

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL  
ADVISORY COMMITTEE MEETING MINUTES  
July 17, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on July 17, 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 Public Health Director Comments**

Not an action item.

**Consent**

A. Review and Approval of Meeting Minutes from July 10, 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. Work on Memorandum to Board of Health with Recommended Programs - Not an action item.

The next meeting will be a special meeting on Friday, July 21, 2023 at 8:00 a.m.

With no further business coming before the committee, Vice Chairperson John Ransom adjourned the meeting at 10:07 a.m.

Approved this \_\_\_\_ day of August, 2023.

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Sally Kennedy, Chair

## 7/17/23 TAC Meeting Notes

### 1) Public Health Director Comments:

- Ashley meeting with WIC tomorrow
- Early Childhood Council meeting with her later this week regarding a planning grant. Will be going to Durango for training for funding opportunities and grant management.
- Many state agencies are reaching out to her and she's scheduling meetings to learn more about all of them.
- She's hoping to meet with Well Woman's Cancer Screening in La Plata next week about a program share (i.e., clinic nurse staffing)
  - Andrea – any update on Medical Director? We're meeting with CDPHE later today and will ask again.
    - Will need to have that in place before January, but maybe 4<sup>th</sup> quarter?

### 2) New Business:

- Memo to Board of Health –
  - Hope to present to Board of Health at their work session on July 25<sup>th</sup>.
- The budget should be revised to match the flow of the memo and org chart (to follow the foundational services)
- Org chart should include the staffing number for the lower numbers.
- Add to the memo the contract positions that are being considered.
- The budget is coming in much lower than the \$2 million that was earmarked for the department.
  - John, for the budget, do we want to leave the 3 columns with the various percentage comparisons?
    - Susanne, don't forget that a major revenue stream will not go through the public health department but the planning department.
    - Also don't forget to include the Flexible Food Model Grant that could be used for training for our Environmental Health staff and later, for restaurant owners and staff training.
  - Where did the initial \$2 million number come from? Need to go back to look at early notes. Maybe from the dissolution share for Archuleta? Maybe from federal funding?
- Susanne - Item G – does “spa” mean swimming pools or hot springs or salons? Change to “public swimming pools, mineral baths and hot springs as defined in the Model Aquatic Health Code.”
- Important to relay this is the recommendation for the initial year of operation and that certain programs are suggested for later.
- Item 3 – clarify that the \$2 million will not be a contribution from the general fund in the first several years.
- Andrea – should the memo include future plans for a 5-10 year plan?
  - Ashley – maybe in the budget section, we could give a short synopsis of recommendations for growth.
  - Public Health is dependent by funding streams and community needs. Priorities shift with federal and state funding so growth of the department would rely on that.

- Sally – this should be stated at the start of the memo.
- Include the mission statement at the beginning of the memo.
- Is our projected budget more than what the county has contributed in the past to SJBPH?  
Yes, we were at \$277K last year and we're showing about \$600K for this year. Will pay more out of general fund. Not necessarily that we're spending more but more that the SJBPH fund has built it's fund balance over time.
  - We believe we'll have better service specific to our residents. It's worth spending a little bit more.

Scheduling:

- Special Meeting on July 21<sup>st</sup> at 8am
- Possible final wrap-up/thank you on August 14<sup>th</sup>.