



TM/SM

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CROWLEY/OTERO CHILD FATALITY PREVENTION SYSTEM (CFPS) MEETING

DECEMBER 30th, 2024, 9:00 am

CROWLEY COUNTY DHS CONFERENCE ROOM

631 MAIN STREET, ORDWAY

MINUTES

1. Call to Order: A quorum being present, the meeting was called to order by Rick Ritter.
2. Roll Call
 - A. Members present were Rick Ritter (Chair), Marie Mora-Menges (Vice-Chair), Tonia Burnett, Donna Rohde, Nathan Shultz, Dr. Janell Maier, Dee Leyba, & Gary Gibson.
3. Public Notice Posting (Pursuant to C.R.S. 24-6-402 (2)(c)): The agenda was posted in the designated public locations in OCHD offices on 12/29/2024. Due to extenuating circumstances, it was not posted on the website.
4. Public Comments for Items not on the Agenda: None
5. Old Business: None
6. New Business
 - A. Approval of Minutes (ACTION ITEM)
 - ✓ January 26th, 2024, CFPS RT Annual Meeting: Donna Rohde moved to approve the Minutes, Gary Gibson seconded, motion carried.
 - B. Next Meeting
 - ✓ 2025 Annual Meeting: The 2025 Annual Meeting is scheduled for Friday, 1/31/2025 from 11:30am-1:00pm in Room 107 of the Otero County Courthouse.
 - C. Confidentiality Agreements: R. Ritter ensured that all members in attendance had signed confidentiality agreements.
 - D. Addendum/Addenda: None

7. Executive Session: The next item on the agenda was to discuss child fatality cases in executive session. The legal authority for closing this portion of the meeting was Colorado Revised Statute 24-6-402 (4) (c). The purpose of the session was to discuss confidential information pertaining to child fatalities obtained from various departments and agencies (i.e. departments of human services, coroner and medical examiner investigations, law enforcement agencies, and other similar confidential sources). The topics being discussed were confidential in nature and are protected under the following state and federal laws:
- ✓ Colorado Revised Statute 25-20.5-408 (2)
 - ✓ 45 CFR 160.103, paragraph (2)(iv) of the definition of “protected health information”

The following Executive Session provisions were made explicit:

- ✓ 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 a 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 (the digital recording device’s batteries were replaced and successfully tested on 12/29/2024). In the event the electronic recording device is unavailable or not operating, CFPS RT 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 “CFPS-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 “CFPS-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.

Nathan Shultz moved to convene into executive session, Tonia Burnett seconded, motion carried. Rick Ritter stated that the executive session would be recorded, and all members of the local RT were reminded to limit their discussion during the executive session to the announced topic. He also stated that any collective decision, collective commitment, or other final action by the local review team must occur after it is reconvened into an open meeting, unless final action is specifically required by law to be taken during the executive session. The local RT (as represented by Roll Call above) then moved into executive session.

8. Reconvene: The local RT reconvened into open session.

9. Actionable Prevention Recommendation(s): Donna Rohde moved that the members of the local RT should strive to present informational material at outreach events in the community surrounding safety measures such as helmets, safety restraints, etc. Additionally, a letter will be written to the Colorado State Patrol regarding putting up guard rails on a specific stretch of road in Crowley County. The exact location to be determined at a later date. Gary Gibson seconded; motion carried.

10. Adjournment: With no further business, Rick Ritter adjourned the meeting.

Respectfully Submitted,

Richard Ritter

Richard Ritter, Chair
Crowley/Otero Child Fatality Prevention System Local Review Team