



**Board of Health
Agenda**

September 23, 2019

10:00 a.m. Coursey Annex, 311 Henson Street, Lake City, CO 81235

A. Call meeting to order, roll call: Jim Loud, Scott Lamb, Susan Thompson, Jodi Stroh, Lyn Lampert, Erin Cavit

B. Reading and approval of minutes from July 23, 2019: need to add word “Minutes” to the document; Scott motion; Susan 2nd – Erin abstained; Passed unanimously

C. Modifications to agenda – Tara added discussion H. 5. MOU with SJBHD

D. Approval of agenda – agenda stands

E. Citizen Comments: Roger Duncan in audience noted by Scott

F. Special Presentation: None

G. Executive Session: None

H. Discussion/Action Items

1. Final Transfer of Title process documents: Updated the documents used for ToT beginning January 2020. Worked on getting inspectors on board with Hinsdale County. Paper work compiled by Roger tailoring off research on surrounding counties. None of the updated forms used go against what is written and approved in our Regulations. What is not included in the regulations are the technical details of how to implement the process.

Previously, we spent a considerable amount of time discussing how to handle inspections during inclement weather. Originally we landed on completing as much as possible of an inspection, but not getting a full one done, calling it good and creating a “buyer beware” situation. Many people were not happy with this process because it required paying full price of an inspection but without receiving a full report. San Juan Basin Health Department gives the option “couldn’t do inspection, but proceed with sale” option by allowing the buyer and seller to sign off on and pay for the inspection up front and then follow through with the inspection as soon as they are able. They are given a 12 month period to complete the inspection.

The modification on “Agreement to Inspect” form allows Roger and Richard the ability to go out on-sight and make the determination that a full inspection probably would not be possible at this time. This alleviates having to hire and pay for an inspector to travel all the way to Hinsdale or Mineral just to say they cannot complete a full inspection. The other part of the paperwork allows for the buyer to acknowledge that there might be some costs to repair as a result of the inspection after the sale. The packet provided includes the whole process from start to finish of

what ToT requires. The benefit of doing it this way is that it alleviates extra costs of an incomplete inspection, and does not hold up the sale of properties.

Roger is working on a unified inspection form to be used.

Erin asked about an extension on the 12 months to get an inspection completed. 90 days to get repairs made, could exceed the year if they wait until the last minute. Roger and others agreed that it could happen, but the state Regulations will not allow for an extension past the 12 months.

Jeff Worthen asked how long it takes once an application is turned in to get the acceptance document: 72 hours

There are exclusions from the ToT requirements listed in our regs. The Arm of the Law applies for some property sale situations. This prohibits us from catching all failing systems, however, by requiring ToT, we are capturing more than we did prior.

No board approval needed, but it was a significant change to the process we agreed upon before. Wanted the board to be in agreement with how this process is being handled.

Jeff had no further comments or suggestions from his perspective from the realtor side of things.

2. Contract updates:

Child Fatality Review Team MOU with Rio Grande – Annual renewal to handle this mandate as a region with SLV – Erin signed

Center For Sharing Public Health Services (CFSPHS) Small Grant – providing funding and technical assistance to evaluate merger; administrative costs and program efficiencies (\$10,000)

3. 2020 Budget Discussion and Approval:

New Grants: CFSPHS; Mental Health Arts; Youth Tobacco Grant (came out last year)

Outgoing Grants: SIM; CCPD; Waste Tire; OMNI Telligen (one time grant) some of that money is carrying over;

County Contributions: Hinsdale's contribution did not change. Health benefits were higher this year. \$2,700 under operating include attorney fees and some for Environmental Health.; Mineral County's went up slightly, mostly because of health insurance. All employees received a raise mid 2019 due to the restructuring of preventions services. EH and Office Manager salaries were the only ones that did not receive the same amount of raise as others and will need to be thoughtful on keeping up with those.

Carry-Over and Beginning Fund: Need to check some formulas because the beginning fund balances are not matching the auditor's numbers. Ending fund balance 2018 does not line up with beginning fund balance 2019. Carry over money – many of them are specific to certain items. (for example: BAG Donations for summer programs; Cancer Walk – those 2 examples are only used for items related to those purposes). Paying for a vehicle for example would not come out of designated pots of money, but would come out of line items that have more flexibility. We may use some flex funds to contribute to an extra vehicle for Mineral County that PH staff would have access as well.

Conditional approval of budget with the changes to beginning fund balance to be sent out to board members as soon as possible. Erin motion; Scott 2nd; passed unanimously

4. STPHD Personnel Policy Manual Discussion: Hinsdale County Attorney recommended that we look at having a separate personnel manual. Our attorney decided it was easiest to have a modified manual specific to STPHD instead of just adopting Hinsdale County's as our own. Tara made modifications to Hinsdale's manual as a starting point and will send it to David for further updated. As part of David and Tara's discussion, because STPHD is separate and only runs budget and payroll through the county, we could feasibly look at going under Mineral's benefit package options without having to switch our budget over to Mineral. Tara will have further conversations with Janelle and Lynn about that as an option. Tara is the board's only employee, but Tara does have authority over all PH employees, not the BOCCs.

5. MOU with SJBHD: Not ready for review yet, but should be ready by next meeting.

- I. Director's Report: See Attached PowerPoint presentation that was given to BOCC's in early September. Jody would like to talk further about school vaccination rates. Organizational chart presented, but needs to have attorney added.

Other additions to report:

Joni serving as preceptor for 2 interns.

We are participating in more informational panels for our cross jurisdictional sharing and health equity work. Presented at 3 various conferences (Isaac and Tara). Also serving as a resource for other PH organizations looking to address these two areas of work.

Received funding for school nurse items from LCMC Endowment Fund

Looking to start senior companion program in Lake City

J. Board Chairman/Directors' Reports:

1. Jim – vaccinations – There is so much to do when an outbreak happens. Are we equipped to do all of that if there is an outbreak? Tara: We are supported through our regional epidemiologist and the state, they have been great resources. They have been very supportive in our emergency responses and will continue to support Dr. Carr, Joni, Shawna, Tara and the BOH in all our efforts. Jody: Possibly show some education in the schools (i.e. the video made by students regarding the spread of disease and the need for vaccinations). Would be a tough sell in LC, even if it was offered only through "opt in" approach.

2. Erin - none

3. Scott - none

4. Susan - none

5. Lyn - none

6. Trenea - none

7. Jody - none

K. Next Meeting: December 16th 10:00 a.m. in Creede

L. Adjournment: 11:55 a.m.