

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL
ADVISORY COMMITTEE MEETING MINUTES
June 26, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on June 26, 2023. Vice Chairperson John Ranson called the meeting to order at 9:02 a.m., noting committee members John Ranson, Andrea Phillips and Ashley Wilson present. Committee Members Sally Kennedy and Susanne Bryant attended via Zoom.

Disclosures and/or Conflicts of Interest

There were none.

Approval or Adjustments to Agenda

Committee Member Andrea Phillips moved to approve the agenda as presented. Committee Member Ashley Wilson seconded the motion and it carried unanimously.

Public Comment

There were none.

County Manager Comments

Not an action item.

County Public Health Director Comments

Not an action item.

Consent

A. Review and Approval of Meeting Minutes from June 19, 2023.

Committee Member Andrea Phillips moved to approve the consent agenda. Committee Member Sally Kennedy seconded the motion and it carried unanimously.

New Business

A. Budget Discussion – John Ranson. Not an action item.

B. Full Program Analysis of Maternal, Child, Adolescent and Family Health – Ashley Wilson. Not an action item.

C. Full Program Analysis of Environmental Health – Andrea Phillips and Susanne Bryant. Not an action item.

D. Full Program Analysis of Access to And Linkage with Healthcare – Ashley Wilson. Not an action item.

E. Review of Initial Draft Memorandum to Board of Health with Suggested Programs. Not an action item.

Additional Committee Member Comments

There were none.

The next meeting will be on Monday, July 10, 2023 at 9:00 a.m.

With no further business coming before the committee, Vice Chairperson John Ransom adjourned the meeting at 10:43 a.m.

Approved this 10th day of July, 2023.

Sally Kennedy, Chairperson

TAC Meeting Notes 6/26/2023

Public Comment: none

County Manager Comments:

- Andrea Phillips' resignation effective August 4th. TAC will need to consider how to move forward. There will be 4 voting members.
 - Andrea can stay with TAC until August 4th. Town might have an interim town manager (Greg Schulte) who might be able to come to TAC.
 - Hoping that by August 4th, the TAC can be winding down.
- CDPHE call this afternoon at 2pm. Any questions to be included – please let Ashley know.
- Offer extended for management position of Water Quality Manager – she turned it down. Not a pay issue. She wanted to work with her team.
- Working with SJBPH to have access to 8th street building to install the county fiber network.

Public Health Director Comments: Missed

Budget Overview – John Ranson:

- See handout.
- Ashley - Clinical Care Linkage and Health Navigator are basically the same position.
- John – he's conservative with the numbers, so they're probably higher than it will be.
- Ashley – some of the positions will be comingled.
- Operating Expenses – about \$19,700 - to cover administrative costs, IT software, utility charges, etc.
- Fees for Service – most of that would go to Water Quality, so this number will change significantly. Derek will try to get an estimate for anticipated revenue for this.
 - Vital Statistics will generate some revenue.
 - Food inspections will too. (Estimated to be about 100 per year – plus special events if we choose to do that) (What is currently charged for this?)
- Medical Billing – not sure how accurate this number is.
- John feels comfortable that the county will end up at the third column (14%).
 - Year 1 will probably be the highest contribution due to software purchases and other start-up costs. Grants might not be fully lined up in year 1.
- Sally – what is the “Payroll for Communicable Disease” for? Unless we're hiring an RN, it shouldn't be a full FTE. Ashley – this would be a combined staff member with Clinical Care.
 - Nurse Practitioner would be \$80K, an RN would be less.
 - Contractual – would include Nurse Family Practitioner, Dental care, Lab, and Emergency Coordinator and Epidemiology (both pending state restructure).
- Very optimistic that the budget will be fair for the programs that will be offered and the services that will be provided to the county.

Maternal, Child, Adolescent & Family Health – Ashley Wilson:

- See handout.
- Estimates a total of 2.5 FTE for these programs, wearing multiple hats.

- Programs included are WIC, Nurse Family Partnership, SafeCare, Dental
- WIC – will ask CDPHE today how many high-risk clients are in Archuleta County.
 - Not a required program, but we definitely want to offer this.
- SafeCare – an education program.
 - Could be combined with Chronic Disease prevention work.
 - Training is only 4 days, but not sure how often the training is offered.
 - Should do sooner rather than later to ensure continuity of care.
- Dental Program – regional program, possibly with Montezuma as well.
 - School program is state funded, mostly. Could be some contribution depending on number of school children. Cleaning and inspection done in the schools – can refer if any need for additional care.
 - Medicaid dental done through Axis in Durango. This would be a referral only.
- Immunizations – funded through CDPHE
 - Offered by many providers in area, so Ashley anticipates .25 FTE for the county.
 - Would like to offer this at the 8th street building all the time.
- Nurse-family Partnership – needs to be added to the handout.
 - Already have sent a letter of intent to La Plata County. Will need to do an MOU.
 - There's a lot of state funding for this. Might be a small contribution from general fund for administration.
- Andrea – believes there would be federal and/or state funding for these programs. Will the county have a grant writer or will the individual programs be looking for themselves? Ashley – sees it as being a combination of both.
 - County shares CDC grant writer.
 - Might hire a contract grant writer, especially for the first year.
 - Finance was looking to hire a grant writer – not sure what the status of that is.
- Sally – under the Core Master contract, communicable disease is covered under that. Are immunizations for children included in that as well? Need to look into this and check with CDPHE.
 - Should also look at sliding fee schedule for immunizations.

Environmental Health – Andrea Phillips and Susanne Bryant:

- See updated handout.
- Anticipates 2.5 FTE for all programs. Not proposing a Manager position for this.
 - BS in Environmental Health, Food Industry, Biology or Dietetics preferred but not sure if its state required. Years of service in food service would impact this as well.
- Training could be up to a year, but some could be on the job training.
- Not recommending body art at this time.
- Pools and spas are recommended for later, but not first year – would need an additional .5 FTE for this. Not required by statute, but we have several facilities in our county that it should be added.
- Waste Tire is recommended. There are grant opportunities for residents to transport more than 9 tires off their property.
- Zoonotics programs included here, but some counties put it under Communicable Disease.

- Pam Flowers' division will be handling air and water quality, radon and lead testing. Need to confirm – if not, need to add another .5 FTE.
- Since many events are off-hours and weekends, staffing would need to be flexible for days/times to work – maybe Tuesday through Saturday 10-6.
 - \$43 of fees for food safety inspections goes back to CDPHE.
- Does county collect fees from food vendors for events there? Can check with Terry Schaaf.
- Would special events (food trucks) be inspected for every event or once annually? Need to look at rules for this.
- Food Model Grant – good for training. Can also be used for additional training classes.
- Andrea – in her research, staff receives many random calls unrelated to specific programs (renters' questions, etc.). Many of these calls would be forwarded to Pam's department.
- CDPHE will send trainers down to the county for training for retail food inspections.

Access to and Linkage to Health Care – Ashley Wilson:

- This is the Health Navigator position to have the resources available to advise clients who can provide the services to them.
 - Minimum qualifications? Need to check, but good familiarity with community networks is imperative. Might need qualifications for health exchange/insurance information.
- Anticipates 1.0 FTE for the first year, especially with the Medicaid changes.
- Ashley has started training through CDPHE Mentorship Program.
- John – will Ashley's Admin Assistant be certified as well? She's not sure. Still trying to figure out what needs to be done. She'll be cross-trained in some programs (i.e. Vital Statistics).
- Hoping to have flexibility with job descriptions to allow for part time.

2024

Archuleta County Public Health Department
Initial Payroll Projections dtd 6-26-24

same position

Department/Title	Number of FTEs	Wage	Annual Payroll	Benefits	Notes:
Executive Director	1	\$ 61.99	\$ 128,939	\$ 23,209	
Executive Assistant	1	\$ 29.00	\$ 60,320	\$ 10,858	
Health Navigator	1	\$ 38.00	\$ 79,040	\$ 14,227	
Split FTE with DHS	0.5	\$ 30.01	\$ 31,210	\$ 5,618	Public Health and DHS
Environmental Health	1.5	\$ 39.00	\$ 121,680	\$ 21,902	1 1/2
Communicable Disease	1	\$ 40.00	\$ 83,200	\$ 14,976	
Clinical Care	1	\$ 38.00	\$ 79,040	\$ 14,227	RN-\$80,000
Health Behaviors (includes WIC)	2	\$ 46.00	\$ 95,680	\$ 17,222	Increase by 2.5
Clinical Care Linkage	1	\$ 28.70	\$ 59,696	\$ 10,745	
Other-Med Director, other contracts	1		\$ 50,000	\$ -	
	11		\$ 788,806	\$ 132,985	\$ 921,791

Average Payroll: \$ 71,710 \$ 12,908

1 FTE-Community Educator that can cross all categories
Vital Statistics not a FTE

2024

Archuleta County Public Health Department
Initial Payroll Projections dtd in April

Department/Title	Number of FTEs	Payroll Grade	Wage	Annual Payroll	Benefits
Executive Director	1	E82-3rd Quartile	\$ 61.99	\$ 128,939	\$ 23,209
Executive Assistant	1				
Human Resource Manager					
Finance Assistant/Grants	1	C42	\$ 30.01	\$ 62,421	\$ 11,236
Environmental Health	2	C41	\$ 28.70	\$ 119,392	\$ 21,491
Communicable Disease	1	B23	\$ 22.11	\$ 45,989	\$ 8,278
Clinical Care	1	C44	\$ 31.31	\$ 65,125	\$ 11,722
Health Behaviors (includes WIC)	2	C41	\$ 28.70	\$ 59,696	\$ 10,745
Clinical Care Linkage	1	C41	\$ 28.70	\$ 59,696	\$ 10,745
Other	1	B31	\$ 23.92	\$ 49,754	\$ 8,956
	11			\$ 591,011	\$ 106,382

Average Payroll: \$ 53,728 \$ 9,671

1 FTE-Community Educator that can cross all categories Total: \$ 697,393

EXHIBIT E

**San Juan Basin Health Worksheet
Updated 6-22-23**

	Archuleta Co Proj @ 20% Income	Archuleta Co Proj @ 10% Income	Archuleta Co Proj @ 14% Income
Income			
County Allocation-General Fund	\$ 242,129	\$ 842,125	\$ 602,127
Local Agencies	\$ 26,845	\$ 13,423	\$ 18,792
Medical Billing	\$ 17,627	\$ 8,814	\$ 12,339
Fees for Service	\$ 242,373	\$ 121,187	\$ 169,661
State Contracts	\$ 371,360	\$ 185,680	\$ 259,952
Federal via State	\$ 347,007	\$ 173,504	\$ 242,905
Federal	\$ 101,721	\$ 50,861	\$ 71,205
Grants	\$ 75,859	\$ 37,930	\$ 53,101
Other Income	\$ 17,197	\$ 8,599	\$ 12,038
Total Income	\$ 1,442,120	\$ 1,442,120	\$ 1,442,120
Direct Expenses			
Salaries & Benefits	\$ 921,791	\$ 921,791	\$ 921,791
Operating	\$ 307,673	\$ 307,673	\$ 307,673
Travel	\$ 36,728	\$ 36,728	\$ 36,728
Contractual	\$ 167,613	\$ 167,613	\$ 167,613
Capital Outlays	\$ 8,315	\$ 8,315	\$ 8,315
Debt Service	\$ -	\$ -	\$ -
Principal	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Total Direct Expenses	\$ 1,442,120	\$ 1,442,120	\$ 1,442,120
Archuleta County Contribution	\$ 242,129	\$ 842,125	\$ 602,127



**Archuleta County
Public Health Department**

Agenda Documentation
Meeting Date:

Subject: Maternal Child Health

Presenter: Ashley Wilson

Outcome Requested: _____ Decision _____ Report

Counties: _____ Archuleta Other(s):

Purpose & Background: [include funding source here]

“Maternal, Child, Adolescent, and Family Health: Colorado’s governmental public health system will develop, implement and evaluate state wide, regional and local strategies related to maternal, child, adolescent and family health to increase health and wellbeing, reduce adverse health outcomes and advance health equity across the life course. Strategies may include but are not limited to identifying and providing information, promoting evidence informed and multi generational approaches, identifying community assets, advocating for needed initiatives, and convening partners.” **Pg 37 of CALPHO-Operational definitions manual**

Programs include:

WIC

Nurse Family Partnership

SafeCare

School Dental Program

Childhood Immunization Clinic

The 2020 MCH Needs assessment identified seven priorities:

- Increase prosocial connection.
- Create safe and connected built environments
- Improve access to supports
- Increase social emotional well-being
- Promote positive child and youth development
- Increase economic mobility
- Reduce racial inequities

In addition to the seven priorities, the MCH program will be focusing on three health impact areas that will be used to inform strategy selection for each of the seven priorities.

- Behavioral health (defined as mental health and substance use).
- Nutrition security.
- Access to care.

Staff requirements:

WIC – funded through a state contract, close to 100% funded

- 1) WIC Educator/Breastfeeding coordinator (.8 FTE)
 - a. High School diploma
 - b. WIC training (takes around 9 months to complete, can be operational in about 3 with continued support and training. Some travel for training for shadowing.
- 2) WIC Director/high risk counselor (unsure what FTE is needed) Contract position
 - a. Registration/License: The WIC Director must be a Registered Dietitian (RD) with the Commission on Dietetic Registration, a Registered Nurse (BSN or RN) licensed to practice in the State of Colorado, or a Medical Doctor (MD). Because WIC is a nutrition program, the position of WIC Director is ideally held by a Registered Dietitian. □
 - b. Education: Minimum requirements include Bachelor of Science degree from an accredited university with major studies in foods and human nutrition or nursing. Preference is given to those who have a Master of Science (MS) or Master of Public Health (MPH) degree.
 - c. Experience: Experience in public health or ambulatory care setting is preferred. A minimum of one-year experience in a public health setting or one year in a hospital setting is acceptable for consideration.

Nurse Family Partnership – funded through state contract with some contribution from county.

- 3) NFP program will be a contract with LaPlata county, currently about 17 families in Archuleta receive services.

SafeCare – funded through prevention grants

- 4) SafeCare (.25 FTE) – see this being combined with a community educator who will provide education/prevention work for other chronic disease prevention.
 - a. High School diploma
 - b. SafeCare Training (4 day training, plus continued monitoring from a SafeCare coach for the first year)

Dental Program funded through Delta Dental (likely not at 100%)

- 5) School Dental Program
 - a. Contract with other counties to provide regional service

Childhood Immunizations funded through CDPHE Immunization Program

- 6) Childhood Immunization Clinic (.25 FTE) – could be combined with other clinical services or staff positions depending on qualifications.
 - a. Appears that a multitude of people can provide with different training.
 - b. Need medical director oversight/standing order

Future Programming:

- 1) Home visiting program similar to NFP but with less restrictions to support families after the birth of a baby. Based on research about the first 1000 days of Life (prenatal -2 years)
- 2) Youth prevention programming including suicide prevention/mental health support and drug/alcohol prevention work.

Program contact in TAC: Ashley Wilson

Attachments(s):

Program code:	FTE	Salary range	Equipment required	Projected funding
Term				
Revenue (this source)				
Total revenues (all sources)				
Personnel costs				
Operating costs				
Travel costs				
Contracting costs				
Indirect costs				
Total expenses				
Net (Use of general fund)				

Justification for use of general fund:

Revenue (this source)	CDPHe Grants, Inspection fees, class fee, Flexible Food Model Grant (for training) general fund*			
Total revenues (all sources)				
Personnel costs				
Operating costs				
Travel costs				
Contracting costs				
Indirect costs				
Total expenses				
Net (Use of general fund)				

Justification for use of general fund:

Note: 1.5 FTE for retail food program compliance, including plan reviews, inspections and reinspections, responding to complaints, training, etc. Recommend inspections for retail food, temporary/special events food vendors, schools/child care, Waste Tire, provide support for zoonotic concerns, etc. A half FTE can assist with coverage when the one environmental health employee is out of the office, or to split shifts for coverage at weekend special events.

- Cost recovery depends on fee amounts charged, frequency of reinspections, etc.
- SJBPH currently covers a portion of the retail food program costs from general fund, which is a likely scenario

Fees structure in Montezuma County: Fees/ Food License- Full retail Food license \$385, Limited Retail Food License \$270, Full Temporary food license \$255, Limited Temporary Food License \$115, Plan review for initial annual license \$100. From Food license fees collected \$43 per license issued goes to CDPHE.

Fee Structure in Grand County: Fees/ Food License- K-12 and non-profit \$0.00, Limited food service (convenience and others) \$270, Restaurant \$385-\$465, Grocery Stores \$195-\$715, Mobile prepackage \$270, Mobile full service \$385,

RF Inspection Review Fees (C.R.S. 25-4-1607)

Plan Review Application Fee \$100

Plan Review & Opening Inspections \$60/hr-max of \$580

Written HACCP Plan Review \$60/hr-max of \$100.00

Operational HACCP Plan Review 60/hr-max of \$400.00

Real Estate Review Request (Chg Owner) \$60/hr, \$75 min. first hr

Other Requested Services \$60/hr

Equipment Review Application Fee \$100. 00

Equipment Review Fee \$60/hr-max of \$500.00

RF Temporary Food Event Fees * Event coordinators fill out a very short application explaining the dates/times of the event, number of visitors expected, list of vendors, explanation of water and wastewater disposal options and description of toilet facilities.

RF Penalty Fees (C.R.S. 25-4-1611.5) Event Coordinator* \$50/event

Temporary Food Vendor Permit- Full Service \$125/year

Temporary Food Vendor Permit- Pre-Packaged Foods \$75/year

Non profits \$0

Cottage Food Vendor \$0

Late fee (if application is received within 10 days of the event) \$50

Penalty is dependent on type and level of enforcement process \$250. 00-\$500. 00-\$1, 000. 00