

**ARCHULETA COUNTY PROCEEDINGS  
BOARD OF HEALTH**

The Archuleta County Board of Health held a Regular Meeting on January 4, 2024, with Board Members Veronica Medina, Jon Bruss, Stacey Foss and Jessica Cox, Executive Director Ashley Wilson, County Attorney Todd Weaver, County Manager Derek Woodman and Deputy County Clerk and Recorder Mary Helminski present. Board Member Warren Brown attended via Zoom.

Member Medina called the regular meeting to order at 1:01 p.m.

**Disclosures and/or Conflicts of Interest**

**Approval or Adjustments to Agenda**

Executive Session per C.R.S. 24-6-402(4) the Board reserves the right to meet in executive session for any purpose allowed and announced prior to voting.

**Discussion of moving Item A from New Business to follow the Director's Report. Board Member Cox moved to approve the agenda as amended. Board Member Bruss seconded the motion and it carried unanimously.**

**Public Comments for the Board of Health**

There were none.

**Director's Report**

Ashley Wilson, Executive Director provided the following comments:

- Opening Day was on Tuesday and there have been visitors related to the WIC program and open insurance enrollment. They've received many calls for vital records.
- There will be an EPA grant document presented at the next Board of Health meeting, as well as some new contracts with CDPHE.
- She is working on MOUs with other counties for shared services.
- She'd like to contract with a part-time person who worked at San Juan Basin Public Health to work solely on the EPA grant. The cost would be included in the grant dollars received.
- She introduced Shelby Aragon, the clinic's newest nurse.
- Board Member Bruss asked about the number of WIC clients in Archuleta County, which is between 380-400.
- Board Member Bruss asked about the immunization program. It will include vaccines for both children and adults and will be funded either by state funds (if the client is eligible) or through a direct pay.
- The department just received approval for Medicaid, so they'll be starting the medical billing soon.

**New Business**

**A. Consideration and Designation of the President and Other Officers of the Board of Health.** Executive Director Ashley Wilson stated that pursuant to C.R.S. 25-1-508(4)(a), the County Board of Health is required to organize and choose one member as the President and other officers as it shall determine. In the event of the President's absence, the Board shall also choose

a member as the Vice President. **Board Member Brown moved to appoint Jon Bruss as President of the Board of Health. Board Member Cox seconded the motion and it carried unanimously.**

**Board Member Brown nominated himself as Vice President and Board member Cox seconded the motion and it carried unanimously.**

**Board Member Cox moved to hold off on selecting a Treasurer until a possible later date. Board Member Foss seconded the motion and it carried unanimously.**

**Consent Agenda**

- A. Transitional Meeting Minutes of December 12, 2023
- B. Ratification of Master Task Order and Related Task Orders with Colorado Department of Public Health and Environment
- C. Ratification of Public Contracts for Services
- D. Ratification of Memorandum of Understanding with Pueblo County for the Colorado WIC Breastfeeding Peer Counselor Texting Program
- E. Ratification of Novation Agreement with the U.S. Environmental Protection Agency and San Juan Basin Public Health for Grant Agreement

Executive Director Ashley Wilson read the Consent Agenda for the record.

**Board Member Cox moved to approve the consent agenda as presented. Board Member Foss seconded the motion and it carried unanimously.**

**New Business (con't)**

**B. Consideration and Adoption of Bylaws of Archuleta County Board of Health.** Executive Assistant Ashley Wilson stated that pursuant to C.R.S. 25-1-508(4)(b)(II), the County Board of Health may adopt, and at any time may amend, bylaws in relation to its meetings and the transaction of business. **Board Member Brown moved to adopt the bylaws for the Archuleta County Board of Health as presented. Board Member Cox seconded the motion and it carried unanimously.**

**C. Consideration of Resolution 2024-\_\_\_ Establishing a Location for the Posting of Official Board of Health Notices and Setting Meeting Dates for the Calendar Year 2024.** Executive Director Ashley Wilson stated that pursuant to C.R.S. 25-1-508(4)(b)(I), the County Board of Health is required to hold regular meetings at least once every three months at such times as may be established by the Board. **Board Member Medina moved to adopt Resolution 2024-1 establishing a location for the posting of official Board of Health notices and setting meeting dates for the calendar year 2024 as presented. Board Member Cox seconded the motion and it carried unanimously.**

**D. Consideration of Resolution 2024-\_\_\_ Adopting the Archuleta County On-Site Wastewater Treatment System Regulations.** Development Services Director Pamela Flowers stated that in compliance with the On-Site Wastewater Treatment System Act, C.R.S. 25-10-101, *et seq.*, and state regulations, the Archuleta County On-Site Wastewater Treatment System regulations were adopted by the interim Board of Health in November 2023 and that this agenda

item is to formally adopt the regulations for 2024. **Board Member Medina moved to adopt Resolution 2024-2 adopting the Archuleta County On-Site Wastewater Treatment System Regulations as presented. Board Member Cox seconded the motion and it carried unanimously.**

**E. Consideration of Resolution 2024-\_\_\_ Adopting the Fee Schedule for the Public Health Department and Water Quality Division Fees and Services.** Executive Director Ashley Wilson stated that these fees were adopted by the Board of County Commissioners in November 2023 and that this agenda item is to formally adopt the fees for 2024. **Board Member Medina moved to adopt Resolution 2024-3 adopting the fee schedule for the public health department and the water quality division as presented. President Bruss seconded the motion and it carried unanimously.**

**F. Consideration and Approval of a Memorandum of Understanding with the Colorado Department of Public Health and Environment for Rapid HIV/HCV/Syphilis Testing Distribution Program.** Executive Director Ashley Wilson stated this no-cost agreement with the Colorado Office of STI/HIV/Viral Hepatitis provides the terms and conditions for the Rapid HIV/HCV/Syphilis Testing Distribution Program. **Board Member Brown moved to approve the memorandum of understanding with the Colorado Department of Public Health and Environment for the rapid HIV/HCV/Syphilis testing distribution program as presented. Board Member Medina seconded the motion and it carried unanimously.**

**G. Consideration and Approval of a Memorandum of Understanding with the Colorado Department of Public Health and Environment for HCV Confirmatory Testing Program.** Executive Director Ashley Wilson stated this no-cost agreement with the Colorado Office of STI/HIV/Viral Hepatitis provides the terms and conditions for the HCV confirmatory testing program. **Board Member Medina moved to approve the memorandum of understanding with the Colorado Department of Public Health and Environment for the HCV confirmatory testing program as presented. Board Member Cox seconded the motion and it carried unanimously.**

**H. Consideration and Approval of a Memorandum of Understanding with the Colorado Department of Public Health and Environment for the Storage of State Owned and Managed Vaccines.** Executive Director Ashley Wilson stated this memorandum of understanding proves the terms and conditions for the storage of state owned and managed vaccines used to support the mission of the CDPHE mobile public health clinic program in deploying vaccine clinics around the state. **Board Member Medina moved to approve the memorandum of understanding with the Colorado Department of Public Health and Environment for the storage of state owned and managed vaccines as presented. Board Member Cox seconded the motion and it carried unanimously.**

**Executive Session**

**A. President Bruss moved to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (f) for the purpose of receiving legal advice and discussing personnel matters related to the appointment of the Public Health Executive Director. Board Member Cox seconded the motion and it carried unanimously.**

January 4, 2024

President Bruss announced that Board Members Brown, Bruss, Cox, Foss and Medina, County Manager Derek Woodman and County Attorney Todd Weaver would be going into Executive Session. No decisions would be made.

President Bruss recessed the Regular Meeting and convened the Executive Session at 2:03 p.m.

President Bruss reconvened the Regular Meeting at 2:10 p.m.

**Board Member Medina moved to appoint Ashley Wilson as the Executive Director of the Archuleta County Public Health Department as presented. Board Member Brown seconded the motion and it carried unanimously.**

**Member Comments**

Board Member Medina stated that Ashley Wilson has been a God-send to the county. The other members concurred.

With no further business coming before the Board, the meeting was adjourned at 2:17 p.m.

Approved this 18th day of January 2024.

*Michael M. Bruss*  
VICE President