

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL
ADVISORY COMMITTEE MEETING MINUTES
July 21, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a special meeting on July 21, 2023. Committee Chair Sally Kennedy called the meeting to order at 8:03 a.m., noting committee members John Ranson, Andrea Phillips, Ashley Wilson, Sally Kennedy and Susanne Bryant all attended via Zoom.

New Business

A. Memorandum to Board of Health with Recommended Programs.

Committee Member Ashley Wilson moved to approve the memorandum to the Board of Health providing the committee's recommendations for the 2024 Public Health Department programs as presented. Committee Member Andrea Phillips seconded the motion and it carried unanimously.

With no further business coming before the committee, Committee Chair Sally Kennedy adjourned the meeting at 9:27 a.m.

Approved this 16th day of August, 2023.



Sally Kennedy, Chair



**Archuleta County
Transitional Advisory Committee**

398 Lewis Street ♦ P. O. Box 1507 ♦ Pagosa Springs, Colorado 81147 ♦ 970-264-8300

~ MEMORANDUM ~

TO: Archuleta County Board of Health
FROM: Public Health Department Transitional Advisory Committee
DATE: July 21, 2023
RE: Recommended Programs for Public Health Department

The Transitional Advisory Committee (“TAC”) was formed in February 2023 with members appointed by the Board of County Commissioners. Since that time, TAC has been researching the programs that San Juan Basin Public Health (“SJBPH”) currently offers and the programs our county should provide when our new health department is formed. This memorandum provides recommendations from TAC for the programs that the members believe the Archuleta County Public Health Department (“ACPHD”) should offer when it opens in January 2024.

The TAC understands that the Board of County Commissioners, acting as the current Board of Health, desires to offer the programs that are statutorily required by state or federal regulations for the start of the department. Additionally, there are programs not statutorily required that the TAC believes should be included for our community beginning January 1, 2024. As future funds become available and are aligned with community needs, the breadth of services in the Archuleta County Public Health Department may grow in the coming years.

The Archuleta County Public Health Department Mission Statement is “To protect, promote and enhance community health across Archuleta County through access, prevention and partnerships.”

The programs recommended herein are broken out by the Foundational Services matrix developed by the Colorado Association of Local Public Health Offices (“CALPHO”) and the Colorado Department of Public Health and Environment (“CDPHE”), and are recommended in support of both the requirements as well as in support of our mission. Additional information about each of the programs can be provided if the Board so desires.

The current recommendations are based on the need for beginning operations as of January 1, 2024. Expansion of programming in future years will be based on emerging community needs, availability of funding and funding priorities. Public Health programming is often dependent on funding priorities from federal and state governments as well as independent philanthropic organizations. The current recommendations are for core services that should remain consistent regardless of changing public health priorities and funding.

Communicable Disease Prevention, Investigation and Control Programs

By law, certain diseases (known as Reportable Diseases) must be reported to public health agencies from health care providers and laboratories to eliminate or reduce the spread. The ACPHD will need to work diligently to identify how or from whom as well as where and when a person contracted the illness in order to prevent the spread of the disease. Educating the community and, in some instances businesses, on how to prevent the occurrence of diseases will need to be a priority for this Department as well.

The ACPHD will occupy the 8th Street building currently used by SJBPH for as many staff as it can accommodate. The building has a laboratory for basic testing, but it is anticipated that the majority of lab work will be sent to the regional lab in Durango.

- A. Lab Testing: A contract with the La Plata County Public Health Department for needed testing will be established.
- B. Child/Adult Immunizations: Core immunizations are provided by the Vaccines for Children program at the state level. This includes Covid vaccines for children. Adult vaccines are provided through the Section 317 program with the exception of travel vaccines. Provision of travel vaccines is a service that is cost-prohibitive to provide at ACPHD and is therefore not recommended at this time.
- C. Sexually Transmitted Illnesses: For certain tests, specimens have typically been collected or testing done at the 8th Street clinic and are recommended to be

continued in 2024. These tests include blood or urine specimens for sexually transmitted infections.

- D. Cancer Prevention and Early Detection: This program will be provided if the salary of a part time [0.8 FTE] Family Nurse Practitioner can be supported by available general funds until an application to the Women's Wellness Connection through CDPHE is funded, and an individual has been recruited to fill this position. If not, in the interim, an agreement with Axis Healthcare will be explored.
- E. Other Communicable Diseases:
 - 1. On occasion, zoonotic specimens have also been processed by personnel at the 8th Street clinic and then sent to the appropriate state laboratory for testing.
 - 2. Depending on need and cost, a tuberculosis screening program may also be considered.

Maternal, Child, Adolescent and Family Health

These programs are designed to implement needed local strategies that increase health and wellbeing, work to decrease negative impacts on health, and strive for health equity across the life course of residents.

Funding through CDPHE is anticipated to cover most of the cost of these programs, including:

- A. Woman, Infants and Children (WIC) program: This special supplemental nutrition program provides food, health care referral and nutrition education for low income pregnant, breastfeeding, and non-breastfeeding women and to infants and children up to age five who are found to be a nutritional risk. This program is not statutorily required but is highly recommended to continue through the ACPHD in 2024.
- B. Nurse Family Partnership (in collaboration with La Plata County): This program offers support to first time moms from early pregnancy to the child's second birthday. The purpose of the program is to improve pregnancy outcomes, improve the health of children and improve economic self-sufficiency of the family.
- C. SafeCare: This supportive program for families with children under five provides in-home support to families to address home safety, child health as well as to enhance the parent-child relationship.

Chronic Disease, Injury Prevention and Behavioral Health Promotion

The focus of this foundational service is to address the root causes of chronic health conditions, injury prevention and behavioral health problems through community prevention education and strategies, and health promotion programs based on local and statewide data.

Although not statutorily required, the following programs are recommended to support community health. Small prevention grants can be used to support a portion of the prevention programs with the anticipation that general funds will have to be used upwards of 50% for any additional prevention services. A combination of grants should help support the following programs:

- A. Oral Health Program (regional collaboration): Includes a school based oral health program, educational prevention programs, and dental navigation/referral. The Oral Health program funding through Delta Dental should support a majority of the program.
- B. Tobacco Education and Prevention Program: Education and intervention will help community members in two important ways: 1) never start using tobacco products, and 2) to provide support to stop using tobacco products in order to improve long term health outcomes.
- C. Substance Abuse Support: Education and referral to support community members in getting help with substance abuse issues.

Access to and Linkage w/Healthcare

These programs will include coordination with service providers and connection with community members to promote access to healthcare services including primary care, prenatal and maternal care, pediatric care, oral healthcare, specialty care, and mental health and substance abuse services. Although not statutorily required, the following programs are recommended to support community health.

- A. Health insurance navigation: The role of ACPHD is to support individuals in applying for Medicaid when applicable and to assist others by educating them about insurance options and how to apply for insurance through the health exchange.
- B. Support of medically fragile children on Medicaid: Work with families on finding and accessing appropriate care through help with resources and referrals.

- C. Referral and support to find local health care providers: Ensure community members can access appropriate care and understand the options for care in our community.
- D. Future programming: Support of elderly with non-clinical in-home support. Non-clinical in-home support would include cleaning, meal preparation and other non-medical tasks.

Some of the services can be billed to Medicaid or other insurance, but a majority of these programs do not currently have methods of funding. Fee for service for those without health insurance or Medicaid can also be made available.

Environmental Public Health

ACPHD will investigate and respond to community environmental health concerns that impact food safety, surface and groundwater, sanitation of institutional facilities (based on jurisdictional authority), and air quality, and identify and mitigate zoonotic and other threats related to environmental hazards. Management of solid and hazardous waste also falls under this umbrella. It is understood that some programs under this umbrella will be managed by the ACPHD and some will be managed through the Community Development Division.

- A. Restaurant/school/temporary food vendor/other institutional inspections: Staff will inspect facilities according to state established criteria. Staff will respond to complaints, investigate outbreaks and conduct re-inspections if necessary. Education and assistance in meeting food safety regulations will be important. Fees will partially offset the cost for this program.
- B. Water testing/monitoring: This will be provided through the Water Quality Department.
- C. Air quality/Radon: Limited services will be provided through the Water Quality Department.
- D. Onsite Water Treatment (Septic) Systems: Management of septic system planning, permitting and inspecting will be provided through the Water Quality Department.
- E. Zoonotic: Surveillance and response/tracing of outbreaks is mentioned in Communicable Disease category above but will be a partial function of the Environmental Health Specialist job description.

F. Other:

- a. Waste Tire Program: Grant funded program to provide inspection of waste tire facilities (retail tire shops) and waste tire collection events for the public.
- b. Public Food Safety Training: Flexible Food Model Grant will support training of both ACPHD staff as well as retail food service workers.

G. Future Programming: Inspections of mineral baths, public swimming pools (based on the Model Aquatic Health Code), and body art facilities may be offered at a later time.

Contract Positions

In addition to the proposed programming and staffing recommendations, several contract positions will also be required and are identified both in the budget and on the organization chart.

- A. A Medical Director will need to be under contract per state statute, both for the Board of Health as well as to provide oversight to clinic staff for the purpose of clinic services.
- B. WIC supervisor/high risk counselor will have to be contracted to fulfill program requirements. This person may be from another county or will be a contractor in the community who fulfills the needed requirements.

Contracts for Services

In addition to contracted positions, the TAC recommends that the Board of Health continue to explore shared contracts for services to provide cost effective services that are beyond the scope and availability in Archuleta County. For example, lab testing services should continue in Durango. The Board may wish to consider contracts with the new La Plata County Health Department for specific needs. State contracts will provide funding and oversight assistance for some programs.

Attachments

Attached please find the following:

- A. Draft organization chart that summarizes the recommended positions and full time employees
- B. Draft budget for 2024

The TAC appreciates your consideration of our recommendations and would be happy to meet with you to provide additional information if you so desire.

Committee Members

Sally Kennedy (Chair)

John Ranson (Vice Chair)

Andrea Phillips

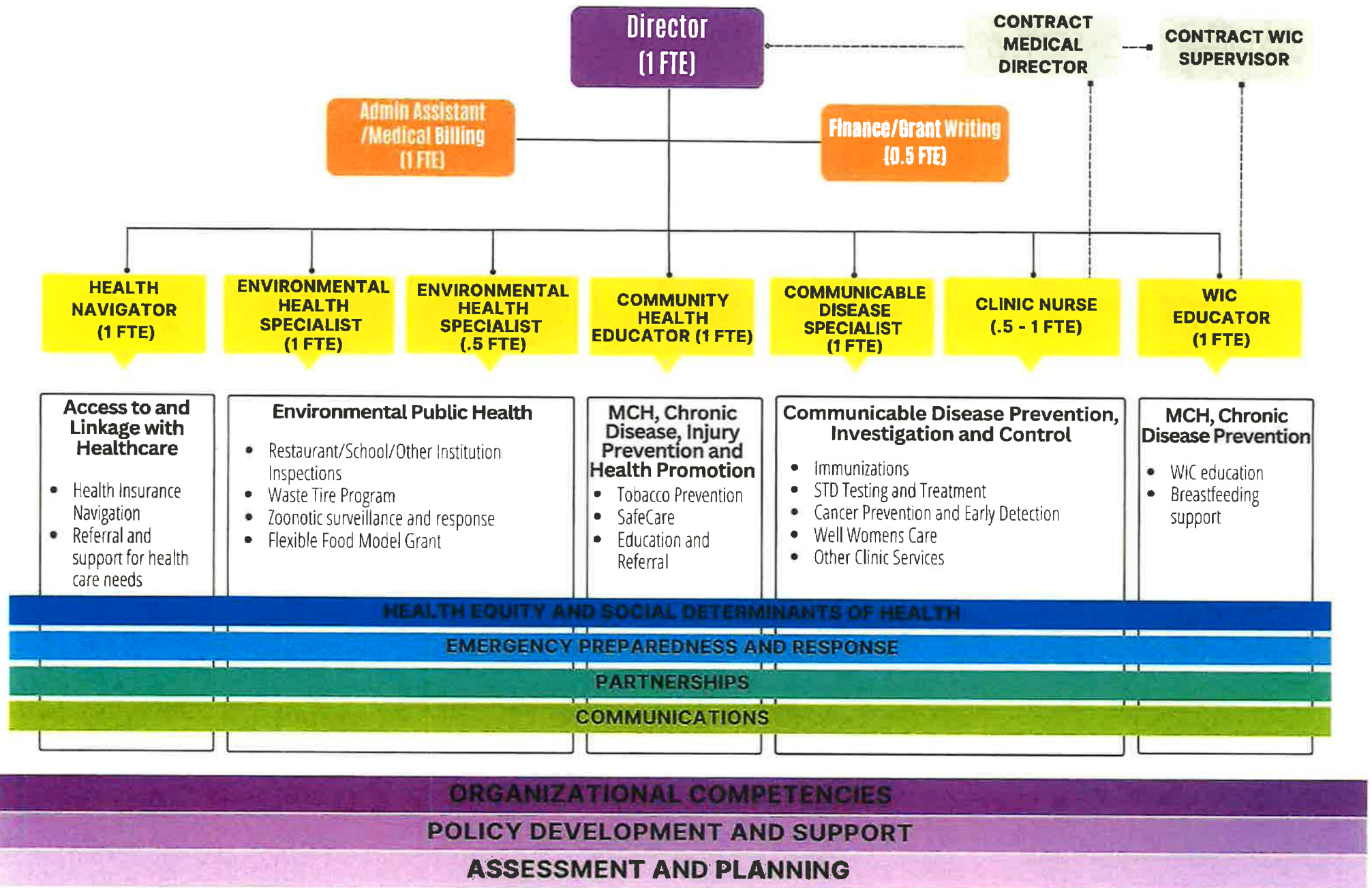
Susanne Bryant

Ashley Wilson

Mary Helminski (non-voting)

The committee recognizes the contributions of former committee chair Kathy Campbell and committee member Dr. Rhonda Webb. Their input was invaluable to the committee's work. The committee would also like to express its thanks to the Archuleta County staff for all the help they provided to us.

DRAFT ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT



2024

Archuleta County Public Health Department
Initial Payroll Projections dtd 7-21-23

estimated at
the high end
of the range

Department/Title	Position Title(s) <i>(as designated on Org Chart)</i>	Core Service Designation	Number of FTEs	Wage	Annual Payroll	Benefits	Notes:
Executive Director			1	\$56.00	\$ 116,480	\$ 20,966	
Executive Assistant			1	\$23-\$32	\$ 60,320	\$ 10,858	
Clinical Care Linkage/Health Navigator	Health Navigator	Access to and Linkage with Healthcare	1	\$23-\$32	\$ 66,560	\$ 11,981	
Split Finance FTE with DHS	Finance/Grant Writer		0.5	\$28	\$ 29,120	\$ 5,242	Public Health and DHS
Environmental Health	Environmental Health Specialist(s)	Environmental Public Health	1.5	\$23-\$32	\$ 99,840	\$ 17,971	
Communicable Disease	Communicable Disease Specialist	Communicable Disease Prevention, Investigation and Control	1	\$23-\$32	\$ 66,560	\$ 11,981	
Clinical Care	Clinic Nurse	Communicable Disease Prevention, Investigation and Control	1	\$38	\$ 79,040	\$ 14,227	
MCH/Health Promotion (includes WIC)	WIC Educator, Community Health Educator	MCH/Chronic Disease, Injury Prevention and Health Promotion	2	\$23-\$32	\$ 133,120	\$ 47,923	
Other-Med Director, other contracts			0		\$ 50,000	\$ -	
			9		\$ 701,040	\$ 141,149	\$ 842,189

Average Payroll: \$ 77,893 \$ 14,021

Archuleta County Public Health Worksheet
Updated 7-21-23

2024
Archuleta Co
Projections

Income

County Allocation-General Fund	\$ 531,685
Local Agencies	\$ 18,792
Medical Billing	\$ 12,339
Fees for Service	\$ 169,661
State Contracts	\$ 259,952
Federal via State	\$ 242,905
Federal	\$ 71,205
Grants	\$ 53,101
Other Income	\$ 12,038
Total Income	\$ 1,371,678

Direct Expenses

Salaries & Benefits	\$ 842,189
Operating	\$ 307,673
Travel	\$ 36,728
Contractual	\$ 167,613
Capital Outlays	\$ 8,315
Debt Service	\$ -
Principal	\$ -
Interest	\$ -
Total Direct Expenses	\$ 1,362,518

Archuleta County Contribution-General Fund

\$	531,685

Notes/Key Points:

- 1) Significant funding is available through grants, federal and state programs.
- 2) Grants will be very important.
- 3) Net costs from the General Funds will exceed the \$277,000 that Archuleta County contributed to SJBH in 2022. However, the Committee's projections (above) for 2024 is less than what was discussed when this committee was formed.
- 4) It is the Committee's belief that costs from the General Fund will be more than in the past but the service provided to the community could improve significantly.