

**EL PASO COUNTY PUBLIC HEALTH**  
**October 20, 2014**  
**BOARD OF HEALTH MINUTES**

The El Paso County Board of Health met at 1675 West Garden of the Gods Road, Colorado Springs, Colorado, October 20, 2014. C.J. Moore called the regular meeting to order at 2:30 p.m.

**Board of Health Members:** Kari Kilroy, President - excused  
James Terbush, Vice President - excused  
Victoria Broerman – phoned in  
Helen Collins -- excused  
Robert Bux  
Sallie Clark  
C.J. Moore  
Amy Lathen  
Coreen Toll

**Division Directors Present:** Dan Martindale, Public Health Director  
Bill Letson, Medical Director  
Susan Wheelan, Office of Communication Director  
Tom Gonzales, Environmental Health Director  
Kelley Christians, Health Services Director

**Others Present at Regular Session:**

Martin Thrasher	Elaine Johnson	Kathleen Schwan
Imad Karaki	Amber Travis	Kendra Kendell

**Approval of Agenda**

C.J. Moore asked for approval of the agenda with the addition of an update to our legal advisor selection.

**MOVED:** by Sallie Clark seconded by Amy Lathen to approve the agenda for the October 20, 2014 meeting.

**MOTION CARRIED UNANIMOUSLY.**

**Board of Health Comments**

No comments.

**Approval of Board of Health Minutes**

**MOVED:** by Coreen Toll seconded by Sallie Clark to approve the minutes from the September 30, 2014 Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY.**

## **CISCO Phone Hardware Discussion – Imad Karaki**

The phones in current use by El Paso County Public Health are obsolete. Because the computer lines run through the phones, they frequently drop calls. Current phones have a 100 MB memory, the recommended upgraded phones have a 1 GB memory. Switching all staff desk phones to the new CISCO model is recommended for a number of reasons, including:

1. We will receive a discounted rate for a bulk county purchase (total cost \$81,922.91 installed).
2. New phones are expected to last for ten years. The amortized cost per year is reasonable.
3. The new phones will resolve the problem of dropped calls.
4. The health department is able to pay for the phones if not all at once, then half this FY and half FY15.

**MOVED:** by Sallie Clark seconded by Coreen Toll to approve the purchase of new CISCO phones for all Public Health Staff.

**MOTION CARRIED UNANIMOUSLY.**

## **Finance and Budget – Elaine Johnsen**

A. September 2014 Financial Report – Thus far in FY 2014, expenditures are behind revenue. The expectation is by the end of 2014, revenue and expenditures will balance.

**MOVED:** by Sallie Clark seconded by Amy Lathen to approve the September financial report pending audit.

**MOTION CARRIED UNANIMOUSLY.**

## **6. Directors report- Dan Martindale**

Public Health Director congratulated Susan Wheelan for her tremendous effort in leading the Cancer, Cardiovascular and Chronic Pulmonary Disease (CCPD) grant effort on behalf of the agency. The CCPD grants are funded by Amendment 35 tobacco funding.

There is a Public Health Forum at Centennial Hall on October 20, 2014. Topics will include EPR Plans, Infectious disease, planning and collaboration with other organizations in town. The Health Department does an awful lot that others aren't aware of. [The forum will be videotaped and posted to YouTube.](#)

## **7. Medical Director's Report - Dr. Bill Letson**

Dr. Letson provided a [PowerPoint presentation on Ebola.](#)

**8. WIC Program Overview –** Kelley Christians, Health Services Division Director and Amber Travis, WIC Registered Dietician presented a [PowerPoint overview of the WIC program.](#)

## **9. New Business**

A. Resolution to Increase the Public Health petty cash fund to \$3000  
Currently Public Health Department's petty cash fund is set at \$800. That is the maximum that can be outstanding at any one time. Employees are frequently out of pocket for extended periods of time as a result. \$3000 is a more reasonable amount which would bring the Health Department in line with other county departments.

**MOVED:** by Amy Lathen seconded by Sallie Clark to approve the resolution to increase the public health petty cash fund to \$3000.

**MOTION CARRIED UNANIMOUSLY.**

**10. Old Business**

A. Martin Thrasher provided an update on El Paso County Public Health Board of Health legal representation following his retirement, which will be effective December 31, 2014. County Attorney has assigned Lori Seago to assume legal counsel duties for the Board of Health, with Kenneth Hodges as a backup. In the interim, Martin will work with Lori to bring her up to speed on issued that affect the Board. A MOU will need to be drawn up. The financial aspect of the change in Board of Health legal counsel has not yet been determined.

B. The Board approved the use of a revised style of letterhead, which includes Board of Health members' names.

C. Discussion will take place regarding Board of Health meeting dates for 2015. Third Mondays will not work going forward. A poll will be sent out to all Board members to determine a more suitable time to meet.

**Public Comments**

There were no public comments.

**Next Board of Health meeting**

December 15, 2014, 2:30 p.m. - 4:30, located in the John Snow/Milton Miller conference room.