



## **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/86527731867?pwd=bEY0VWV3eVdpNFF1WklFeCs1NHdCdz09> Meeting ID 865 2773 1867 - Passcode HealthyAC

**CALL TO ORDER THE REGULAR MEETING OF THE COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL ADVISORY COMMITTEE ON MAY 15, 2023 AT 9:00 A.M.**

**DISCLOSURES AND/OR CONFLICTS OF INTEREST**

**APPROVAL OR ADJUSTMENTS TO AGENDA**

**PUBLIC COMMENTS FROM THE FLOOR**

This is an opportunity during the session for the public to address the Committee. Please complete the Public Comment Request form and hand it to a committee member prior to the beginning of the meeting.

Please keep your comments to three (3) minutes or less. The Committee is not required to discuss or reply to your comment.

**Documents:**

[PUBLIC COMMENT REQUEST FORM.DOCX](#)

**COUNTY MANAGER COMMENTS**

.A. County Manager Comments

County Manager Derek Woodman will update the committee on matters related to the creation of the County Public Health Department.

**CONSENT**

.A. Review And Approve Meeting Minutes From May 8, 2023

Documents:

[20230510172427.PDF](#)

**NEW BUSINESS**

- .A. Clinic And Vital Statistics Programs At San Juan Basin Public Health
- .B. Amendment To 2023 County Budget For Public Health Line Items

Documents:

[AMENDED BUDGET WORKSHEET.PDF](#)

**ADDITIONAL COMMITTEE MEMBER COMMENTS**

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



## Advisory Committee Meeting Request for Public Comment

**(Use this form if you'd like to speak during the PUBLIC  
COMMENT section of the agenda only)**

(Please print clearly)

<b>Date of Meeting</b>	
<b>Full Name</b>	
<b>Full Address</b>	
<b>Phone Number or Email Address</b>	
<b>Topic of Comment</b>	

By completing and signing this form, I acknowledge that I have read and will comply with the Public Hearing/Meeting Rules adopted by the Board of County Commissioners on June 21, 2022, including the following:

- 1) My comments must be limited to 3 minutes.
- 2) No direct response from the Committee is required. In addition, if my comments are unrelated to any item on today's agenda, any response from the Committee is prohibited since the topic is not posted on the agenda and any comment could potentially violate the Colorado Open Meetings Law.
- 3) The length of the public comment period for Advisory Committee meetings will be at the discretion of the person. Therefore, this form does not necessarily guarantee all individuals who complete this form will have the opportunity to be heard during that period.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL  
ADVISORY COMMITTEE MEETING MINUTES  
May 8, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on May 8, 2023. Vice Chairperson Sally Kennedy called the meeting to order at 9:00 a.m., noting committee members Sally Kennedy, John Ranson, Ashley Wilson and Mary Helminski present. Committee Members Andrea Phillips and Susanne Bryant attended via Zoom.

**Disclosures and/or Conflicts of Interest**

There were none.

**Approval or Adjustments to Agenda**

**Committee Member Ashley Wilson moved to approve the agenda as presented. Committee Member John Ranson 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 1, 2023.

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

**New Business**

A. Behavioral Health, Assessment & Planning, Communications and Policy & Partnerships Programs at San Juan Basin Public Health – Adrian Uzunian, Megan Graham and Janet Wolf. Not an action item.

B. WIC Local Agency Application Review – Mary Helminski. Not an action item.

C. Regional v. Local Programs Discussion. Not an action item.

**Additional Committee Member Comments**

There were none.

The next meeting will be on Monday, May 15, 2023 at 9:00 a.m.

With no further business coming before the committee, Vice Chairman Sally Kennedy adjourned the meeting at 11:07 a.m.

Approved this 15<sup>th</sup> day of May, 2023.

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Kathy Campbell, Chairperson

## 5/8/23 TAC Meeting Notes

Attendees: Sally, John, Ashley, Mary, Derek. Andrea and Susanne attended via Zoom.

### County Manager Comments:

- 1) Director interviews on 5/12 – starting at 1:30pm. 3 panelists (Director from Montezuma County, Director from Silver Thread and Dr. Jon Bruss (SJBPH BoH)). Kathy and Sally can sit in as well. 3 candidates. Hope to have a decision very shortly after the interviews with Director starting in June.
  - a. Sally – can we announce that we’ll be creating our own BoH for 2024 so that anyone who’s applying for the open seat on SJBPH can still apply for ours?

### New Business:

- 1) San Juan Basin Public Health Presentations: Adrian Uzunian (Director of Public Health Innovation), Megan Graham (Director of Communications) and Janet Wolf (Office of Policy & Partnerships and Clerk to the BoH)

### Behavioral Health (see presentation) (Adrian):

- Identified in the top 3 needs in the PHIP.
- Behavioral Health prevention programs are called Thriving Communities at SJBPH.
- Smoke-Free Archuleta & LaPlata – only program funded for both counties.
  - John – population based? Yes. Could be a shared program with an MOU. Does it need to be applied for each year? Yes.
  - Derek – has there ever been discussion regarding imposing additional tax on tobacco to enhance the funding – or just on flavored tobaccos and such? Not sure, but it could absolutely be looked at since other counties do it. Would need BoCC approval. “Prohibition” of flavored tobacco might not need BoCC approval, but additional tax would.
- Suicide Prevention – only funded for La Plata County because suicide rate is higher there than in Archuleta. This program started in 2016-2017.

### Assessment & Planning (see presentation) (Adrian):

- Funded through OPHP
- Uses real time data to assess and monitor situations (i.e., wildfires, drug use, etc.)
- Community Health Assessment – a lot of flexibility in how it’s done. The CO Public Health Act doesn’t give a lot of direction for this.
  - Age brackets of respondents were comparable between LPC and AC
- Child Fatality Prevention System – 43 local child fatality review teams. Local team has reviewed 38 child fatalities since 2018 (2 in Archuleta). Currently has an MOU for this program between LPC, AC and San Juan. Funding is based on history of child fatalities (AC would get \$2000).

- Sally – any benefit for AC to continuing it? He believes a shared responsibility would help, especially with only \$2000 funding.
- Ashley – do all partners get funding for this? No - SJBPH gets the money for coordinating the review team, scheduling the meetings, taking the notes, attending state-wide meetings, etc.
- If there's money left at the end of the year, they purchase supplies to share (gun locks, educational pamphlets, etc.)
- CoHID – has the data sets for many types of incidents. AC numbers are often not provided since the numbers are very small.
  - Derek – we can get fatality numbers directly from the Coroner.
  - Most data sets are 2 years behind.

#### Health Spending (Adrian):

- Health spending in the United States is over \$12K per capita, but public health is about 14% of that amount.
- Grant funding is definitely needed to contribute to the health spending to supplement funding from CDPHE, USDA, EPA, other state agencies, county allocations, private grants, etc.
  - Grant writing – private foundations can take less time than federal grants. Federal could take 100 hours.
  - Success rate – 1 in 10 proposals.
- Questions:
  - Ashley – Is the county health ranking data accurate? It's one of the data sets that they use and is helpful when comparing to other peer counties of similar size.
  - John – Will the county have a grant writer? Derek – the organization itself will do much of its own grant writing for its specific program, with the Director coordinating. Most applications aren't too complex, just time consuming. Reporting on the grants are more complex than the application itself.

#### Communications (see presentation) (Megan):

- They're here to connect people to services. They Inform, educate and empower.
- Emergency communications are done as needed (COVID had a lot) as well as wellness communications (WIC, NFP, etc.) promotions.

#### Policy & Partnerships (see presentation) (Janet):

- Core Public Health Services Operational Definitions Manual – written by CDPHE and CALPHO – great resource
- Policy Development – would include creating new policies for swimming pools, spas, etc.

- They identify specific groups that are targeted to specific populations (COVID, PHIP, etc.) – more specific than general communications.
- deBeumont IMPACT Public Health Grant – air quality support grant
- Maintains a very robust partner database that includes contact information for many different categories (government, educational, medical, private businesses). Will share with the AC public health department when SJBPH dissolves. Will be very helpful when starting department.
- Questions:
  - John – is La Plata looking at continuing this? Not sure. They haven't released much information about the programs they'll be offering. It's a foundational capability so it's required. Funding comes directly from General Fund, since it's not funded separately since it's more of an administrative function.
  - Ashley – which department keeps the data on community events, i.e., who attends what? Communications keeps the data and will share it with the committee. Many events are held at library, Archuleta office, TARA center, schools).
  - Janet – Other Resources:
    - Resource Fairs – Zoom fairs about programs – we share the info on our website. The SJBPH staff talks about different programs.
    - ED & Staff Report posted on SJBPH website after each BoH meeting – provides blurb on each what's happening for each program.

## 2) WIC Application:

- Much of the application can't be answered yet (i.e., program information and budget)
- Can Inez come help us and get the data from SJBPH's relative directly to Archuleta County for this? (Mary will reach out to her.)
  - Can probably fill in much of the information from her knowledge.
  - Her average caseload is about 230 for WIC. Meets with clients quarterly. Is her current FTE enough for the caseload?
  - What is the agency's CLIA certificate number? We don't have one.
    - Sally – if there's a microscope, they'd have a CLIA number?
    - Should we apply for this through CDPHE?
- Many of the questions aren't in existence now – can we say what is currently in place and is intended to be available in 2024?
- Can we get the previous application from SJBPH? Is the initial application the same as a renewal application?
- John – how many FTE's? We'll probably have 1.
- Type of Agency Question:
  - Sally – Obstetric care is included in this – would we include it?
  - Ashley – thinks we'd be the last option.



- Ashley – what’s the tier for what Lisa can provide? Would impact what services we would provide.
- Sally – good to look at federal designation for being a site to employ students that will forgive student loans for working (hospital offers this).
  - Could potentially be an Americor site that could help supplement our first year.
  - Berkley is looking for placement of students in NFP programs.
- Does Bellann (receiver) have an inventory of what’s in the AC office? 99% of what’s there now should suffice for what we need.
  - State WIC program may provide some equipment as well.
  - All the computers and software is owned by the state. They may leave it or they may replace it.
- We might need to contract out for a registered dietician. Would the state have an idea of what a contract dietician cost would be.
- Derek – believes that AC will pay a higher wage than what SJBPH is currently paying.

### 3) Other Items:

- Ashley – is there a county department that could handle the communications? Yes, our new communications specialist can handle all this.
- Ashley – what is the county process for ensuring items are in compliance and approved? Mostly departmental.
- Ashley – when will the septic staff be approved and how will it impact the budget set aside for public health? Amended 2023 county budget is slated for next Tuesday BoCC approval. \$200K will go to OWTS and balance will go to public health.
- Ashley – when there’s a public health issue due to septic – how will we coordinate among departments? We’ll need to have communication and have a process in place for this.

### 4) Regional v. Local Programs:

- Ashley - At Rise, they share the ownership of certain programs to be more collaborative –it’s more even, everyone has more buy-in.
- Derek – Delta Dental provided the grant to SJBPH for the dental program that’s run among the 5 counties. How will that look for Montezuma and Delores counties for next year?
- What programs are regional and which are just combined between LPC and AC? Need to look at the programs that are population-based?
  - NFP, Dental, Emergency Management (regional), lab services
  - Epidemiologist (regional that’s going away – would like to keep this as a local program – Let’s ask CDPHE about the new programs for this)
  - MOU with Axis – Title X, STI testing, etc. – MOU is very confusing.

- Maybe get someone from Axis to come and share the resources they offer. If there's money exchanging hands, we'd like to see how that works.
- Ashley – will ask the Healthy Archuleta group if they'd be interested in coming to a committee meeting. Our Director should attend this group's meetings.
- Sally – any opportunity for us to partner with Aspire? They're non-profit, but also faith-based, so they don't qualify for some funding. They do a lot of NFP and WIC work, so this might be something to review when our Director starts.
  - Aspire community health assessment – were results received? Can we get them? (Did Kathy forward them to us?)
  - Ashley – will take any committee questions to this group.

5) Other Items (con't):

- John – Is there any input from our committee for the budget? Mary will talk with John offline.
- Meeting with CDPHE on May 15<sup>th</sup> – any committee questions?
  - Would they know about Title X funding and what happened to it?
  - Title V Maternal Health Block Grant – due in June. Do we need to apply for this? Does the funding come down to local level?

**ARCHULETA COUNTY**  
**BUDGET ADJUSTMENTS - UNANTICIPATED REVENUE**  
**December 31, 2023**

Budget Adjustment Number	
Packet Number	
Processed By/Date	
Reviewed and Approved By/Date	
Posted By/Date	

NOTES
Record supplemental budget and appropriation as made by BoCC by Resolution <b>2023-</b> . Some revenue amounts are based on actuals, while others are based on good faith revenue projections.

**REVENUE**

FUND	TYPE	DEPT #	DEPT NAME	SOURCE	ACCOUNT	CREDIT AMOUNT	Note	DESCRIPTION
100	3	0000	Non-Departmental	Federal Government	3330	<b>362,759.00</b>	1	LATCF in Excess of Anticipated Amount
<b>TOTAL REVENUES</b>						<b>362,759.00</b>		

**EXPENDITURES**

FUND	TYPE	DEPT #	DEPT NAME	ACCOUNT	DEBIT AMOUNT	Note	DESCRIPTION
100	4	4342	Water Quality Division	1101	<b>103,250.00</b>	2	Wages (3 FTE)
100	4	4342	Water Quality Division	1201	<b>8,053.00</b>	3	FICA/Medicare
100	4	4342	Water Quality Division	1202	<b>7,330.00</b>	4	Retirement Plan
100	4	4342	Water Quality Division	1203	<b>176.00</b>	5	Workman's Comp
100	4	4342	Water Quality Division	1204	<b>320.00</b>	6	Unemployment Insurance
100	4	4343	Water Quality Division	1205	<b>17,604.00</b>	7	Medical / Dental Insurance
100	4	4342	Water Quality Division	5303	<b>589.00</b>	8	Telephone
100	4	4342	Water Quality Division	5803	<b>2,600.00</b>	9	Training/Education
100	4	4342	Water Quality Division	5804	<b>1,500.00</b>	10	Travel Costs
100	4	4342	Water Quality Division	6364	<b>7,000.00</b>	11	Fleet Charges
100	4	4342	Water Quality Division	6405	<b>250.00</b>	12	Dues & Subscriptions
100	4	4342	Water Quality Division	7020	<b>12,000.00</b>	13	Miscellaneous Expenses
100	4	4342	Water Quality Division	7411	<b>4,000.00</b>	14	Computers & Equipment
100	4	4342	Water Quality Division	7431	<b>6,000.00</b>	15	Furniture & Fixtures
100	4	4341	Planning Department	1101	<b>40,833.00</b>	16	Wages (1 FTE)
100	4	4341	Planning Department	1201	<b>3,185.00</b>	17	FICA/Medicare
100	4	4341	Planning Department	1202	<b>2,900.00</b>	18	Retirement Plan
100	4	4341	Planning Department	1203	<b>69.00</b>	19	Workman's Comp
100	4	4341	Planning Department	1204	<b>127.00</b>	20	Unemployment Insurance
100	4	4341	Planning Department	1205	<b>6,962.00</b>	21	Medical / Dental Insurance
100	4	4341	Planning Department	5303	<b>233.00</b>	22	Telephone
100	4	4341	Planning Department	6405	<b>350.00</b>	23	Dues & Subscriptions

204	4	3010	Public Health- Administration	1101	87,500.00	24	Wages (2 FTE)
204	4	3010	Public Health- Administration	1201	6,825.00	25	FICA/Medicare
204	4	3010	Public Health- Administration	1202	6,213.00	26	Retirement Plan
204	4	3010	Public Health- Administration	1203	149.00	27	Workman's Comp
204	4	3010	Public Health- Administration	1204	271.00	28	Unemployment Insurance
204	4	3010	Public Health- Administration	1205	14,920.00	29	Medical / Dental Insurance
204	4	3010	Public Health- Administration	5303	500.00	30	Telephone
204	4	3010	Public Health- Administration	5803	1,300.00	31	Training/Education
204	4	3010	Public Health- Administration	5804	750.00	32	Travel Costs
204	4	3010	Public Health- Administration	7020	12,000.00	33	Miscellaneous Expenses
204	4	3010	Public Health- Administration	7411	3,000.00	34	Computers & Equipment
204	4	3010	Public Health- Administration	7431	4,000.00	35	Furniture & Fixtures
<b>TOTAL EXPENDITURES</b>					<b>362,759.00</b>		

**DIFFERENCE: 0.00**

## DEVELOPMENT SERVICES (WATER QUALITY)

### **Mission Statement**

The mission of the Water Quality Division is the protection of life, health, property, and public welfare through effective administration and enforcement of a variety of regulations regarding water quality. In accomplishing this mission, we strive to maintain the highest level of fairness, professionalism, and ethical conduct toward the citizens of Archuleta County.

### **Description**

The County Water Quality Division is responsible for enforcing the federal, state, and local regulations regarding on-site wastewater treatment systems (OWTS), gray water, and swimming pools/spas and investigating complaints regarding the operation of regulated systems. This is carried out by the review and approval of plans for new systems, system modifications, and the appropriate inspections for those systems, as well as licensing of local contractors who provide services for those systems to ensure they are built and maintained in an appropriate manner that does not negatively impact the health, safety, and general welfare of residents of all areas of the County. Additionally, the Division ensures proper Transfer of Title for existing OWTS systems upon sale or transfer of title on a property to new ownership. Water Quality Division personnel include a Water Quality Manager, Water Quality Specialist, and a Water Quality Technician.

### **Core Services**

- Enforcement of the State regulations on Water Quality:
  - 5 CCR 1002-43 Regulation No. 43 – On-Site Wastewater Treatment System Regulation
  - 5 CCR 1002-86 Regulation No. 86 – Graywater Control Regulation
  - 5 CCR 1003-5 Swimming Pools and Mineral Baths
- Enforcement of the County Regulations related to these same regulations
- Transfer of Title Program for Existing OWTS
- Licensing of OWTS Local Contractors

### **2022 Accomplishments**

- Acquired a mobile office trailer to accommodate additional staff for the Division.
- Acquired additional IT equipment that will be needed for additional staff.

### **2023 Goals**

- Fill all staff positions with most qualified individuals and ensure certifications are completed by December 31, 2023.
- Acquire software licenses needed to operate the permitting and licensing functions.
- Draft all local regulations required to operate the Division in compliance with state and federal requirements.
- Develop training programs required for licensing programs and general public.
- Be operational and ready to accept and process permits on January 1, 2024.

## PUBLIC HEALTH

### **Mission Statement**

The mission of the Public Health Department is to protect, promote and enhance community health across Archuleta County through access, prevention and partnerships.

### **Description**

The Public Health Department will officially open on January 1, 2024 and will be responsible for monitoring, investigating and communicating the health conditions affecting Archuleta County. Certain positions within the department must be hired during 2023 in order to be fully trained and certified by the January 1, 2024 start date.

The department is currently governed by the Board of County Commissioners serving as the Board of Health along with a medical advisor.

### **Core Services**

- Services to be provided through the Public Health Department will be finalized prior to the January 1, 2024 start date.

### **2022 Accomplishments**

- None. The department did not exist until May 2023.

### **2023 Goals**

- Work with CDPHE to ensure all programs are ready to operate on January 1, 2024.
- Submit grant applications for state funding to be in place on January 1, 2024.
- Coordinate the final transition from San Juan Basin Public Health.
- Fill all staff positions with most qualified individuals and ensure certifications are completed by December 31, 2023.
- Draft all local regulations required to operate the department in compliance with state and federal requirements.
- Develop training programs required for licensing programs and general public.
- Be operational and ready to accept clients on January 1, 2024.