



106 West North Street
Cortez, Colorado 81321
970-565-3056 / montezumacounty.org

Meeting Minutes

1/7/2019

Attendees: Director of Public Health- Bobbi Lock; Assistant Director/Office Manager-Laurel Schafer; Health Director-Kent Aikin; Environmental Health-Melissa Mathews; Environmental Health Admin. Assistant- Jody Bissonnette; Public Health Nurse-Lauri Wood.

Board of Health (BOH): Larry Don Suckla, James Lambert and Keenan Ertel.

I. Call to order and introductions: (1:30)

Bobbi Lock called to order the regular meeting of the Montezuma County Public Health Board of Health Meeting at 1:30 on 1/7/2019 at Montezuma County Public Health Boardroom.

II. Approval of minutes from last meeting

Approval of October 2018 BOH meeting minutes by Larry Don Suckla and a Second by Keenan Ertel.

III. Follow-up discussion on Immunization program and tracking potential community needs/phone calls: (1:32 – 1:47)

Results of phone call tracking from the front desk: Immunizations received the top number of calls. This includes scheduling appointments, questions about vaccines and referrals from the outside. Next was the WIC program and third was the Dental program. Followed by Environmental Health and Options for Long-term Care.

The tracking was first discussed around the impact our Immunization program was having due to the hospital and its temporary VFC clinic closure. Overall a 25% increase from October in VFC was recorded in our immunization program.

WIC funding was also discussed since it was the second highest call.

IV. Environmental Health – Melissa Mathews (1:48-3:02)

- Introduction of Jody Bissonnette as the new Environmental Health Admin Assistant



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- Introduction of Melissa Cleavinger, Montezuma County's local USDA Veterinarian. Followed by a discussion of what she does and how she works with our Environmental Health program.
- Transfer of Title- Melissa explained the first year is a trial year and no fees will be attached. Melissa explained that this would apply to properties 20 years and older, and contracts that are dated as of 1/1/2019 only. BOH members received each document to follow along with and to keep.
 - Discussed the procedures (attached)
 - Discussed the Application of Transfer of Title Acceptance Document (attached)
 - Discussed the Tank Pumping Agreement (attached)
 - Discussed the Conditional Acceptance Document (attached)
 - Discussed the Acceptance Document (attached)
 - Discussed the Notice of Violation (attached)
- Melissa discussed her septic tank totals for the year that were sent to the State.
- Melissa asked the BOH if they could assist in making a decision on a request she had received regarding a composting toilet facility at Hawkins preserve. The request was for the Health Department to assist in the approval/inspection of the toilet. The BOH decided that was in city limits and should be done by the City of Cortez. Also, waiting for John Baxter to verify that we should not be involved in this decision.
- Melissa went over the Environmental Health Breakdown (attached)
- Melissa informed the BOH that we may receive funding in 2019 for another tire cleanup.
- Melissa shared information about the radon grant that was awarded to our Extension office and that Public Health would be assisting with that project.
- Melissa informed the BOH that she is receiving more and more calls about RV's being used on properties with existing homes as well. These calls are complaints. Just for the BOH to be aware.



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V. BOH future meetings – (3:03-3:17)

BOH Meetings will be moved to Tuesday's at 1:30 beginning 1/15/2019.

Dr. Aikin asked the group if BOH meetings were meeting the needs of our community. The BOH health asked if we could start listing "action items" prior to the meetings. When there are action items, BOH asked that we send them the pertinent information with ample timing, so they could research and educate themselves on those action items.

Discussion occurred when Larry Don Suckla asked about allocation of funding vs top needs of the department. Asked that we continue the call/service logging at the front desk for another year, in order to gauge at least one year of calls. It was agreed we would do that. The goal would be to know and share this information with the State.

VI. Update on Action Group/TeamUp collaboration: (3:18 -3:22)

Director Lock and Assistant Director Schafer informed the BOH that an action team has been formed. The goal of the action team is to move forward on the goal of access to affordable health services in our community. Laurel Schafer along with 3 more employees of Public Health are part of the group to represent the CHAPS findings.

VII. Fee Schedule for 2019: (3:23-3:25)

Presented the 2019 fee schedule with no changes from 2018.

VIII. Overall budget review of MCPHD: (3:26-3:52)

Director Lock and Assistant Director Schafer presented the preliminary end of year revenue for the Health Department as of 12/31/18. Preliminary figures show that the Health Department collected 109% of anticipated revenue for 2018. This was explained in the fact that the revenue collected reflects 3 different fiscal years that the health department works with. This can create overlap. It was also explained that due to fires last summer our Emergency Preparedness employee had been deployed several times and that revenue was not planned, but is included in the misc. budget.

Larry Don Suckla asked what the departments understanding of the 2019 salary increase is. Lock and Schafer explained that the 2019 budget was presented with 2% cost of living hourly increases for staff and increases for our nursing staff. Suckla then



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explained that the BOCC did not approve 2% salary increases but approved 2% bonuses. Director Lock explained that they had not been told of this approval/change. Lock and Schafer explained that when writing grant budgets it is acceptable to write in cost of living salary increases, which was done. Suckla said the bonuses were approved because of the fear that the General Fund budget was going to be 1.3 million short and the BOCC was afraid the county could not sustain the increase. Lock and Schafer clarified that the Public Health Budget was separate from the county general fund and could sustain the 2% increases that were presented in October of 2018. After some further discussion, it was made clear by Suckla and Ertel that the department could give 2% bonuses, as opposed to a 2% cost of living increase, based on 2018 annual salaries. It should be noted this was not an agenda item.

IX. Next Meeting is set for Tuesday April 2nd, 2019 @ 1:30 in the Health Department conference room.

Bobbi Lock adjourned the meeting at 3:52

Minutes submitted by: Laurel Schafer

Minutes approved by: Bobbi Lock