

# FREMONT COUNTY BOARD OF HEALTH MEETING

January 31, 2023

The Fremont County Board of Health Meeting was held on Tuesday, January 31, 2023, 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:

Kevin Grantham – Commissioner  
Dwayne McFall – Commissioner  
Debbie Bell- Commissioner

## Staff Present:

Brenda Jackson – County Attorney  
Sarah Miller- Interim Public Health Manager  
Shawn Sutton – Finance Officer  
Tammy Childs – Interim County Manager  
Rachel Miller- Grants Administrator

Sarah Miller provided the Public Health Directors Report as she is now the acting Interim Public Health Manager. Amy Jamison was not at the meeting as she is currently on leave. The Environmental Health Officers Report was presented by Sarah Miller.

## **CALL TO ORDER AND ROLL CALL**

Meeting was called to Order by Commissioner Grantham at 2:00 p.m. Roll call followed. Commissioner Grantham present, Commissioner McFall present, Commissioner Bell, present.

## **APPROVAL OF MINUTES**

Commissioner Grantham called for any changes or corrections to the Minutes. Commissioner McFall made a Motion to Approve the December 27, 2022 minutes. Commissioner Bell seconded the Motion. Call for Vote. Commissioner Bell abstained; Minutes are Approved on a 2-0 vote.

## **APPROVAL OF AGENDA**

Commissioner Grantham called for any changes or additions to the Agenda. Sarah Miller said that she needed to discuss the clinic, staffing concerns with the ELC Grant, Commissioner McFall made a Motion to approve the Agenda. Commissioner Bell seconded the Motion. Call for vote; All Ayes. Agenda is approved.

Sarah Miller stated that she also needed to discuss a Memorandum Of Understanding with Park County. Commissioner McFall made a motion to amend the Agenda. Commissioner Bell seconded the Motion. Call for vote; All Ayes. Agenda approved.

## **FINANCIAL REPORT**

Sarah Miller noted that she has been able to go through grants ELC 1 and ELC 2. The last day to spend funds for ELC 1 was in November of 2022. Funds were included in the budget that were not used and that the department will not be able to use. The department has received everything for ELC 2 up to September 2022. They are still waiting on payments for September and November. The December invoice was incorrect. \$16,629.81 should be what is going to be paid from the grant. Sarah is looking at Immunization 3 and Immunization 4. There might be more funds that can be invoiced for. Commissioner Bell moved to table the

Financial Report until the next meeting. Commissioner McFall seconded the Motion. Call for Vote. All Ayes; Motion is Approved.

### **CITIZENS NOT ON THE AGENDA – TIME TO ADDRESS THE BOARD**

Anita Anderson, a Public Health employee, asked that Letters of Support for Kayla Marler be made available to the public. She wanted to make note that 8 of the 11 employees at Fremont County Public Health wrote letters of support. to the County Commissioners and wanted them read at the meeting. Commissioner Grantham stated that the Commissioners received the letters and that the letters did not need to be read at the meeting. Commissioner Bell stated that they could not discuss personnel matters.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Appointment of new Chairman of the Board of Health for 2023. Commissioner McFall made a motion for Commissioner Bell to be the new Chairman of the Board of Health. Commissioner Grantham seconded the motion. Call for Vote. All Ayes; Motion approved.

Appointment of new Chairman Pro Tem for 2023. Commissioner Bell made a motion for Commissioner McFall to be appointed Board of Health Chairman Pro Tem. Commissioner Grantham seconded the motion. Call for Vote. All Ayes; Motion approved.

Interim Public Health Manager. Commissioner McFall made a motion to appoint Sarah Miller as Interim Public Health Office Manager. Motion Seconded by Commissioner Grantham. Call for Vote. All Ayes; Motion approved.

Sarah questioned this title as the title of “Office Manager” implies less responsibility than she is currently expected to do. It was discussed that Sarah would be managing everything but medical decisions. Dr. Bresnahan will be making all medical decisions. Tammy Childs stated that she had contacted the State and Fremont County’s Medical Officer. They were both fine with Sarah being Interim Public Health Manager. It was decided that the Public Health Director position is vacant and will remain vacant until filled.

Commissioner McFall moved to amend Sarah’s title to Interim Public Health Manager. Commissioner Grantham seconded the motion. Call for Vote. All Ayes; Motion approved.

Clinic. Sarah stated that Kayla had the clinic stop ordering vaccines. In order for Fremont County Public Health to be compliant there are certain vaccines that need to be in stock for people who have insurance. Public Health is out of all the vaccines that they are required to have. The total to order new vaccines will be \$11,150.02. There are 7 types of vaccines for children and 4 types of vaccines for adults that need to be ordered. Sarah stated it will probably take about a week for the vaccines to arrive. The Commissioners stated that the nurses should now listen to Sarah in regard to ordering vaccines and that no motion was needed. Sarah discussed that the shingles vaccine is expensive, and the clinic struggles to get insurance to pay for it so patients are having to pay out of pocket. The shingles vaccines is not a required vaccine for the department. It was discussed that if someone needs the vaccine they can go – referred to a local pharmacy. It was decided that the shingles vaccine would not need restocked. No motion needed. The clinic is out of the flu vaccine. It is not something that will need to be ordered again this year as it is late in the flu season. The flu shot is difficult to get anywhere this time of year.

ELC 2 Grant. The ELC 2 Grant is going to end this year. Michelle was hired 100% out of ELC 2. Kayla applied for another grant and had Michelle’s salary budgeted out of it. It looks like that grant is for training. The grant does not start until June 30, 2023. Michelle is currently the only backup for Vital Records and manages the departments social media account and the health data website. Sarah has encouraged her to look for Public Health Educator Grants, to reach out to the County Grants Administrator regarding grant opportunities, and to

reach out to other Health Departments. Sarah is also paid partially out of ELC 2. She believes her salary will be fine once it ends. Paula and Yvonne are also partially funded out of ELC 2.

Park County MOU. Public Health has an MOU with Park County for the OD2A Grant that agreed to pay them \$15,430 to do grant work in their County. The statement of work was for them to invoice Fremont County Public Health \$1,543 once a month for 10 months. They have not billed anything yet. They want to change how much they bill a month but not the total amount funded. They want more funds up front so they can get the program going. Sarah stated that she could reach out to the State to make sure this is allowable. Brenda stated that as long as we can still be reimbursed from the State, we can allow it. The State is not a part of the MOU. Commissioner Grantham motioned to modify the MOU if needed. Commissioner McFall seconded. Call for Vote. All Ayes; Motion approved.

Brenda stated that if they want to make us to make back payments then we would not need to modify the MOU. Sarah stated she would check with Park County.

### **Environmental Health Report**

Amy Jamison is out on leave. Sarah Miller presented the Environmental Health Report.

Sarah received an email for Troy Huffman who will be the contact while Amy is gone. Amy provided a list of inspections that will be coming up and listed priority. Troy Huffman said that his department's Administration will be sending out 2<sup>nd</sup> notices for any unpaid retail food permits.

Commissioner Grantham moved to accept the Environmental Health Report. Commissioner McFall seconded. Call for Vote; All Ayes. The Environmental Health Report is accepted.

### **Public Health Director**

Sarah Miller presented the Public Health Director Report.

Staffing. Sarah stated that Public Health still has vacant positions. Tammy stated that HR is working on posting positions. Anita Anderson had been moved into a different office, but the board agreed Anita will move back to her old office. The other space is needed for the new Office Administrator.

Clinic. The clinic has been slow, likely because the supply of vaccines has been depleted.

Vital Records. Things have been going well with Vital Records. There was a question regarding the State review for Fremont County. Sarah stated that she would talk to Paula. It is likely that Fremont County did not score as well as in past years due to the cybersecurity attack in August 2022..

Community Outreach. Pam, Michelle, and Billy have been doing community educational work. They will have a STI testing and Rapid Binx Box event on February 23<sup>rd</sup>. They are working on providing materials, links, and promoting the testing. Michelle, Pam, and Hannah presented to the Golden Age Center, had a health fair, and attended Safety Jam. They have had several education events this year.

Grant. Pam received an email encouraging her to spend more of her budget. Sarah will look at her budget with her and help her figure out how to spend the funds.

Commissioner McFall moved to accept the Public Health Director Report. Commissioner Grantham Seconded. Vote; All Ayes. The Public Health Director Report is accepted.

Meeting is adjourned at 2:43 p.m.