

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL
ADVISORY COMMITTEE MEETING MINUTES
May 22, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on May 22, 2023. Chairperson Sally Kennedy called the meeting to order at 9:00 a.m., noting committee members Sally Kennedy, John Ranson, Susanne Bryant, Ashley Wilson and Mary Helminski present. Committee Member Andrea Phillips attended via Zoom.

Disclosures and/or Conflicts of Interest

There were none.

Approval or Adjustments to Agenda

Committee Member John Ranson 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.

Consent

A. Review and Approval of Meeting Minutes from May 15, 2023.

Committee Member Susanne Bryant moved to approve the consent agenda. Committee Member John Ranson seconded the motion and it carried unanimously.

New Business

A. Reorganization of the Advisory Committee.

Committee Member Susanne Bryant moved to select John Ranson as Vice-Chairperson of the Transitional Advisory Committee effective immediately. Committee Member Sally Kennedy seconded the motion and it carried unanimously.

B. Discussion on Possible Recruitment of Additional Members.

Committee Member Susanne Bryant moved to table this item until our next meeting. Committee Member Andrea Phillips seconded the motion and it carried unanimously.

Committee Member John Ranson moved to cancel the meeting on July 3rd. Committee Member Susanne Bryant seconded the motion and it carried unanimously.

C. Letter of Intent for Nurse Family Partnership.

Committee Member Susanne Bryant moved to approve the draft letter of intent for the Nurse Family Partnership with the possible addition of Montezuma County and

changing the word “gives” to “provides”. Committee Member Sally Kennedy seconded the motion and it carried unanimously.

D. Programming Discussion. Not an action item.


Additional Committee Member Comments

There were none.

The next meeting will be on Monday, June 5, 2023 at 9:00 a.m.

With no further business coming before the committee, Chairperson Sally Kennedy adjourned the meeting at 11:03 a.m.

Approved this 5th day of June, 2023.


Sally Kennedy, Chairperson

NOTE: THESE MEETING NOTES ARE THE OPINIONS AND DISCUSSIONS OF THE COMMITTEE MEMBERS AND ARE NOT TO BE CONSIDERED FINAL DECISIONS FOR THE PUBLIC HEALTH DEPARTMENT.

5/22/23 TAC Notes – FOLLOW-UP NOTES IN RED

Initial Comments:

- Sally – would rather have Ashley wear 2 hats rather than have her step down from the committee. John agrees.
 - Ashley – more than happy to do what committee needs.
 - Mary – will check with Legal on whether Ashley can do both roles. **Per the County Attorney, since the committee doesn't make any final decisions, but only recommendations to the Board of Health, Ashley can remain on the committee so long as she recuses herself from any vote that would directly benefit her (i.e., her salary).**
- Susanne – suggests Waste Tire stay with health department. Food safety will stay with the health department.

County Manager Comments – provided by Mary:

- Derek couldn't attend today. He's in Dulce with the BoCC meeting with the Jicarilla Apache Nation Tribal Council.
- As we all know, Ashley Wilson was hired as the Public Health Director last week. She'll be attending our committee meetings, but not as a voting member. With the resignations of Kathy and Rhonda, we'll discuss later in today's meeting how the committee wants to move forward.
 - Following the interviews, Derek emailed the interview panelists to tell them that Ashley was selected. All three responded back with high praise for the selection of Ashley.
- As a reminder, any communications (either face-to-face, via telephone, text or email) between 2 or more committee members is considered a meeting and must follow the Open Meetings Laws.
- Derek spoke with the Public Health Director at Montezuma County who confirmed they have ½ FTE to do the actual inspections, but 2.5 FTE for all of environmental health, including transfer of title for septic.

New Business:

- A. With Kathy's resignation, Sally moves to Chairperson.
 - a. Sally will be out from mid-June to mid-July. Susanne might be on Zoom during the same time.
 - b. John considered dropping out but spoke with 2 commissioners and feels his role is still important.

- i. John will be in Italy 1st two meetings in June (Italy).
- B. Possible Recruitment of New Committee People.
 - a. Could possibly look at people from investigative committee or other applicants to this committee or people who zoom into all of our meetings (Candace Jones or Mary Beth Snyder)
 - b. The Medical Advisor would probably be a contract employee. Would that person be allowed to be a committee member? Mary will check with Legal. **Per the County Attorney, the Medical Advisor will ultimately be a non-voting member of the Board of Health but could serve on the advisory committee until the actual Board of Health is seated (and by then, our committee will be close to finalizing its work).**
 - i. Ashley believes getting this person on board is the next big step.
 - 1. Sally – that person would need to understand the jobs done at 8th Street.
- C. Nurse-Family Partnership Letter of Intent – should Montezuma County be included on this too? **Mary contacted the Director of Montezuma County’s public health agency and learned that Montezuma and Dolores Counties partner together for this program. They meet the population requirement by including the Ute Mountain Ute Tribe located in their jurisdiction.**
- D. Core Public Health Services:
 - a. Susanne - Environmental Health –
 - i. Childcare, school, retail food inspections – stay with public health (Statutory requirement)
 - ii. Body art inspections (if we have them) should stay with public health and pattern it like other counties
 - iii. Recreational water inspections – includes home and hotel swimming pools – stay with public health
 - iv. Spas and mineral baths – stay with public health
 - v. General Environmental Health – to be handled by Planning
 - vi. Need to add Waste Tire inspections – stay with public health. There are grants available for personal waste tire disposal.
 - vii. Land Use Planning Response – to be handled by Planning
 - viii. Air quality, radon, PFAS testing – to be handled by Planning
 - ix. Flexible Food Model Grants – annual (?) grant money for inspector training and food safety certification classes. Would like to offer these classes here in our county instead of going to Durango. Maybe partner with CSU Extension – check with Terry Schaaf or Robin Young.
 - 1. A new Food Code coming out this year. Good time to get the new training materials, since it’s good for 5 years.
 - x. Ashley – will Planning Department still need to answer to Board of Health on all environmental health issues? Need to look into this.
 - xi. Andrea – Public Health needs at least 1 FTE for the child care, school and retail food inspections.

- xii. Susanne – Public Health needs to do food inspections on all special events. Local food trucks would be inspected once. Any out-of-county vendors would need to get inspected. Wouldn't include cottage industry. This could be 1 FTE (at least during the summer). Chamber might have a list of vendors used.
 - 1. Andrea – town has a peddlers license – it's a one-time license per year. They have a list of licensed vendors.
 - 2. What happens when they don't pass their first inspection? Follow-up inspections.
 - xiii. School kitchens are supposed to be inspected twice per year. Schools with science labs and other school areas are inspected annually. (Elementary every three years)
 - xiv. Childcare centers should also be inspected once per year (twice if there's a kitchen).
 - 1. Ashley meeting with ECC this week and will confirm.
 - xv. Suggest 1 FTE to start for all this. Possibly add .5 or 1 if body art, spas, mineral baths, etc. are added.
 - xvi. 2023 budget didn't include any revenue – there will be no revenue in 2023. Just hiring and training/certification.
 - xvii. Zoonotics was also handled by environmental health in 2 of the counties Susanne researched. It could go either way.
 - 1. Lisa at SJBPH does a lot of work for Zoonotics.
 - 2. All of our PH staff will wear multiple hats.
 - 3. John – will Ashley be deciding what programs will use less than 1 FTE? That's what our committee will be working on.
 - xviii. Susanne – when recruiting, the inspectors will need to work when the restaurants are open, so work week might be Tuesday through Saturday.
 - xix. Should we be looking at other community partners for this? Maybe talking with the spas/mineral baths who would want our PH do the inspections? Be sure to emphasize we're not out to shut them down, we're here to help them avoid injury and lawsuits.
 - 1. Instructional flyers/test strips would be helpful to provide them. Helps set them up for success. Allows them to see the public health department as a resource, not an enemy.
- b. Ashley – Maternal Child Adolescent and Family Health:
- i. NFP – La Plata will be fiscal agent. Will need to create an MOU.
 - ii. WIC – current position should stay as it is. Need to have a registered dietician oversee this position – can this be a contract employee?
 - 1. Susanne – there's 3 registered dieticians in our community, but she's the only one that's currently working. It would be nice if we could attract a dietician to our area, but there's not enough work here (nursing homes, schools, childcare, etc. could all benefit, but still not enough).
 - 2. Could look at students and get Workforce Tuition reimbursement.

- iii. Ashley – the provider group met last week and they’re looking at our community and programs that we lack as a whole.
 - iv. Although not offered now, we should be looking at diabetes, mental health, obesity, HIV education programs.
 - v. SafeCare – not a full-time position, but a shared position. This is an educational program – goes out into community. No licensing required, just training.
 - vi. School Dental/Oral Health – this is now a regional program. Need to research how to cover this (MOU?).
 - 1. There are several regional programs – we should take on at least one.
 - 2. Is there a local hygienist that would be interested in doing this for our community instead of staying as regional? Sally has one in mind.
 - a. We’ll need to do better community outreach so people would utilize this service.
 - b. **Per Derek, Delta Dental does the funding for this. It’s currently a 5 county regional agreement (population based). Delta Dental has reached out to Derek and we’re scheduling a meeting with them for early June.**
 - vii. Epidemiology – still being figured out at state level.
 - viii. Child Fatality Prevention – this isn’t a full-time, but a shared position. Very little hours and very little funding.
 - ix. Family Planning/Contraception – currently done by Axis Healthcare. We believe that multiple agencies can apply for Title X with priority going to local public health departments. Need to do additional research on this.
 - x. Our building location is great for the community.
 - xi. The clinic currently does pap smears, but how many utilize this? They don’t do contraceptives.
 - 1. We can check with Axis to see where the gap is so we can figure out what programs we can offer.
 - xii. John – are we looking at a finance person/grant manager to do all the public health work? Ashley hopes so. Possibly combine with the medical biller (at least to start) depending on how many clinical services we offer.
 - 1. Will the finance department handle some of this? Overall, Finance Department does all county departments, so Finance will be a part of it. Our committee will need to recommend whether we add one in the department.
 - 2. **John strongly recommends hiring an associate finance person on board to help Ashley with financing, grants, filings, etc. This position would not only pay for itself but many other needs as well. The preliminary numbers show the impact this person could have, not to mention taking a significant load off Ashley. This position, both in the short term and the longer-term will be highly effective while also maintaining a lower cost to the general fund. This position was in our committee’s original 2024 draft budget.**
- c. Communicable Disease Prevention – Sally:

- i. Lab Testing – still need to research what testing our office will do.
 - 1. CHAPPS & HIV testing – will probably want to MOU with Durango lab.
 - 2. TB – small grant funding, but if we get one positive test, that would take more funding and personnel time. Better to do MOU with Axis.
 - 3. Need a CLIA Certification for our lab.
 - a. When does that get applied for? Should we apply for it now?
 - b. Need it for STI testing.
 - c. Sally will look into what's required for certification.
 - d. If we don't get the certification by 1/1, could we use the Durango lab until we get it? Will check.
- d. Cancer Prevention – by doing STI testing and treatment and pap smears in-house, need to monitor and follow-up.
 - i. Should be an MOU with Axis.
 - ii. Syphilis needs to be handled better than it is now.
 - 1. Need to come up with our own protocols.
- e. Emergency Preparedness – Volunteer Corp. that we had during COVID – who was on that? Need to find those people to have them onboard by January 1st.
 - i. Ask SJBPH for their training materials from this.
 - ii. How much of this is handled by the state? A lot of coordination between our department and the state needs to be determined.
 - 1. Home-bound people – Meals-On-Wheels would have a good list. Maybe churches, Community Connections and Visiting Angels would have it too.
 - 2. Community Connections sees a big gap in our community for home health care. What role does Public Health take with this? Could be billable through Medicaid. Have them come in and talk with us. If we can understand what is being done and what the workload is, we'd know better what our department could take on.
 - iii. Would this be covered by our EOC? Maybe someone from this department can come talk with us – to discuss the overlap between SJBPH and their office during COVID. **Ryan Foster will attend our June 5th meeting.**
- f. Chronic Disease:
 - i. Mostly all educational programs.
 - ii. Nothing statutory.
- g. Access to and Linkage to Healthcare:
 - i. Medicaid is dinging a lot of people in October.
 - ii. Will the current SJBPH person go back to providing Connect for Health/Health First since she won't be doing COVID response work any longer?
 - iii. Training is required for this.
 - iv. Hope that the 8th Street staff is qualified.
 - v. Ashley believes 1.5 FTE for this to start, since Medicaid will have so many new people. January will definitely be a big month but might drop off in February.
 - 1. Will DHS be assisting with this? They only do Medicaid, but they don't do CHP. Might be prudent to have the navigator person housed at DHS.

2. John – we should get this person onboard during the fourth quarter of this year, especially because of the Medicaid issue in October.
 3. Ask Isabel to come speak with us.
 4. Is there written material that offers people information on what their options are?
- vi. Special Needs Children:
1. Also done by Community Connections.
 2. Health Department usually handles children on Medicaid.
- h. Vital Statistics:
- i. Need one additional FTE to go through training to accept documents (shared position).
 1. Only one person needs to be certified to input data.
 2. Can we apply for this now?
- E. Other Misc. Comments:
- a. Axis Healthcare – can we get someone here to discuss what they do to avoid overlap? Ashley will ask. Possible MOU?
 - i. Try to get one visitor in per week.
 - j. By-laws – find some samples. Be sure to allow alternates to have voting rights.



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May 23, 2023

Ms. Allison Mosqueda, MSN, RN
Program Director, Nurse-Family Partnership
Invest in Kids
1775 Sherman Street, Suite 1445
Denver, CO 80203

Dear Ms. Mosqueda:

The Nurse-Family Partnership Program ("NFP") has been serving our community for over 20 years through San Juan Basin Public Health (SJBPH) and is currently serving 60 families between the three counties (La Plata, Archuleta and San Juan). This program provides important community benefits including significant improvements in the health and lives of first-time moms and their children living in poverty; and empowers first-time, low-income mothers to create healthy and stable futures for themselves and their babies.

As you know, SJBPH will be dissolving on December 31, 2023, and will be unable to continue delivering the NFP program. La Plata and Archuleta counties are in the process of forming our own separate single-county health departments. Our counties have a mutual goal of ensuring an orderly transition with minimal interruptions to public health services.

We understand that NFP requires a minimum number of participating families and that the counties in the area are unlikely to separately achieve the minimally required participation level. Archuleta County recognizes the importance of the program and the valuable services provided to families. Based on the information available at this time, La Plata County anticipates hiring the staff to allow for continued participation in the NFP and we will work on an agreement to establish mutual understandings about how the program will be delivered regionally to best meet all counties' needs.

This letter serves as Archuleta County's nonbinding statement of intent to continue participation in the NFP effective January 1, 2024, and to seek agreement with our adjacent counties to ensure NFP services are delivered to our families on a regional basis.

Sincerely,

Derek Woodman
County Manager

cc: Chuck Stevens, La Plata County Manager
William Tookey, San Juan County Manager
Allison Duran, Nurse-Family Partnership