

FREMONT COUNTY BOARD OF HEALTH MEETING
January 27, 2026

The Fremont County Board of Health meeting for January was held on January 27, 2026, at 2:00 p.m. in the Fremont County Administration Building, 615 Macon Avenue, Room 208, Cañon City, Colorado.

The following Board Members were in attendance:

Debbie Bell – Commissioner
Kevin J. Grantham – Commissioner

The following staff were in attendance:

Tony Carochi – County Administrator
Shawn Sutton – Assistant County Administrator
Eric Bellas – County Attorney
Richard Gutierrez – Public Health Director
Amy Jamison – Environmental Health Specialist
Autumn Dever – Public Health
Domoni A. Toler – Minutes Secretary

I) **Roll Call:**

The meeting was called to order by BOH Chairman Bell at 2:00 p.m.

II) **Approval of Minutes from December 30, 2025:**

Chairman Bell called for any changes or corrections to the December 30, 2025, Minutes. No changes or corrections were suggested.

Commissioner Grantham made a motion to approve the Minutes of December 30, 2025, as drafted; Commissioner Bell seconded the motion. Call for vote, all Ayes. The Fremont County Board of Health Minutes of December 30, 2025, are approved.

III) **Approval of Agenda:**

Chairman Bell called for any changes or additions to today’s Agenda. It was suggested that New Business Item #1 Board Reorganization be moved to take place right after approval of the Agenda.

Commissioner Grantham made a motion to approve the Agenda as amended; Commissioner Bell seconded the motion. Call for vote, all Ayes. The Agenda is approved as amended.

IV) **Board Reorganization:**

Commissioner Bell moved for nomination of Commissioner McFall to serve as the upcoming Chairman of the Board of Health for 2026. Commissioner Grantham seconded the motion. Call for vote, all Ayes. The motion is approved.

Commissioner Bell moved for nomination of Commissioner Grantham to serve as the upcoming Vice Chairman of the Board of Health for 2026. Commissioner Grantham seconded the motion. Call for vote, all Ayes. The motion is approved.

The meeting was turned over to Vice Chairman Grantham to proceed.

V) **Approval of Financial Reports – Autumn Dever:**

1. **December 2025 Information:**

- The Fund Balance and Budget Reports were provided and discussed.
- Autumn advised that the November services provided but not yet reimbursed total \$36,225.78. The December fund balance is \$2,612,909.47, which is about a \$13,000.00 decrease from November due to payroll being more in December than in November with some compensation time and vacation time pay-outs that occurred.

2. **Grants/Funding Updates:**

- The Grant Spending Report for December 2025 was provided and discussed.
- Public Health has been working on the household hazardous waste recycle event and met last week with the City and other community partners to discuss the bid that was submitted by Clean Harbors. The bid came in at almost \$70,000.00, which led to the decision to postpone the event until 2027 so that more community partners can be sought out to try to fund that bid. It was decided to meet every other month starting in March 2026 to begin planning so that community partners have a chance to include support in their 2027 budgets.
- Michelle and Autumn applied for the 2026 Community Traffic Safety Mini-Grant. The application would assist youth ages 15-24 who fall under the 200% poverty level and will help pay for driver's education training. The request is for \$7,600.00 which would assist about 15 youth and Public Health should know by the end of February if the mini-grant is awarded.
- Notification should be received this week if the Elevating Prevention in Colorado (EPIC) Grant is received. This Grant will replace the SBLOCK Grant which will end at the end of June and will not be renewed. That SBLOCK Grant fully funds the program coordinator position that is currently vacant.
- The ELC 2.3 (COVID) funding ends at the end of April 2026, which is approximately \$74,000.00, and mainly covers personnel costs. There is no replacement for this Grant for FY27.

- Public Health received a final report from CDPHE’s Financial Risk Management System (FRMS) Audit adjusting their ranking to medium risk. Rick, Tony, Shawn and Autumn had several meetings with FRMS staff and will meet with them again tomorrow to provide them with the updated policies and procedures. Thereafter, meetings with FRMS staff will occur every two weeks for the next few months to ensure the updated policies are being followed. FRMS staff will then complete a review of Grant invoices in April for verification of policy and procedure compliance, and if they are satisfied with the review, the ranking will be upgraded to low risk. Staff training on the updated activity logs occurred last week.

Commissioner Bell made a motion to approve the Financial Reports; Commissioner Grantham seconded the motion. Call for vote, all Ayes. The Financial Reports are accepted.

VI) **Citizens not already scheduled on the Agenda may address the Board at this time:**

None.

VII) **Old Business:**

None.

VIII) **New Business:**

1. **Timekeeping Policy:**

The new proposed Timekeeping Policy was provided to the Board. The new Policy was created to ensure accurate allocation of labor costs, compliance with Grant requirements, transparency, audit readiness, and consistency across all programs.

Commissioner Bell made a motion to approve the new Timekeeping Policy and allow signature; Commissioner Grantham seconded the motion. Call for vote, all Ayes. The new Timekeeping Policy is approved for signature.

2. **Cost Allocation Policy:**

The revised proposed Cost Allocation Policy was provided to the Board. The revised Policy identifies personal services as types of shared costs and ensures that salaries for personal services are allocated on the proportional benefit and actual time worked within each program they are funded through. Attorney Bellas recommended approval of the revised Policy and believes it is consistent with best practices and accounting practices.

Commissioner Bell made a motion to approve the revised Cost Allocation Policy and allow signature; Commissioner Grantham seconded the motion. Call for vote, all Ayes. The Cost Allocation Policy as revised is approved for signature.

3. **Body Art Regulations:**

The proposed revised Body Art Regulations were provided to the Board and discussed. The revisions to the 2009 Body Art Regulations are being made to bring them more in line with the current industry standards. Amy sent the proposed revised Regulations to all licensed body art facilities for input and only received one response back. Direction was given by the Board to put the matter on the first BOCC meeting Agenda in March 2026 for public hearing and requested that Rick and Amy both be present for the meeting to provide a brief statement as to the need for the revisions to the 2009 Regulations.

IX) **Directors' Reports:**

1. **Environmental Health Report – Amy Jamison:**

- **New Establishments:**

- **Barnyard BBQ:** This is a new mobile unit.
- **Everlasting Esthetics Ink:** This is a new body art establishment in Florence that does cosmetic tattooing.
- **Brandee's Bites and Smokem All BBQ:** Plan Reviews have been submitted for these two new mobile units.
- **Bernie's Place:** This establishment has had a change in ownership.
- **Dollar General:** A Plan Review for the new store located on Central Avenue has been submitted.

- **Inspection #'s (including re-inspections and interventions):**

- **Retail Food:** 8 routine inspections; 3 re-inspections; and 6 consultative visits.
- **Schools:** 1 high risk routine inspection; and 2 follow-up inspections.

A Completed Inspections Report was provided to the Board.

- **Complaints/Closures:**

- **Complaint-Village Inn:** A complaint was received about a service animal, or non-service animal, sitting in a booth and that two staff members petted the dog and did not wash their hands. Amy emailed the manager regarding service animals and handwashing requirements and provided a link to the ADA resources site.
- **Complaint-1887:** An employee contacted Public Health saying that he worked there for two days and the kitchen is absolutely disgusting, there is food under the appliances, the dishwasher floods the dish pit, and the ventilation system does not work which made him sick with bronchitis from the smoke. During her routine inspection Amy inspected the areas

under the appliances and they were clean. She also inspected the dish machine and vent hood, and both were operational. The manager did mention that he had some issues there fixed recently.

- **Complaint-Chelsey's**: Amy received a call yesterday about the facility operating without running water and an onsite visit was conducted that same day. The facility was closed upon arrival as the manager closed when the water leak occurred but the manager was there and he advised Amy that a plumber had already arrived and fixed the leak. Amy observed no leaks and the water was running without issues.
- **Closure-Penrose Pizzeria**: This establishment has closed.
- **Closure-Hampton Inn**: Amy visited the Hampton Inn on January 14, 2026, and observed that they were not operating the kitchen but did have prepackaged items out for consumption. There were no staff in the area or a manager to talk with. Thereafter, Amy emailed the manager, but she has not received a response back. A Google search shows that they are "Closed Permanently".

- **Program Updates/Other:**

- There were 200 license renewals sent out, and 169 renewals have now been received. Amy will send out second notices in February.
- The School and Childcare Program Representative with the Local Assistance Program (LAP) is here this week to conduct joint inspections with Amy. The written assessments and feedback resulting from those joint inspections will be provided to Amy and shared at a future Board meeting.
- School Regulations are changing and those changes will be presented to the State Board of Health for approval in February 2026 with a requested implementation date of August 2026. Notable changes include moving back to one inspection form and type so that high risk and low risk inspections will not be separated out and moving low risk inspections from every three years to every two years.

Commissioner Bell made a motion to accept the Environmental Health Report; Commissioner Grantham seconded the motion. Call for vote, all Ayes. The Environmental Health Report is accepted.

2. **Public Health Report – Richard Gutierrez:**

- **Clinic and Program Updates:**

- The 2026 World TB Day Symposium held by CDPHE is scheduled for March 24, 2026. Public Health is awaiting confirmation from CDPHE for payment of mileage and lodging.
- Safety Town will be held April 14-16, 2025, at Fremont County Head Start.

- Lead screenings for one and two-year-olds at Starpoint are tentatively scheduled for late June 2026. Starpoint is paying the \$15.00 fee per child. Head Start usually does their lead screenings in September (beginning of the school year) and then in January or February for new students.

- **Program Highlights:**

- STEPP Program Update:
 - New coordinator, Brandy Kincheloe, started January 5, 2026. She is currently working through training modules required through FCDPHE as well as CDPHE through the STEPP Program. She has been meeting with various community partners and has been actively collaborating with Michelle on joint groups such as the Youth Action Board and The Dish which extend across the PDD, STEPP and SBLOCK Programs.
 - Rick and Brandy completed and submitted the STEPP Program Quarter 2 Progress Report to the State on January 13, 2026.
- PDD Program Update:
 - The second DUI Task Force meeting was held on January 14, 2026. There were fifteen people in attendance, and the next meeting is scheduled for February 11, 2026. They are currently working on establishing an executive board.
 - The second Youth Action Board meeting was held on January 14, 2026, at the Boys and Girls Club. There were twelve people in attendance this time, which is a big increase from the one person who attended last month. Other community partners also attended. The next meeting is scheduled for February 11, 2026.
 - The Dish (Community Engagement Event) held its second event on January 14, 2026. There were twelve people in attendance, and the next meeting is scheduled for February 3, 2026, with discussion about Graduated Driver Licensing by Karen Teel from MADD.
 - Michelle received a scholarship to attend “Facilitation Foundations Training” through the Rocky Mountain Public Health Training Center. This is an online training course consisting of ten sessions.
 - Michelle and Emma (from El Paso County) will be presenting at the Pikes Peak Winter Symposium tomorrow at 9:00 a.m.
 - Michelle presented to the University Club f/k/a the University Men on January 20, 2026, at the Steeple Event Center.

- SBLOCK Program Update:
 - The SBLOCK Program Coordinator position was reposted for a third time with no qualified applicants applying. Since the SBLOCK Grant is ending in June, the position will remain vacant unless the EPIC Grant is received. In the meantime, Michelle will finish out the grant cycle.
 - Michelle submitted the SBLOCK Quarter 2 Progress Report to the State on January 12, 2026.

- Opioid Program Update:
 - Rick will follow up with Department Heads individually regarding supplying Narcan kits for certain County vehicles.
 - On January 20, 2026, Rick, Dwayne and Tonia attended a special session of the Region 15 Opioid Abatement Council on the Strategic Financial Model Discussion/Proposal.

- PHEP Program Update:
 - COVID numbers went up from 20 hospitalized cases in November to 50 in December, and flu numbers went up from 2 in November to 15 in December.

- Vital Records Department Update:
 - The Vital Records Clerk will be retiring in June 2026 and Public Health is working with the County on a plan for her transition.

- Other:
 - Royal Gorge Custom Tattoos and Piercings, LLC-Update: An updated Plan Review has still not been received but a request to use temporary (portable) sinks was received on January 3, 2026. Rick discussed this with the Building Department and per the Plumbing Regulations and specifically, IPC (2024) Section 701.2, temporary sinks require a connection to the sewer, so that request could not be accommodated. It is believed that they are still operating without a license and discussion was held regarding how to proceed following the adoption of the revised Body Art Regulations in March 2026.

Commissioner Bell made a motion to accept the Public Health Report; Commissioner Grantham seconded the motion. Call for vote, all Ayes. The Public Health Report is accepted.

The meeting was adjourned at 2:59 p.m.