meeting if the local public body posts the notice, with specific agenda information if available, no less than twenty-four hours prior to the holding of the meeting on a public website of the local public body... A local public body that posts a notice of a public meeting on a public website pursuant to this subsection (2)(c)(III) may in its discretion also post a notice by any other means including in a designated public place pursuant to subsection (2)(c)(I) of this section; except that nothing in this section shall be construed to require such other posting. A local public body that posts notices of public meetings on a public website pursuant to this subsection (2)(c)(III) shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-four hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online.” C.R.S. 25-4-402(2)(c)(I) states “...In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The public place or places for posting such notice shall be designated annually at the local public body’s first regular meeting of each calendar year...”
- a. The essence of these statutes are as follows:
- With online posting, you do not have to post notices physically unless digital posting is temporarily not available due to technology/emergency issues. OCHD posts digital notices.
    - ✓ The BOH must designate a location(s) to post physical notices if the situation warrants.
  - In addition to digital posting, the BOH may continue to post physical notices. If this choice is made, then the BOH must designate the physical locations on an annual basis at their first meeting of the calendar year.
- b. R. Ritter respectfully recommends the following to the BOH:
- Continue with regular physical postings. This will then serve to meet the physical posting requirements for technology/emergency issues that interfere with digital posting.
  - Previously, the BOH has approved the lobby area for the La Junta and Rocky Ford offices and outside the door to the Ordway office. These locations are conspicuous to the public, and R. Ritter recommends these same locations to the BOH for 2024.

- c. M. McCuiston moved to approve the recommendations of R. Ritter as written above, D. Trujillo seconded, motion carried.
4. Program Reports: Program reports were not given to allow the BOH more time to participate in the annual BOH training, which directly followed this meeting.
5. Executive Session: Not requested nor required.
6. Adjournment: With no further business, P. Yoder adjourned the meeting.

Respectfully Submitted,

*Richard Ritter*

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