



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

Meeting Minutes

7/2/2018

Attendees: Director of Public Health- Bobbi Lock; Assistant Director-Allison Duran; Office Manager- Laurel Schafer, Jane Duncan; Single Entry Point Supervisor. **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 7/2/18 at Montezuma County Public Health Boardroom.

II. Comments and Approval of minutes from last meeting

Approved by Keenan Ertel and seconded by Larry Don Suckla.

III. Update on Public Health Improvement Plan: (1:40 – 1:50)

Sent out an email to about 32 stakeholders and only received 3 responses. Ertel gave feedback about how the wording of that follow-up e-mail was confusing. Discussed how a second email was sent out to clarify any possible misunderstandings.

Discussion on capacity of the CHAPS process as well as listening to the voice of the community and its needs.

IV. Review of contracting process – (1:50-2:05)

See attached slide show from CDPHE.

Ertel asked us to highlight what needs to be referenced when the Board approves contracts. MCPHD will begin highlighting the appropriate area for reference when approving contracts.



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V. MCPHD Purchasing/Procurement Policies Draft (2:05-2:35)

Discussion on the County Memo and purchasing policy. On #7 change to state that we will follow Montezuma County's Bid Policy, instead of inserting.

BOH Approval of MCPHD's purchasing policy at 2:30 on 7/2/18.

VI. Overall budget review of MCPHD and single budget review of PHEP grant: (2:35-3:25)

Nurse Family Partnership (Allison Duran): Went through the budget and had discussion on the struggle of hiring a nurse over the past year and how pay rates, lack of annual raises is playing a role in this struggle.

Single Entry Point (Jane Duncan): Went through the budget and discussed the loss of two case managers and replacement of them. Discussed case load for current case managers and where the program would like case load to be at. This would mean asking for an additional case manager in the fall for 2019 budget.

Overall Department Budget (Laurel Schafer & Bobbi Lock) Overall revenue and expenses are on track for the year. Discussed with BOH how we have funding and build in annual raises for all employees in the grants we write for and operate under. Discussed how the County hasn't been allowing raises and the problem this creates. Discussed the return of ½ of the \$500,000.00 that was "loaned" to MCPHD in 2013 to start the Public Health Fund at the Treasurers. \$250,000.00 will be returned this year, as the BOCC felt the Public Health Fund is in a financial position to begin paying this money back.



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VII. Agenda item requests for next meeting with Board of Health and public comment from the audience: (3:33-3:36)

Suckla requested that Melissa Mathews attend the next BOH meeting.

Next BOH meeting is set for Monday October 1, 2018.

No public comments were made.

Bobbi Lock adjourned the meeting at 3:40 p.m.

Minutes submitted by: Laurel Schafer

Minutes approved by: Bobbi Lock