



ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT

TRANSITIONAL ADVISORY COMMITTEE

Meetings are conducted in person at the Administration Building located at 398 Lewis Street. Whenever possible, meetings will be broadcast online via Zoom, which can be accessed from a computer or phone with internet access. The Committee does not and cannot guarantee internet service or online broadcasting. Remote attendance is at the risk of the attendee as public meetings will continue in person regardless of the County's broadcast capability. View the Zoom meeting at: <https://us06web.zoom.us/j/4072778304?pwd=RTJzbzJrWG10RUk4M0JObUcva09nZz09> - Meeting ID: 407 277 8302 - Passcode HealthyAC

CALL TO ORDER THE REGULAR MEETING OF THE COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL ADVISORY COMMITTEE ON FEBRUARY 27, 2023 AT 9:00 A.M.

DISCLOSURES AND/OR CONFLICTS OF INTEREST

APPROVAL OR ADJUSTMENTS TO AGENDA

CONSENT

.A. Review And Approve Meeting Notes From February 13, 2023 Work Session

Documents:

[2-13-23 MEETING NOTES.DOCX](#)

NEW BUSINESS

.A. Consideration And Selection Of Chair And Vice-Chair Of Committee

.B. Discussion Of Allowing Public Comment During Committee Meetings

.C. Consideration And Designation Of Committee Member Research Topics Of Focus

.D. Discussion Of State Requirements For Public Health Director

.E. Review And Discussion Of Draft Job Description For Public Health Director

.F. Discussion And Drafting Of Mission Statement For County Health Department

.G. Initial Discussion Related To Documents Reviewed By Committee

ADDITIONAL COMMITTEE MEMBER COMMENTS

ADJOURN THE REGULAR MEETING OF THE COUNTY HEALTH DEPARTMENT
TRANSITIONAL ADVISORY COMMITTEE

Work Session Notes – February 13, 2023 – 9:00am

County Public Health Department Transitional Advisory Committee

Members Present: Susanne Bryant, Kathy Campbell, Sally Kennedy, Andrea Phillips, John Ranson, Rhonda Webb, Ashley Wilson, Derek Woodman, Todd Weaver, Chad Eaton, Tina Woodman (until 10am), Mary Helminski

- 1) Introduction of Oversight and Advisory Committee Members
- 2) Open Meetings Law and Disclosure of Work Product Documents Information:
 - a) Todd gave an overview of the Open Meetings Law. There's some question whether these committees are actually required to be open meetings, but the Board of County Commissioners ("BoCC") wants to be transparent to the citizens.
 - b) Emails between three or more committee members are considered meetings. Do not reply to all when responding to emails.
 - c) Meetings can be set up via Zoom.
 - d) All documents created by both committees are work product. It's up to the BoCC on what documents can be released to the public.
- 3) Committee Ground Rules – reviewed handout.
- 4) Introduction of Advisory Committee Members (con't):
 - a) Ashley – has a Masters degree in Public Health. Works with Rise Above Violence, Healthy Archuleta and other organizations. Is a life-long Pagosa resident. Has many connections with organizations associated with public health.
 - b) Kathy – was a healthcare software developer and has worked with Medicaid and small community health systems. Has been here for 5 years full-time.
 - c) Sally – is a retired nurse practitioner and a college professor. Has experience with grant writing. Has been here for 4 years full-time.
 - d) Andrea – is the town manager. Has a Masters degree in Public Administration with over 20 years of experience, including with public health.
 - e) Susanne – is a registered dietician and consultant. Has experience with inspections of restaurants, hospitals and other community facilities.
 - f) John – was in public finance and is a former county commissioner. Has been here since 1996.
 - g) Rhonda – has been a doctor since she was 24 and in that role, has always worked with people in public health. Is currently the CEO and Chief Medical Officer at Pagosa Springs Medical Center.
- 5) Discussion of Research Items:
 - a) Need to create a Mission Statement specific to Archuleta County.

- b) Board of Health – for a county the size of Archuleta, the BoH is comprised of at least three members for five year staggered terms (except for the first year when they all start at the same time). The BoCC can appoint themselves as the BoH (their term on the BoH would expire with the expiration of their term of office).
 - i. Several counties in our area have the BoCC on their BoH – need to reach out to those counties and see who likes it that way and who doesn't.
 - ii. San Juan Basin Public Health (“SJBPH”) currently has a hybrid – one commissioner from each county plus citizens.
 - iii. Can't have two BoH's active at the same time. SJBPH's BoH will officially be done on December 31, 2023.
- c) Statutory Requirements:
 - i. Restaurant inspections are contracted by CPDHE and must stay with the Public Health Department.
 - ii. On-Site Water Treatment Systems (septic systems) – installation, inspection, enforcement and transfers of ownership can and will be handled by the County's Planning Department. The County must adopt regulations for this.
 - iii. WIC (Women and Infant Children) program – not statutory, but County will keep this program since it's very important to our community. It may stay with the Public Health Department or may be handled by County's DHS Department. Most of this program is federally funded.
 - iv. With the dissolution of SJBPH, Archuleta County will receive 20% of all assets (cash, vehicles, equipment, etc.). Archuleta County will get the existing building on 8th Street, 3-4 vehicles and some computer equipment.
 - 1. Derek has met with the staff at the 8th Street building – they will need to apply for their positions when County Public Health Department opens in January.
 - v. SJBPH has the only testing laboratory facility in our region. It's currently in Durango and La Plata County has agreed to keep and staff it.
 - vi. Andrea – will this committee also be looking at programs that can contract out? Yes.
 - vii. John – is there any debt with SJBPH? The IGA stipulated that no debt would be assigned to either county.
 - 1. Todd – both counties just filed with the Court a motion to appoint a receiver for the dissolution. Everything should be split 80/20 – based on per capita.
 - viii. John – if septic responsibilities are being handled by Planning Department, how does that work for the budget? The budget for Public Health will be decreased and Planning Department will be increased accordingly.
 - ix. Sally – what about existing grants? Will they transfer? Probably not. We'll need to pursue grants, but can we apply before our health department actually exists? Will need to research.
- d) By-Laws – can borrow from other counties and manipulate for Archuleta County.
- e) Statutory Requirements (con't):

- i. Most requirements are subject to appropriation. Air quality isn't handled by SJBPH.
- ii. A Public Health Assessment is required every five years. SJBPH is doing one now. It spells out the core public services to be offered, or possible if funds are available.
 1. Archuleta County won't need to create the five-year plan right away – can use SJBPH's.
 2. Healthy Archuleta is doing a separate assessment – in the early phase of creating it.
- iii. Emergency Management programs can be handled outside of the public health department possibly through the County's Emergency Management Department.
- iv. Budget –
 1. SJBPH has about 80-90 employees (had over 120 during COVID). La Plata County is looking at 60-70 employees. Archuleta County is thinking about 20-25 (using DHS as a gauge)
 2. Will need to create a Health Department budget for 2023 and will need to do an amendment to the county budget.
 3. About 49% of funding for public health comes from state/federal funding, 12% from fees for services. Some funding will come from property taxes.
 4. Committee can look at other small counties (i.e., Montezuma) for their budgets.
- v. Contracts – have received access to SJBPH's contracts and will share with the committee.
- vi. Staffing – a priority for this committee is to identify certification requirements for staff, especially the Director. Director need to be hired ASAP since he/she should be an integral part of this transition. Derek knows of at least three locals who are interested.
 1. Need to create a job description. County staff should have a draft before the next meeting.
 2. If the Director is not a doctor, then a medical advisor needs to be on staff as well – can be contracted out.
 3. The WIC position and a few others require about four months of training/certification.
 4. Todd – CDPHE is coming to Durango at the end of March to review their contract. We'll try to schedule him here.
- vii. Grant Opportunities – Kathy believes Archuleta County would be eligible for more grants due to our demographics.
 1. May be able to transfer some existing grants – will need to research.
- viii. La Plata County hired a consultant for this transition who is finalizing his results and will probably give their report at the end of March. We will get a copy.
- ix. We have access to SJBPH's documents through Dropbox. We'll create a separate folder to share everything with the committee.

- 6) Transitional Timeline:
 - a) If BoCC can appoint a BoH, can grants be applied for? That's a gray area – will need to research.
 - i. We couldn't accept funding, just maybe apply.
 - ii. Could a separate existing organization put in the application? Need to research.

- 7) Structure of Committee:
 - a) It's up to the committee how to structure itself – Chair, Vice-Chair?
 - b) Committee can make that call at the next meeting.

- 8) Assignment/Selection of Duties of Committee Members:
 - a) Scheduling of Meetings – Monday mornings work well for everyone. Next Monday is a holiday, so next meeting will be February 27th.
 - i. Before that meeting, Dropbox link will be provided and committee can review all the available documents.
 - ii. Think about sub-committees (finance, staffing, etc.) and what (if any) sub-committee(s) you'd like to be involved with.
 - a) Can possibly bring in guest speakers (members of investigative health committee, other counties, SJBPH)
 - b) 2/27 Agenda items – Chair selection, state requirements for Director, job description, mission statement

- 9) Misc. Other Comments:
 - a) Can we get a list of what the current staff of SJBPH does?
 - b) Can we get a history of what programs/staff SJBPH has had in Archuleta County?
 - c) Can we get a tour of the existing building on 8th Street?
 - d) Can we ask SJBPH for their staff certification requirements?
 - i. Which jobs are direct service and which are contracted out?
 - e) Also want to look at programs we'd like to have down the road. Figure out what our county is missing.
 - f) **WHERE YOU LIVE SHOULDN'T AFFECT IF YOU LIVE.**