



TM/SM

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CROWLEY/OTERO CHILD FATALITY PREVENTION SYSTEM (CFPS) MEETING

DECEMBER 20th, 2023, 9:00 am

OTERO COUNTY COURTHOUSE

13 WEST 3rd STREET, ROOM 107, LA JUNTA, CO

AGENDA

1. Call to Order
2. Roll Call
3. Public Notice Posting (Pursuant to C.R.S. 24-6-402 (2)(c))
4. Public Comments for Items not on the Agenda: At the discretion of the Chair, comments may be limited regarding time allowed.
5. Old Business
 - A. None
 - B. Addendum/Addenda
6. New Business
 - A. Next Meetings
 - ✓ 2024 Child Fatality Case Reviews
 - B. Confidentiality Agreements
 - C. Addendum/Addenda
7. Executive Session (ACTION ITEM)
 - A. Subject: Confidential Child Fatality Case Review
 - B. Citations authorizing executive session:
 - ✓ C.R.S. 24-6-402(4)(c) & 25-20.5-408 (2)
 - ✓ 45 CFR 160.103, paragraph (2)(iv) of the definition of “protected health information”
 - <https://www.hhs.gov/hipaa/for-professionals/privacy/guidance/health-information-of-deceased-individuals/index.html#.WiGHDqljNts.mailto>
 - Website accurate as of 12/18/2023

- ✓ Executive Session Provisions
 - For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;
 - Participants are to confine all discussion to the stated purpose of the executive session, and no formal action may occur in the executive session.
 - If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, they are to interrupt the discussion and make an objection.
 - After reconvening into regular, public session, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, they will state their concerns for the public record.
 - Discussions that occur in an executive session shall be electronically recorded. The electronic recording shall reflect the actual content of the discussion in executive session. The sole exception to this requirement is that no electronic recording shall be required to be kept of that portion of an executive session that constitutes an attorney-client communication, in the opinion of the attorney in attendance at the executive session.
 - The electronic recording device shall be tested before going into executive session to determine whether it is operating. In the event the electronic recording device is unavailable or not operating, the BOH shall not convene in executive session until an operating recording device is available.
 - Upon completion of the executive session, if a tape recorder is used, the tape shall be labeled with “BOH-Executive Session” and the date, and initialed or signed by the Presiding Officer. If a digital recorder is used, the data file recording of the executive session shall be saved to a secure, confidential storage location and the file shall be labeled with “BOH-Executive Session” and the date.
 - Executive session minutes kept by electronic recording device shall stand approved with no further action. If additional written minutes are taken, they shall be approved at a future executive session.
 - The electronic recording and any written minutes of the executive session shall be maintained for 90 days after the date of the executive session and shall not be disclosed to any person except as required by law.

8. Reconvene from Executive Session

9. Actionable Prevention Recommendation(s) (ACTION ITEM)