

**EL PASO COUNTY PUBLIC HEALTH**  
**December 19, 2018**  
**BOARD OF HEALTH MINUTES**

The El Paso County Board of Health met at 1675 West Garden of the Gods Road, Colorado Springs, Colorado, December 19, 2018. Kari Kilroy, President, called the regular meeting to order at 7:30 a.m

**Board of Health Members:**

Kari Kilroy, President  
Dr. James Terbush, Vice President  
Victoria Broerman  
Dr. Robert Bux  
Longinos Gonzalez – called in  
Peggy Littleton  
Richard Skorman  
Doris Ralston  
Sam Gieck

**Directors Present:**

Susan Wheelan, Interim Director  
Brenda Heimbach, Health Services Division Director  
Robin Johnson, Medical Director

**Others Present at Regular Session:**

Lori Seago	Kathi Schwan	Elaine Johnsen	Jakob Rodgers	Andrea McGee
DeAnn Ryberg	Aaron Doussett	Nikki Simmons		

**Approval of Agenda**

Kari Kilroy asked for approval of the agenda.

**MOVED:** by Doris Ralston seconded by Peggy Littleton to approve the agenda for the December 19, 2018 meeting.

**MOTION CARRIED UNANIMOUSLY.**

**Board of Health Comments**

Doris Ralston congratulated staff on doing an excellent job since the previous Director's departure.

Kari Kilroy expressed her appreciation on behalf of the Board and El Paso County Public Health to Peggy Littleton for her dedicated service as a member of the Board of Health. Kari Kilroy stated that Peggy Littleton's lasting legacy will be the support that the Board of County Commissioners (BOCC) has provided to Public Health. She was presented with a trophy and her name plaque.

## **Approval of Board of Health Minutes**

**MOVED:** by Peggy Littleton seconded by Richard Skorman to ratify the minutes from the October 24, 2018 Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY.**

**MOVED:** by Richard Skorman seconded by Peggy Littleton to ratify the minutes from the November 28, 2018 Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY.**

## **Resolutions Relating to the Public Health Director**

Andrea McGee, Human Resources Director gave an overview of the recruiting process. She indicated that of the many applications received, sixteen candidates were interviewed. That was narrowed down to six candidates. Four candidates interviewed a second time. The Selection Committee decided by a unanimous vote to select Susan Wheelan.

The Selection Committee met several times. The process was very detailed and rigorous. Candidates applied and were interviewed from across the United States and overseas.

All Colorado State statutes were met.

Peggy Littleton thanked staff and Andrea McGee for taking two full Saturdays for this robust and rigorous process. She stated that it was very clear who should be at the helm following the exhaustive search and due diligence.

Legal counsel asked if the board would be moving into Executive Session for the interview process.

No board members requested to go into Executive Session.

**MOVED:** by Peggy Littleton seconded by Doris Ralston to approve the [Resolution to Select Susan Wheelan as El Paso County Public Health Director](#).

**MOTION CARRIED UNANIMOUSLY.**

Susan Wheelan expressed that she is honored. She is looking forward to working closely with the Board of Health and with the County Commissioners to be more strategically aligned with the needs of our community. She added that the Public Health Director is only one person and it is the team effort and expertise that move the agency forward to realize community health improvements. Susan gave kudos to the team and appreciates the thorough process of the selection committee.

Board members expressed an interest in moving into Executive Session to discuss the Director's salary. Jakob Rodgers objected to the Executive Session on the grounds that a salary discussion was not specifically listed on the agenda, providing the public 24-hour notice.

Legal counsel reviewed the statute and determined that an Executive Session need only be announced to the public and that the final review and approval of the salary would still need to take place in the public session.

## **Executive Session**

Legal Counsel read the following into record, “Pursuant to C.R.S. 24-6-402 (4)(f), Executive Session request regarding personnel matters, specifically for the purpose of conducting interview of finalist candidate for the position of Public Health Director.”

A motion was made to go into Executive Session for the purpose of discussing the Director’s salary.

**MOVED:** by Victoria Broerman seconded by Doris Ralston to approve motion to move into Executive Session for the purpose of discussing the Public Health Director’s salary.

**MOTION CARRIED UNANIMOUSLY.**

A motion was made to come out of Executive Session.

**MOVED:** by Victoria Broerman seconded by Doris Ralston to approve a motion to come out of Executive Session during which no decisions were made.

**MOTION CARRIED UNANIMOUSLY.**

**MOVED:** by Victoria Broerman seconded by Dr. Robert Bux to approve the [Resolution Regarding the Compensation of the Public Health Director](#).

**MOTION CARRIED UNANIMOUSLY.**

## **Finance and Budget**

A. November 2018 Financial Report

Elaine Johnsen reviewed the November 2018 financial report. She specified that not all expenditures have been booked for 2018.

**MOVED:** by Richard Skorman seconded by Sam Gieck to approve the financial report for November 2018, pending audit.

**MOTION CARRIED UNANIMOUSLY.**

B. Resolution to Adopt and Appropriate the 2019 Public Health Budget.

Elaine Johnsen presented the original balanced budget for 2019. Board members discussed and asked relevant questions. Responses were provided by leadership.

Victoria Broerman asked about fees and licenses – Elaine Johnsen indicated that Medicaid revenue forecasts were more conservative this year.

**MOVED:** by Richard Skorman seconded by Dr. James Terbush to approve the Resolution to Adopt and Appropriate the 2019 Public Health Budget.

**MOTION CARRIED UNANIMOUSLY.**

## **Contracts:**

A. Healthy Places Grant

This contract is to accept a \$1,000,000 grant for planning and coordinating over a three-year period. Funding is from the Colorado Health Foundation. This is a community-driven grant.

Victoria Broerman requested frequent updates to the board with community members and community partners because this is a significant activity for the community.

Susan indicated that we would provide a more complete presentation at the January Board of Health meeting.

**MOTION CARRIED UNANIMOUSLY.**

**Public Hearing and Resolution for 2019 Fee Schedule**

- A. Public Notice of Fee Hearing was published in the October 31, 2018 edition of The Fountain Valley News / El Paso County Advertiser and News, in accordance with State statute.
- B. Presentation of draft 2019 Fee Schedule – Aaron Doussett outlined the changes that were proposed to the 2019 Environmental Health Fee schedule.
- C. Public Comments - none
- D. Board Discussion – Board members asked clarifying questions. The interim Environmental Health Division Director provided requested information.
- E. Motion to Amend/Approve

**MOVED:** by Dr. Robert Bux seconded by Richard Skorman to approve the Resolution for the 2019 Fee Schedule

**MOTION CARRIED UNANIMOUSLY.**

**2019 Sunshine Resolution**

This resolution discusses where Board of Health meeting agendas will be posted.

**MOVED:** by Peggy Littleton seconded by Victoria Broerman to approve the 2019 Sunshine Resolution

**MOTION CARRIED UNANIMOUSLY.**

**Resolution for Board of Health Regular 2019 Meeting Schedule**

These meetings will take place 30 minutes later, beginning at 8:00 a.m. on the fourth Wednesday of each month. November and December meeting dates will be moved to accommodate the holidays.

**MOVED:** by Peggy Littleton seconded by Dr. Robert Bux to approve the Resolution for Board of Health Regular 2019 Meeting Schedule.

**MOTION CARRIED UNANIMOUSLY.**

**New Business**

Kari Kilroy stated that it has been an honor to serve as the board president for the last five years. For 2019, she will be stepping down from that role. As such, she nominated Dr. James Terbush to serve as president of the Board of Health for 2019.

- A. Election of 2019 Board Officers (President and Vice President)
  - 1) President –
    - a. Kari Kilroy nominated Dr. James Terbush. Peggy Littleton seconded the nomination.
    - b. Dr. James Terbush accepted the nomination

Board members unanimously approved Dr. James Terbush to serve as President of the board.

2) Vice President

- a. Kari Kilroy nominated Richard Skorman to serve as Vice President. Doris Ralston seconded the nomination. Richard Skorman accepted the nomination.
- b. Peggy Littleton requested the initial motion be tabled and nominated Victoria Broerman to serve as Vice President. Sam Geick seconded the nomination. Victoria Broerman accepted the nomination.

In favor of tabling Richard Skorman's nomination and voting for Victoria Broerman for Vice President:

Peggy Littleton  
Sam Geick  
Longinos Gonzalez  
Victoria Broerman  
Dr. James Terbush

Opposed:

Kari Kilroy  
Dr. Robert Bux  
Doris Ralston  
Richard Skorman

**Motion was approved by a vote of five to four.**

- c. Richard Skorman moved to elect Victoria Broerman as Vice President of the Board of Health. Peggy Littleton seconded the motion.

In favor of electing Victoria Broerman and Vice President of the Board of Health:

Peggy Littleton  
Richard Skorman  
Longinos Gonzalez  
Sam Geick  
Victoria Broerman  
Dr. James Terbush  
Kari Kilroy

Opposed:

Dr. Robert Bux  
Doris Ralston

**The motion was approved by a vote of seven to two.**

- 3) Kari Kilroy nominated the Public Health Director to continue to serve as Secretary of the Board of Health.

**MOTION CARRIED UNANIMOUSLY.**

Dr. James Terbush stated that Kari Kilroy has done an exceptional job and that he's learned a great deal from her leadership.

**Director's Report** – *Susan Wheelan*

Susan Wheelan offered a status update on the communicable disease situation in the county.

Dr. Robin Johnson provided a status update on disease activity and prevention efforts by ECPH.

**Public Comment:**

None.

**Next Board of Health meeting**

**January 23, 2019, 8:00 a.m. - 10:00 a.m.**, located in the John Snow/Milton Miller conference room.  
19 December 2018-BOH/KSchwan