

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL  
ADVISORY COMMITTEE MEETING MINUTES  
July 10, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on July 10, 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 26, 2023.

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

**New Business**

A. Begin Draft of Memorandum to Board of Health with Recommended Programs - Not an action item.

The next meeting will be on Monday, July 17, 2023 at 9:00 a.m.

With no further business coming before the committee, Vice Chairperson John Ransom adjourned the meeting at 10:23 a.m.

Approved this 17<sup>th</sup> day of July, 2023.

---

John Ranson, Vice Chairperson

## 7/10/23 TAC Meeting Notes

### Public Health Director Comments:

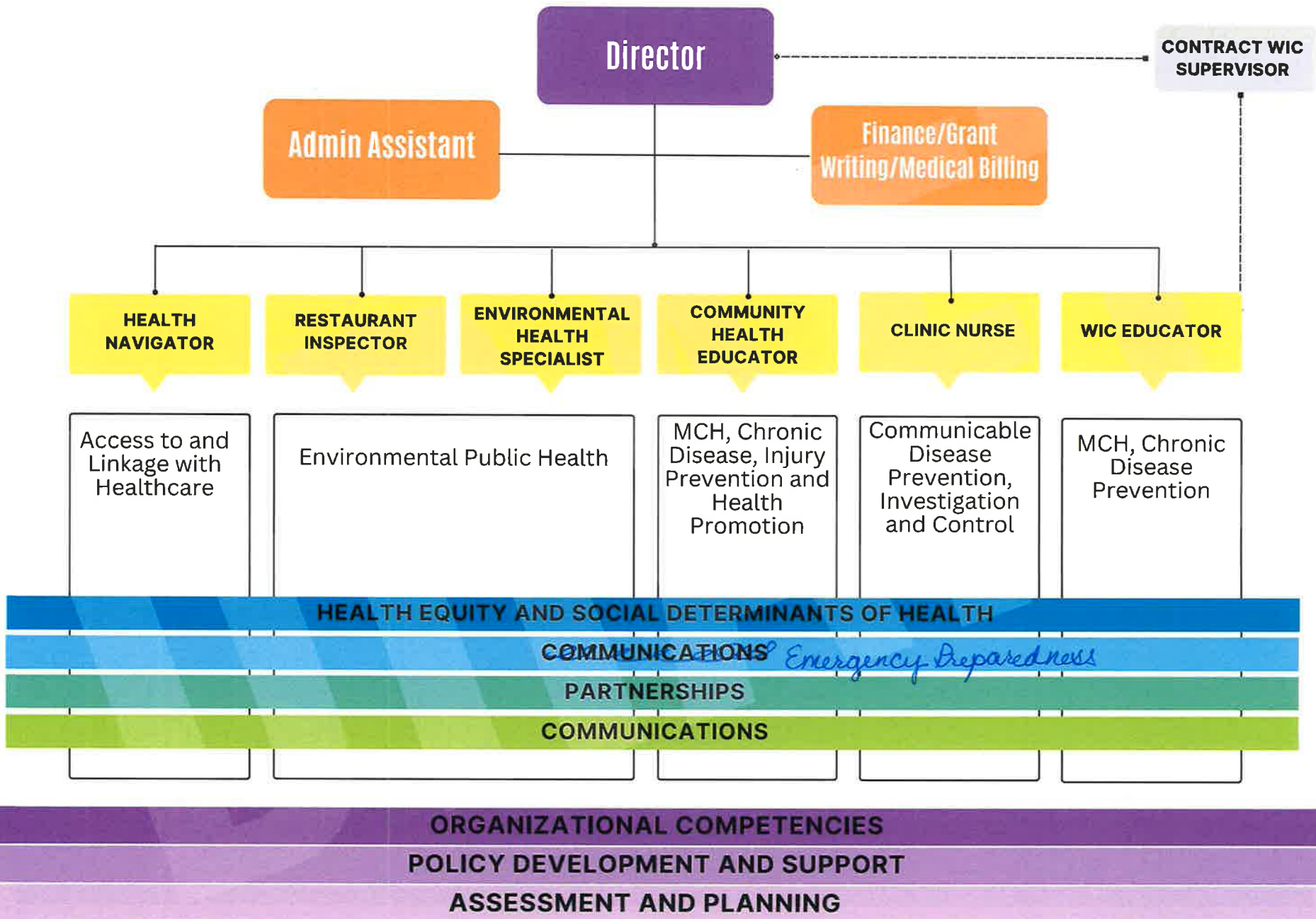
- Some state funding is starting to come out. Wise Woman program (cancer screening) is being investigated as far as split with La Plata County.
- Nurse Family Partnership collaboration meeting in La Plata County in 2 weeks – Ashley will attend.
- SJBPH invited Ashley to join their Assessment & Planning team for the final two quarters of 2023. They're reviewing the results from their survey and will hopefully be shared soon.
  - This assessment should suffice for us – Ashley will confirm with CDPHE. If not, maybe we can piggy-back on Healthy Archuleta's plan.
- She's attending a meeting with Healthy Archuleta later this week. Will be focusing on data collected.
- Andrea – any software programs that need to be purchased now? State provides Vital Statistics and WIC software. Anything else will still be figured out.
- Sally – we talked about a grant that we missed the deadline on. Can we talk with CDPHE about it. Yes, they've agreed to extend the deadline on some programs due to the later funding dates.
  - Public Health Innovation Grant Program is on the radar's.

### Recommended Programs:

- Draft organizational chart done by Ashley but doesn't include staffing requirements.
- Need to confirm that the state foundational capabilities need to be covered.
- Medical Director – consultant/contractual.
- Finance/Grant Writing/Medical Billing – might be shared with Finance and DHS.
  - Grant Writer position being posted by Finance now.
  - Medical Billing – could be done by Admin Assistant – time depends on how many services are provided.
    - Could this be contracted out? Maybe at the beginning.
- Health Navigator – does insurance work and families with high medical needs on Medicaid. 1 FTE
- Restaurant Inspector/Environmental Health Specialist – shared position – 1.5 FTE
- Community Health Educator – 1 FTE – health promotion (i.e., tobacco, suicide prevention education) – small programs, breast feeding promotion, presentations at high school. (Can use the Health Behavior person on John's budget for this position).
  - Would also interface with the schools on immunizations and oral health.
    - Sally – what about Oral Health – where does that fall on this chart? Outsourced positions aren't on this chart since we won't have direct supervisory responsibilities for it.
- Clinic Nurse – Not sure if full time, since not sure what level our clinic will have in January. They currently have children's immunizations twice a month and WIC twice a month. This could be a 2-3 days per week at the beginning.
  - Sally – depends on what the Medical Director thinks. Would also be needed for STI investigations. 8<sup>th</sup> Street staff has been doing this, but protocols need to be looked at to ensure it's all being done now.

- Sally – are the current SJBPH staff covered on this chart? Yes, but overlapped between Admin Assistant, Health Navigator and WIC Educator. Won't be as clear cut as we'd like it to be.
- WIC Educator – currently .8 FTE with .2 Front Desk.
- Sally – any thought on MOU with Axis for programs? Yes, she needs to meet with them to figure out which gaps they can fill.
  - Will take some time to get them to finalize – it will need to go up the ladder.
- Budget shows 2 FTE for Communicable Disease. Should go down to 1 for January.
  - Other FTE could do more Zoonotics, but wouldn't be a FTE.
  - Maybe have Clinical Nurse as .5 FTE and Communicable Disease person as 1 FTE.
  - Sally – RN can't do well woman exams, must be a nurse practitioner?
  - Sally – hard to say whether to have .5 or 1 FTE RN or NP. SJBPH has missed a lot of opportunities for screening because they're only at the clinic a few days a month. Should offer more.
    - Maybe go for a NP position with a BSN credential. (\$80K is low, might need to go to \$100K, but its negotiable)
    - To be safe, let's put it at 1 FTE to allow us more room to offer options.
- Contractual positions will be the Medical Director, the Nurse Family Partnership (almost 100% funded through state), Oral Health (mostly covered by the state).
- Memo to Board of Health – to include org chart, budget, program recommendations including staffing recommendations and state funding.
- Emergency Preparedness – still need to figure out what state will be doing on this, but much of this will be a collaboration with the county's Emergency Management Services.
  - Community Health Educator will be the communications person in the event of an emergency.
- Program Selections – can take from individual memos.
  - Prevention programming could be small funding amounts, but larger responsive programming has more funding. Might need to have more conversations with Axis on what they can provide.
    - TB program very expensive – how do we recommend this? How do we coordinate the service if we can't provide it.
      - Sally – Axis has said they're more of a wellness program. The hospital would be better for active care programs.
- Andrea – include in the memo of items that are not included in our recommendations but are on the radar for either outsourcing or need to consider that.
- John – include water quality responsibilities being done at the Planning Department.
- Shoot for finalizing the memo next Monday, presenting at BoCC work session on 7/25 and BoCC approval on 8/1.
- Would like to hire Restaurant Inspector this year to get properly trained. Would also like to advertise for 8<sup>th</sup> Street Staff personnel soon to lock them in for January and to start their training.

# DRAFT ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT



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