

BOARD OF HEALTH**April 10, 2024****6:30 PM**

The meeting was called to order in person and via Zoom at 6:30 pm by Mr. Harris with the following members and staff present:

MEMBERS

Deanna Martinez - Cities/Towns (Zoom)
Matt Paluch - Stakeholder Rep (In Person)
Cindy Carter - Commissioner (Zoom)

Sheila Berschauer - Healthcare Rep (Zoom)
Danny Stone - Commissioner (Zoom)
Tom Harris - Cities/Towns (In Person)

STAFF

Theresa Adkinson - Administrator (In Person)
Stephanie Shopbell - EH Manager (In Person)
Dr. Brzezny - Health Officer (Zoom)
Maria Vargas - HCF Manager (In Person)
Kayla Isaacson - Policy Analyst (In Person)

Katherine Kenison - H.D. Attorney (Zoom)
Amber McCoy - CD & Epi Facilitator (In Person)
Darcy Moss - Finance Services (In Person)
Rita Morfin - Board Clerk Backup (In Person)
Josie Hernandez - Executive Assistant (In Person)

ABSENT

Dr. Allison Ball - Tribal Rep

Nokey Pando - Consumer of PH

ADOPTION OF THE AGENDA – A motion was made to approve the agenda (M/S Paluch/Martinez).

APPROVAL OF MINUTES – The minutes of the March 13, 2024, meeting minutes were approved as written (M/S Stone/Paluch).

APPROVAL OF VOUCHERS—The March vouchers for the period ending April 9, 2024, totaling \$377,906.50 (#1-#3 \$238,658.24, #4-#17 \$9,047.33, #18-#30 \$52,042.85, #31-#46 \$59,710.38, and #47-65 \$18,447.70 were approved (M/S Berschauer/Martinez – unanimous).

PUBLIC FORUM FOR CITIZEN’S COMMENTS AND APPLICATIONS –

None

ENVIRONMENTAL HEALTH – Stephanie Shopbell

Appeal to Board of Health—Jose Rangel, Rangel’s Tacos—Stephanie shared an appeal on behalf of Jose Rangel through an email that was translated by staff; Tacos Rangel is asking for a credit for their fees paid for their 2020 permit.

Details of the appeal were shared with the board—in depth discussion was held.

Motion made to approve Rangel’s Tacos request to credit their 2020 permit fees and use them towards their 2024 application and permit fees (M/S Carter/Berschauer – unanimous).

Program Updates—An update was given to the board regarding the scanning project. At this time the public facing portal for on-site septic records is active on the backend; it’s currently being used in-house to better

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assist the public and work out any issues. Stephanie gave a brief demonstration to the board and some suggestions were given.

Other Updates—Can be found on SharePoint.

HEALTHY COMMUNITIES AND FAMILIES (HCF) REPORT – Maria Vargas

Program Updates—Update given to board; Discussion held.

Other Updates—None.

INVESTIGATIONS AND RESPONSE (I&R) REPORT – Amber McCoy

Program Updates—Update given to the board on current STI, CD numbers, EH Epi cases, and TB work.

Other Updates-None.

ADMINISTRATOR'S REPORT – Theresa Adkinson

Financial Statements—On SharePoint; No questions.

Staffing Update—Update to board on positions filled and plan for Public Health Nurse position that remains vacant; discussion held.

ADM 14-Procurement Policy—Presented Procurement Policy to the board; in depth discussion held. Motion made to approve ADM 14 GCHD Procurement Policy for contracting and bidding (M/S Berschauer/Stone – unanimous).

Resolution 24-03 Sealed Bid Waiver—Resolution 24-03 was presented to the board; discussion held. Motion made to approve Resolution 24-03 Sealed Bid Waiver (M/S Stone/Paluch – unanimous).

Resolution 24-02 Process for Conducting the Business of the Board of Health—Theresa presented Resolution 24-02 to the board; in depth discussion held and recommendations given. Theresa will bring an updated resolution to the May 8, 2024 meeting.

Motion made to approve the new Board of Health agenda format (M/S Paluch/Berschauer – unanimous).

Other Updates—Update on the CHA/CHIP were given to the board by Kayla; discussion held.

Theresa is working with Lexi to get additional board alternates.

HEALTH OFFICER'S REPORT – Dr. Brzezny

CD Update—Update given to board; discussion held.

Avian Influenza, New developments Update—Update given to board; discussion held.

Respiratory Season New Updates—Update given to board; discussion held.

TB activity 2023 Increase—Update given to board; discussion held.

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Hepatitis A Case, GCHD Response—Update given to board, discussion held.

Other Updates (School Program, Radiological Emergency Preparedness)—Exercise was held and attended by GCHD staff, update given to board.

Dr. Brzezny thanked the staff and board for Public Health week.

OTHER BUSINESS—None.

ADJOURNMENT—With no other business, a motion was made to adjourn the meeting at 8:23 p.m. (M/S Paluch/Carter).

Danny Stone, Chairman Board of Health

ATTEST:

Rita Morfin, Board Clerk