



DOUGLAS COUNTY BOARD OF HEALTH

THURSDAY, JULY 2, 2026

AGENDA

Thursday, July 2, 2026

10:30 AM

Virtual

1. Call to Order

- a. Attorney Certification of Agenda
- b. Member Disclosure for Items on This Agenda

2. Consent Agenda

- a. Review/Approve Minutes of March 12, 2026

Attachments: [03.12.26 BOH Minutes](#)

- b. Review/Approve Financial Report through 5/31/26

Attachments: [Financial Report through May 31](#)

3. Action Items

- h. Request to Accept Funding Received Since the March meeting
Michael Hill – Executive Director

Attachments: [Request to Approve Acceptance of Funding Allocations after March 2026 Board Meeting](#)

- i. Request to add a position to the Health Department roster
Diane Smith – Early Childhood Council Executive Director

Attachments: [Request to Add a Position to Health Dept Roster](#)

- j. Request to consider a Septic Permit fee waiver for Douglas County Facilities
Skyler Sicard – Assistant Director for Environmental Health

Attachments: [Request to Consider a Septic Permit Fee Waiver for Douglas County Facilities](#)

4. **Citizen Comments**

5. **Adjournment**

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MEETING DATE: July 2, 2026

ATTACHMENTS:

03.12.26 BOH Minutes



DOUGLAS COUNTY BOARD OF HEALTH

THURSDAY, MARCH 12, 2026

MINUTES

Thursday, March 12, 2026

5:00 PM

Lansing Point

1. Call to Order

PRESENT Commissioner George Teal
Board Member Linda Fielding
Board Member Douglas Benevento
Commissioner Kevin Van Winkle
Board Member Kim Muramoto

a. Pledge of Allegiance

b. Attorney Certification of Agenda

Chris Pratt, County Attorney's Office, said that all items on today's agenda have been reviewed by his office and meet legal approval.

c. Member Disclosure for Items on This Agenda

None.

2. Election of Officers

Board Member Fielding moved that Doug Benevento remain the President, George Teal remain the Vice President, and Kevin Van Winkle remain the Secretary. This is Motion No. 026-001.

RESULT: ACCEPTED

MOVER: Linda Fielding

SECONDER: Kim Muramoto

AYES: Teal, Fielding, Benevento, Van Winkle, Muramoto

3. Consent Agenda

Board Member Fielding moved that the Board approve the consent agenda items. This is Motion No. 026-002.

RESULT: ACCEPTED

MOVER: Linda Fielding

SECONDER: Kim Muramoto

AYES: Teal, Fielding, Benevento, Van Winkle, Muramoto

a. Review/Approve Minutes of December 10, 2025

- b. Review/Approve Financial Report through 2/28/26
- c. Review/Approve Final 2025 Financial Report

4. Regular Agenda

- a. Executive Director Update Michael Hill - Executive Director

Director Mike Hill, Health Department, addressed the Board to present on this Item.
Dr. Dastoury, medical consultant, commented on this Item.
President Benevento asked a clarifying question.
Jon Surbeck, Health Department, answered the question.
Director Hill commented on this Item.
Board Member Fielding asked a clarifying question.
Director Hill answered the question.
President Benevento commented on this Item.
Board Member Fielding commented on this Item.
Director Hill commented on this Item.
President Benevento asked a clarifying question.
Jon Surbeck answered the question.

- b. EPR and Disease Surveillance Division Update Jon Surbeck - Division Manager
(Written Report Only)
- c. Environmental Health Division Update Skyler Sicard - Assistant Director (Written Report Only)
- d. Community Health Division Update Laura Larson - Assistant Director (Written Report Only)
- e. Early Childhood Council Update Diane Smith - Early Childhood Council Executive Director (Written Report Only)
- f. Financial Update Richard Miura - Accounting Supervisor (Written Report Only)
- g. Quality Improvement and Accreditation Update Chris Burnett - Quality Improvement Coordinator (Written Report Only)

- h. DCHD Annual Report 2025 Chris Burnett - Quality Improvement Coordinator (Presentation)

Information Only Items

Action Items

- i. Request to Accept Funding Received Since the December meeting Michael Hill - Executive Director

Director Hill addressed the Board to present on this Item.
Laura Larson, Health Department, commented on this Item.

Secretary Van Winkle moved that the Board accept funding received from the State since December. This is Motion No.026-003.

RESULT: ACCEPTED

MOVER: Kevin Van Winkle

SECONDER: George Teal

AYES: Teal, Fielding, Benevento, Van Winkle, Muramoto

- j, Public Hearing: Accept public comment and consider approval of DCHD Proposed Regulation 26-01 regarding On-Site Wastewater Treatment Systems Skyler Sicard - Assistant Director

Skyler Sicard, Health Department, addressed the Board to present on this Item.
 President Benevento asked a clarifying question.
 Skyler answered the question.
 President Benevento asked a clarifying question.
 Skyler answered the question.
 President Benevento asked a clarifying question.
 Skyler answered the question.
 Director Hill commented on this Item.
 President Benevento asked a clarifying question.
 Skyler answered the question.
 Vice President Teal asked a clarifying question.
 Skyler answered the question.
 Secretary Van Winkle asked a clarifying question.
 Skyler answered the question.
 Board Member fielding asked a clarifying question.
 Skyler answered the question.
 Board Member Muramoto asked a clarifying question.
 Skyler answered the question.

Vice President moved to approve DCHD Proposed Regulation 26-01 regarding On-Site Wastewater Treatment Systems amending 26-09. This is Motion 026-004.

RESULT: ACCEPTED AS AMENDED
MOVER: George Teal
SECONDER: Linda Fielding
AYES: Teal, Fielding, Benevento, Van Winkle, Muramoto

4. Citizen Comments

John Fielding, Pinery, addressed the Board to provide public comment.
 Kim Seip addressed the Board to provide public comment.
 Steve Compton addressed the Board to provide public comment.
 Scott Kellogg addressed the Board to provide public comment.
 Fran Santagata, Roxborough, addressed the Board to provide public comment.

5. Adjournment

Vice President Teal moved that the Board adjourn. This is Motion No. 025-005.

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MEETING DATE: July 2, 2026

ATTACHMENTS:

Financial Report through May 31

Budget vs Actual Activity - Fund

Budget vs Actual Rpt(CONDENSED)

For the Five Months Ending May 31, 2026

Description	Prior Year Actual	Prior Year Budget	Current Year Actual	Current Year Encumbrance	Adopted Budget	Amended Budget	Current Year Available	% Remaining
00217 DOUGLAS COUNTY HEALTH DEPT								
300000 REVENUES	.00	.00	.00	.00	.00	.00	.00	.0
330000 INTERGOVERNMENTAL	(3,373,257.53)	(5,832,863.00)	(1,426,474.02)	.00	.00	.00	1,426,474.02	(100.0)
340000 CHARGES FOR SERVICES	(1,166,721.30)	(959,296.00)	(340,229.00)	.00	(992,315.00)	(992,315.00)	(652,086.00)	65.7
380000 MISCELLANEOUS REVENUES	(42,454.84)	(70,037.00)	(9,138.64)	.00	.00	.00	9,138.64	(100.0)
390000 OTHER FINANCING SOURCES	(2,106,435.00)	(2,106,435.00)	(1,027,688.35)	.00	(2,466,452.00)	(2,466,452.00)	(1,438,763.65)	58.3
300000 REVENUES	(6,688,868.67)	(8,968,631.00)	(2,803,530.01)	.00	(3,458,767.00)	(3,458,767.00)	(655,236.99)	18.9
400000 EXPENDITURES	.00	.00	.00	.00	.00	.00	.00	.0
410000 PERSONNEL SERVICES	4,533,674.06	6,887,713.00	1,997,772.95	.00	2,834,687.00	2,834,687.00	836,914.05	29.5
433000 SUPPLIES	36,408.77	86,050.00	12,021.80	.00	42,200.00	42,200.00	30,178.20	71.5
438000 CONTROLLABLE ASSETS (C.A.)	.00	.00	1,288.00	.00	.00	.00	(1,288.00)	(100.0)
439000 PURCHASED SERVICES	958,448.07	1,565,635.00	316,407.36	19,750.00	336,758.00	336,758.00	600.64	.2
449000 FIXED CHARGES	32,766.80	31,223.00	7,159.69	.00	45,122.00	45,122.00	37,962.31	84.1
455000 GRANTS, CONTRIBUTIONS, INDEMN	.00	21,788.00	.00	.00	.00	.00	.00	.0
469000 INTERDEPARTMENTAL CHARGES	152,417.87	286,533.00	55,582.89	.00	.00	.00	(55,582.89)	(100.0)
471000 CAPITAL OUTLAY	297,576.00	333,000.00	468.90	.00	.00	.00	(468.90)	(100.0)
480000 CONTINGENCIES & RESERVES	.00	300,000.00	.00	.00	200,000.00	200,000.00	200,000.00	100.0
400000 EXPENDITURES	6,011,291.57	9,511,942.00	2,390,701.59	19,750.00	3,458,767.00	3,458,767.00	1,048,315.41	30.3
00217 DOUGLAS COUNTY HEALTH DEPT	(677,577.10)	543,311.00	(412,828.42)	19,750.00	.00	.00	393,078.42	(100.0)

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MEETING DATE: July 2, 2026

ATTACHMENTS:

Request to Approve Acceptance of Funding Allocations after March 2026 Board Meeting



Request to Approve DCHD Acceptance of funding allocations received after the March 2026 Board Meeting

Staff recommends that your board approve our acceptance of funding for programs beginning on April 1, May 1 and July 1, 2026. The total funding for this request is \$1,152,009.58. Please see attachment for details.

MEETING DATE: June 11th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Child Fatality Prevention System

Contract Number: CTGG1 FHLA 2027*0030

Contract Period: 7/1/26-6/30/27

Funding amount: \$16,500

SUMMARY: Project Description This project serves to support the Child Fatality Prevention Act (Article 20I 5 of Title 25, Colorado Revised Statutes), which is a statewide, multi-agency effort to prevent child deaths. Pursuant to CI RI S I § 25 -20I 5 -404-405, local public health agencies, or agencies designated by local public health agencies, are required to establish, and coordinate multidisciplinary, local child fatality prevention review teams (local teams). The purpose of the local team is to conduct systematic, comprehensive, multidisciplinary reviews of child deaths to better understand how and why children die. The child fatality review process uses a public health approach to identify trends and patterns, to take action, to improve systems, and to implement strategies that may prevent future deaths from occurring. This project benefits the State of Colorado by helping the people of Colorado understand the incidence and causes of child fatalities and therefore encourage public action to prevent further child fatalities. Additionally, the project benefits the State of Colorado by identifying services provided by public, private, and nonprofit agencies to children and their families that are designed to prevent, and that are effective in preventing, child fatalities identifying gaps or deficiencies that may exist in the delivery of services provided by public, private, and nonprofit agencies to children and their families that are designed to prevent child fatalities and making recommendations for, act as a catalyst for, and implement any changes to laws, rules, and policies that will support the safe and healthy development of the children in this state and prevent future child fatalities.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY 2027 Child Fatality Prevention Funding Award.

MEETING DATE: June 11th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Long-Term Chronic Disease

Contract Number: CTGG1 2027*0050 Option

Contract Period: 07/1/26-6/30/27

Funding amount: \$257,427

SUMMARY: This project supports the *Douglas County Health Department* in implementing the Colorado LPHA Chronic Disease Framework to prevent and manage chronic diseases in local communities. It occurs in two phases.

Phase 1 focuses on capacity building through a chronic disease community assessment, infrastructure development, and staff training. A Summary Report and Implementation Plan are created based on assessment findings.

Phase 2 implements selected evidence-based strategies addressing social determinants of health, priority health behaviors (tobacco, physical activity, nutrition, alcohol), and chronic conditions (cardiovascular disease, diabetes, cancer, pulmonary disease). Cross-cutting supports include community-clinical linkages and aging-related chronic disease initiatives.

The project requires regular reporting to CDPHE, adherence to approved Implementation Plans, and participation in state-led technical assistance and evaluation. Deliverables include assessment summaries, implementation plans, and quarterly/annual progress reports.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY27 Long Term Chronic Disease Program Grant.

Review:

MEETING DATE: June 11th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: Maternal and Child Health (MCH) Grant

Contract Number: 2023*2856 Option Letter #5

Contract Period:

4/01/2026 - 9/30/2026

5/11/2026 - 9/30/2026

Funding amount:

4/01/2026 - 9/30/2026: \$16,033.58

5/11/2026 - 9/30/2026: \$40,084.00

SUMMARY: The Maternal and Child Health (MCH) grant is a federally funded program under Title V of the Social Security Act that supports state and local efforts to improve the health and well-being of mothers, infants, children, and adolescents, including those with special healthcare needs. Administered by the Health Resources and Services Administration (HRSA), the grant funds initiatives that address key public health priorities such as prenatal care, infant mortality reduction, child development, and access to healthcare services. MCH programs focus on prevention, early intervention, and community-based strategies to promote equitable health outcomes for families.

RECOMMENDED ACTION: Request that the Board approve acceptance of the SFY26 MCH Grant

Review:



MEETING DATE: June 11th, 2026

STAFF PERSON RESPONSIBLE: Michael Hill, Director, Public Health

DESCRIPTION: OPHP Local Workforce Award

Contract Number: 2023 *0367 Amendment #1

Contract Period: 7/1/26 - 6/30/27

Funding amount: \$821,965

SUMMARY: The district public health agency shall participate in assessment and planning effort at the state, regional, and local level facilitated by the Office of Public Health Practice, Planning, and Local Partnerships. These efforts shall include maintaining and improving local capacity to provide services as established by the State Board of Health. This project serves to strengthen Colorado's public health system by ensuring core public health services are available statewide. This project will impact assessment and planning efforts at the state, regional, and local levels facilitated by the Office of Public Health Practice, Planning, and Local Partnerships. These efforts shall include maintaining and improving local capacity to provide services as established by the State Board of Health. Local public health agencies are essential to the provision of quality and comprehensive public health services throughout the state and are critical partners with the Colorado Department of Public Health and Environment (CDPHE) in maintaining a strong public health system. Each local public health agency (LPHA) shall provide Core Public Health Services, which include Maternal and Child Health (MCH). The scope of the provision of each Core Public Health Service is determined at the local level and may differ across agencies based on community needs, priorities, funding, and capacity. The Office of Public Health Practice, Planning, and Local Partnerships (OPHP) and the local public health agency are responsible for assuring state funds are effectively used to provide Core Public Health Services

RECOMMENDED ACTION: Request that the Board approve acceptance of the FY 2027 OPHP Local Workforce award

Review:

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MEETING DATE: July 2, 2026

ATTACHMENTS:

Request to Add a Position to Health Dept Roster

Update for Board of Health June 11, 2026

Douglas County Early Childhood Council

The Douglas County Early Childhood Council would like to request an additional FTE to support the work of the Council. This position would be a manager who would report to the Executive Director. We plan to reorganize the work of our contractors due to changes within CDEC and our grants. The manager would be integral to this reorganization.

The first change is that we will no longer have a separate contract for being the Local Coordinating Organization for Universal Preschool. These funds have been reduced and have been rolled into our Systems Building Grant. We will repurpose the UPK Project manager, a contracted position, to support the resource and referral work referenced below.

The other changes are that the Douglas County Early Childhood Council is taking on two new responsibilities beginning in July 2026. We will be the Resource and Referral Agency for the County and will support childcare programs with more technical assistance through Provider Navigation. These two responsibilities were previously handled by another early childhood council which is no longer going to be able to support these services.

As a Resource and Referral Agency, we will be required to maintain a database of childcare openings. We will use this information to directly support parents with placement of their children in childcare programs. Provider Navigation includes technical support and resources to providers in the areas of:

- Licensure process, rules and regulations
- Grant and funding information
- Data system navigation
- Quality improvement
- Professional development and training opportunities
- Small business development
- Universal Preschool Program support

These responsibilities come with additional grant funds from the Colorado Department of Early Childhood in the amount of \$105,639. These will be ongoing grant funds.

As stated earlier, we plan to reorganize our services using our contractors in slightly different capacities and have a manager to give direct support to the contractors, oversee these changes and provide the technical assistance noted above. An additional benefit of

having a manager working directly for the Health Department is that we will be able to develop a succession plan for when the Executive Director decides to retire.

Douglas County Government

Class Title

Manager, Early Childhood Council

Class Code

6300H

Salary Range

\$84,152 - \$126,228 Annually

Description

This position performs professional, managerial, administrative, and supervisory work in the planning, development, and implementation of the operations related to the Douglas County Early Childhood Council under the supervision of the Executive Director.

Examples of Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following examples are illustrative only and are not intended to be all inclusive.)

- Manages implementation of the Quality Improvement System including recruiting programs, assigning coaching, and managing budget
- Supports the development of contracted coaches to effectively support quality improvement in childcare programs
- Teaches or organizes instructors for the following classes: Expanding Quality for Infants and Toddlers, Pyramid, Trauma Responsive, and other classes as appropriate
- Supports the recruitment, retention and on-boarding of childcare providers in Douglas County.
- Develops a variety of methods for local childcare providers to report open childcare slots (e.g., calling, texting, emailing, completing an online form) and maintains a database of openings
- Uploads data of slots to the Colorado Shines Salesforce system to inform the Colorado Shines Statewide Call Center and search results on the Colorado Shines website

- Provides ongoing technical assistance and training opportunities, including equity, diversity and inclusion, and a community of practice for providers.
- Supports the Executive Director with collaboration efforts with other agencies in Douglas County that support children and families
- Other duties as assigned.

SUPERVISION RECEIVED: General supervision is provided by the Executive Director of the Douglas County Early Childhood Council.

SUPERVISORY RESPONSIBILITIES: Has first-line direct supervisory accountabilities for contracted coaches and works in conjunction with the executive director.

INDEPENDENT JUDGMENT: This position requires a high level of independent judgment and understanding of program manuals, policies, procedures, and regulations.

Minimum Qualifications

EDUCATION and/or EXPERIENCE:

Requires a bachelor's degree from an accredited college or university with major coursework in education; master's degree preferred. A minimum of five years of early childhood experience, including at least five years of coaching experience. Minimum of one year of supervisory experience required, three or more years preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of the State laws, regulations, and programs relating to early childhood.
- Thorough knowledge of the principles and practices of early childhood.
- Working knowledge of principles and practices of organization and management.
- Working knowledge of principles and practices of adult learning.
- Working knowledge of the issues facing early childhood.
- Knowledge of budget preparation.
- Knowledge of resource development, fiscal management, and contract or grant reporting

- Able to provide technical assistance to providers as they move through the quality process in Douglas County
- Supervisory techniques and leadership methods.

Skills:

- Identify program needs and coordinate and administer resources related to supporting quality childcare.
- Analyze fiscal and program data and make effective budget recommendations.
- Design and implement approaches to improve childcare programs.
- Prepare accurate, clear, and concise reports.
- Ability to organize projects, communicate and delegate tasks, and engage and motivate among a broad spectrum of stakeholders, frequently under deadline pressure.
- Skill in prioritizing and organizing multiple tasks and the ability to complete projects promptly. Ability to respond flexibly and reprioritize work as situations change.
- Excellent written and verbal communication skills.
- Skilled in various software packages and Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Give public presentations and lead meetings. Comfortable with public speaking.

Abilities:

- Ability to identify emerging issues and potential impacts, then gather and distill information/data for presentation to decision-makers that allows for an informed decision to be made.
- Demonstrated ability to establish, develop, and sustain cooperative, professional relationships with a variety of local, state, and regional organizations including governmental and regulatory agencies, industry, and community-based organizations.

- Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns.
- A high level of analytical ability is required to identify, develop, and select alternative solutions to complex issues.
- Ability to maintain the security of sensitive and confidential information.
- Ability to work independently and in a team environment.
- Ability to perform under stress and when confronted with persons acting under stress.
- Ability to work with a high level of detail.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively and professionally with other employees, agencies, and the public.
- Ability to build and lead a team.

CERTIFICATIONS, LICENSES, & REGISTRATIONS:

- Must be a Credentialed Early Childhood Coach and trainer
- This position requires successful completion of a criminal background check including fingerprinting through a national database.
- Must possess a valid Colorado Driver's License upon hire, with complying insurance. Review of motor vehicle record is required at time of hire and periodically throughout employment.

Supplemental Information

WORK ENVIRONMENT:

Physical Work Environment: Work is primarily conducted indoors with occasional time spent in an outside environment. Noise level is moderate. Incumbent is subject to frequent interruptions.

May require travel between sites or to locations in the surrounding community for presentations, educational events, and meetings. Incumbent is occasionally required to

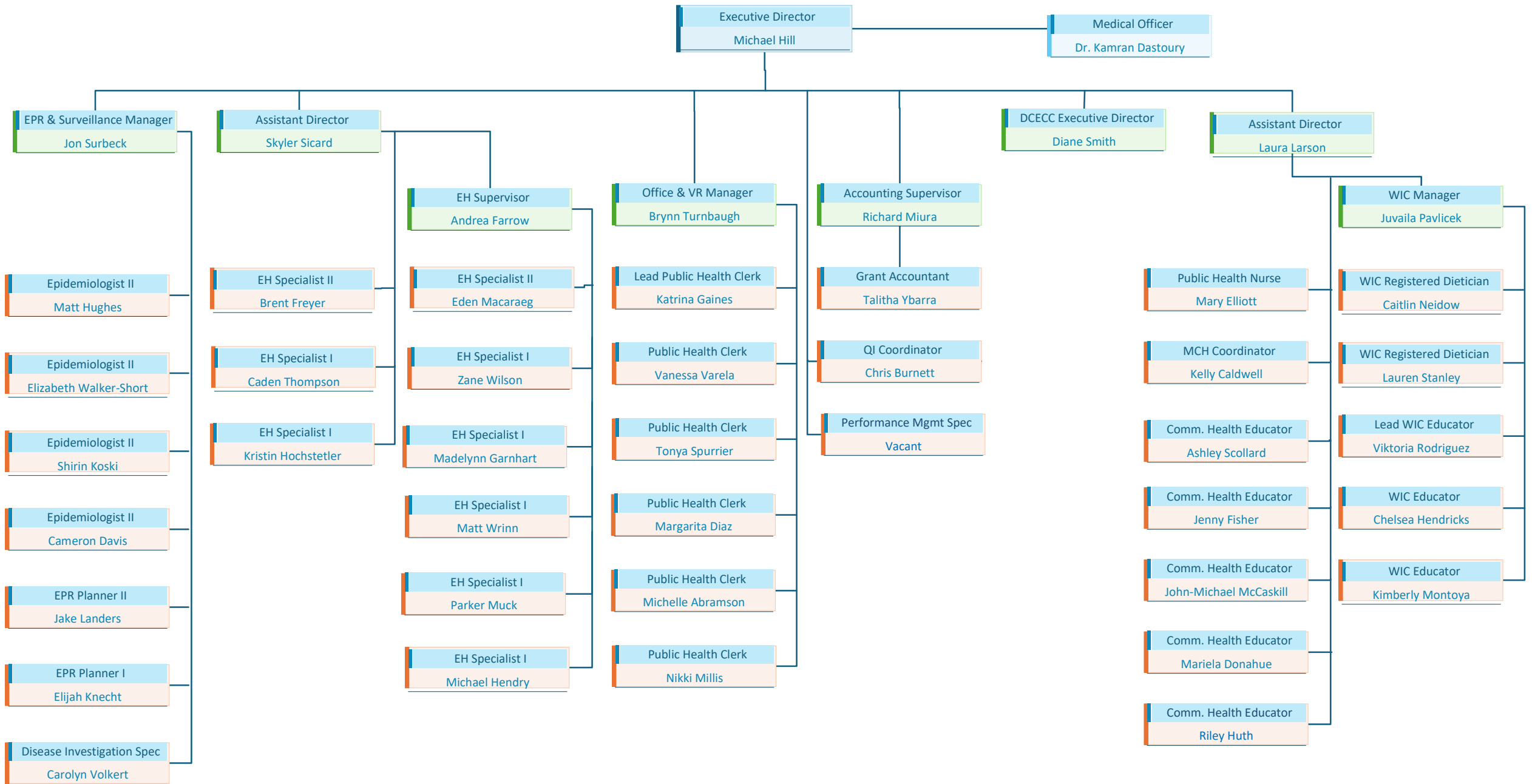
work outside normal hours to attend meetings or teach classes.

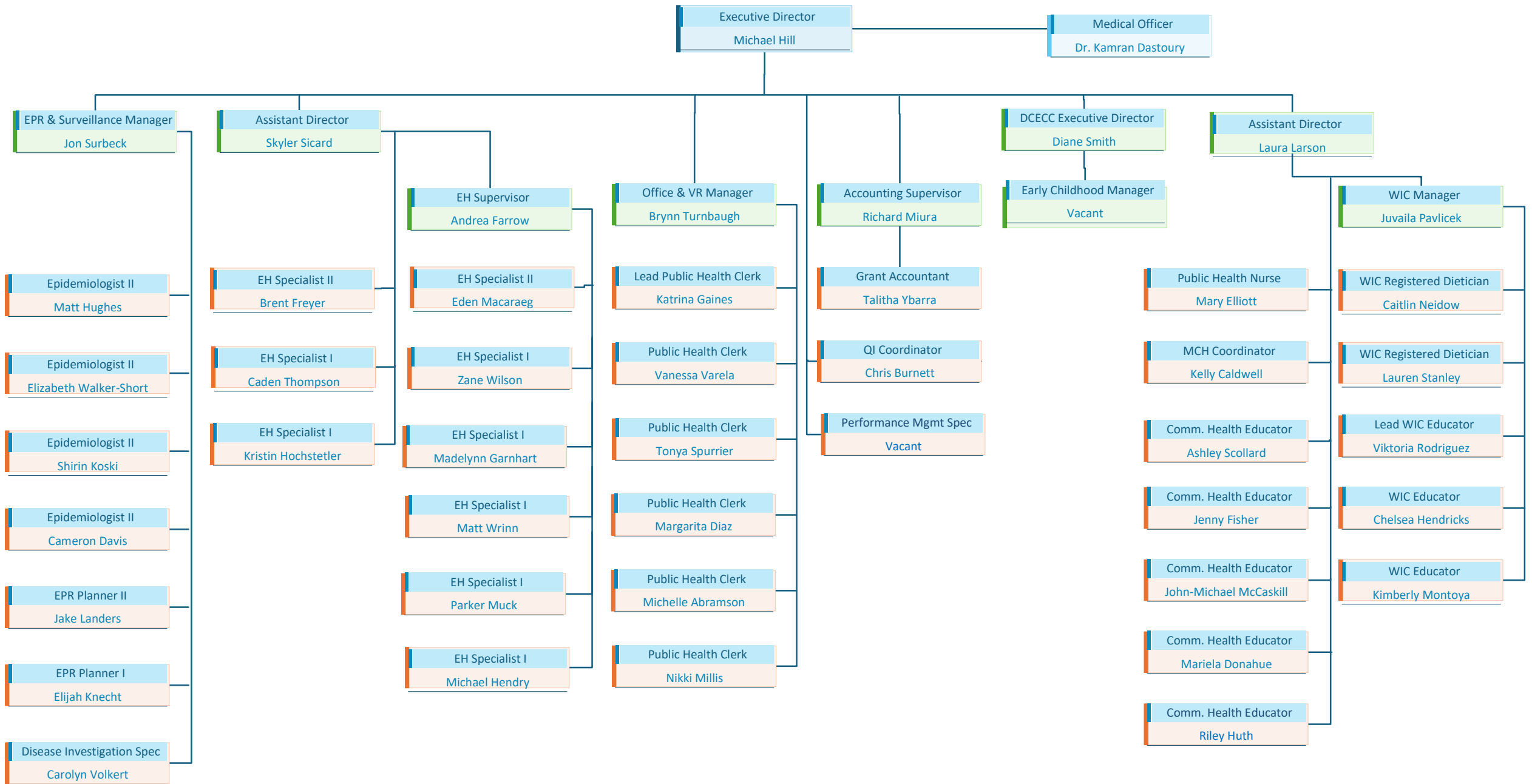
Physical Demands: Position is primarily sedentary with heavy computer use. Must be able to speak and to be understood clearly. Must be able to use a computer and associated software/hardware.

Material and Equipment Directly Used: Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax; iPad or similar device; audio-visual and other teaching equipment; anthropometric equipment; and passenger vehicles (personal or County-provided).

Other Necessary Requirements

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.





www.douglas.co.us

MEETING DATE: July 2, 2026

ATTACHMENTS:

Request to Consider a Septic Permit Fee Waiver for Douglas County Facilities



Request to consider a Septic Permit fee waiver for Douglas County Facilities

DCHD received a fee waiver request from County Facilities Director Tim Hallmark relating to a permit for the installation of an Onsite Wastewater Treatment System at the County's new BioChar facility located at 5675 Delva. The fee to be waived under this request is \$1,060.00.

Staff recommend that your Board consider and approve this request.

