

**Tri-County Board of Health Meeting**  
**June 11, 2013**  
**Minutes**

The Board of Health was officially called to order at 5: 04 p.m. by Thomas Fawell, M.D., Board President, at Tri-County Health Department, 6162 S. Willow Drive, Suite 100, Greenwood Village, Colorado 80111. Other members comprising a quorum included Carole Adducci; Janice Brainard; Kaia Gallagher, Ph.D.; and Paulette Joswick. Joseph Anderson, M.D. and Donald Parrot arrived later. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

**Introductions**

Michele Askenazi, Director of the Office of Emergency Preparedness and Response, introduced Veronica Moody, Emergency Preparedness Planner, and Sara Garrington, Emergency Preparedness Coordinator.

Mark Harkleroad, Director of Administration and Information Technology, introduced Mike Belieu, Controller; Patty Buckle, Accounting Manager/Assistant Controller; and Kurt Williams, Accountant.

Brian Hlavacek, Acting Director of Environmental Health, introduced Keith Homersham, Environmental Health Manager.

**Approval of the Minutes of the April 9, 2013 Meeting**

The minutes of the April 9, 2013 meeting were presented to the Board for review.

**MOTION: Ms. Adducci moved to approve the minutes of the April 9, 2013 meeting as written and Ms. Joswick seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated March 31, 2013**

Mr. Harkleroad presented the financial statements dated March 31, 2013 to the Board for review. He noted that expenditures were at 24.2 percent of budget with 25 percent of the year complete.

**MOTION: Dr. Gallagher moved to accept the financial statements dated March 31, 2013 as presented and Ms. Joswick seconded. The motion was approved unanimously.**

**Final Audit Report for FY 2012**

Cheryl Wallace, senior partner with Rubin Brown, presented and summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2012 to the Board. In their opinion, TCHD's financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of TCHD as of December 31, 2012. Ms. Wallace stated that no deficiencies were identified and all prior year recommendations had been addressed and implemented. Finally, Ms. Wallace summarized her firm's best practice recommendations.

Mr. Harkleroad referred the Board to executive management's written response to the Report to Governance, which states that TCHD agrees with the auditor's advisory comments and suggestions. Mr. Harkleroad and Dr. Vogt thanked the accounting staff for a job well done.

**MOTION: Ms. Brainard moved to accept the Financial Statements for the Year Ended December 2012, the Report to Governance and TCHD's management letter. Ms. Adducci seconded and the motion was approved unanimously.**

**Public Hearing: Proposed Environmental Health Fees**

Dr. Fawell opened the public hearing at 5:25 p.m.

Brian Hlavacek, Acting Director of Environmental Health, explained that, pursuant to C.R.S. 25-1-508(5)(j) and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. A fee calculation formula previously adopted by the Board of Health was used in 2013 to review program fees. He presented the proposed fees to the Board and summarized the major changes. If adopted, the new fees would become effective July 1, 2013.

Dr. Fawell noted that no one from the public was present to speak on this issue and closed the public hearing at 5:35 p.m.

**MOTION: Mr. Parrot moved to adopt the proposed Environmental Health fees and Dr. Gallagher seconded. The motion was approved unanimously.**

**SB13-185 Allowable Tobacco Grant Activities**

Stacy Weinberg, Director of Epidemiology, Planning and Communication (EPC), informed the Board that Legislative Legal Services identified two current grant areas that are not explicitly authorized by state statute:

- Activities designed to prevent or reduce the use of tobacco products or help reduce exposure to secondhand smoke
- Activities designed to eliminate health disparities among segments of populations that have higher than average tobacco burdens

Senate Bill 13-185, Tobacco Education, Prevention and Cessation Grant Program, would have amended state statute to permit activities to expand smoke-free areas in communities, including but not limited to: campuses, work sites, public outdoor areas and multi-unit housing; however, the bill was tabled indefinitely.

For the new grant year beginning July 1, 2013, TCHD will have to remove activities that involve college campuses and ask to have that portion of our funding reallocated to allowable activities. Also, the Colorado Department of Public Health and Environment (CDPHE) has now determined that low-income housing work is permitted.

Mr. Parrot asked what tobacco grant funds could be used for. Ms. Weinberg stated that we can work with school districts to help strengthen their smoke-free policy language, work with municipalities on retailer licensing, and conduct tobacco education activities.

Mr. Parrot inquired whether marijuana fell under the purview of this grant. Ms. Weinberg stated that this grant is for tobacco specifically.

### **Public Health Improvement Plan (PHIP) Capacity Assessment**

Ms. Weinberg informed the Board that community stakeholder focus groups consistently identified the following as the top three health issues in TCHD's jurisdiction: obesity, access to care, and mental health. TCHD then conducted an assessment to determine our partner organizations' capacity to deliver direct patient care, health education and policy/advocacy for each of these issues. Direct patient care had the lowest capacity while education had the highest for all three issues. Community stakeholders were also asked to rank the three issues in terms of importance. The results were: 1) obesity; 2) mental health; and 3) access to care.

TCHD will host a prioritization meeting with stakeholders on June 26, 2013. Once we determine our priority area, TCHD will create a five-year Public Health Improvement Plan. Ms. Weinberg stated that we are not inviting purely advocacy groups to the prioritization meeting or groups that do not have a role relating to the three issues.

Mr. Parrot requested a list of stakeholder organizations included in the public health improvement planning process. He asked that the list identify the 40 stakeholders invited to the June 26, 2013 prioritization meeting.

***ACTION ITEM: Ms. Weinberg to provide the Board with the above requested list of stakeholders.***

Mr. Parrot stated that he would like to have the Board members discuss whether other stakeholder organizations should be involved once we've identified our priority area.

### **New Commissioner Orientation**

Dr. Fawell informed the Board that one out of four new Commissioners attended TCHD's New Commissioner Orientation on May 30, 2013. Ms. Addicci imparted that she met with Commissioner Eva Henry, who relayed that she is very committed to the health department and to health in general. Ms. Adducchi stated that a significant emergency kept the Adams County Commissioners from attending TCHD's orientation session.

Dr. Vogt stated that Arapahoe County Commissioner Nancy Doty has asked to participate in one or more TCHD activities.

***ACTION ITEM: Ronnae Brockman, Executive Assistant, to arrange for Commissioner Doty to participate in some TCHD activities.***

### **2014 Budgetary Dynamics**

Dr. Vogt presented the 2014 major budgetary dynamics to the Board. He summarized anticipated increases and decreases in general fund revenues, general fund expenditures and grant funding for the upcoming fiscal year. He informed the Board that these numbers do take sequestration into account.

Mr. Harkleroad stated that TCHD intends to request a county per capita increase that is proportional to our population increase. Mr. Parrot asked whether TCHD always received a per capita increase based on population growth. Mr. Harkleroad explained that one year we received level funding even though our population increased. This actually decreased our county per

capita rate.

Mr. Harkleroad also stated that TCHD plans to include a three percent merit increase in our 2014 budget.

### **Operation Spore Executive Summary**

Ms. Askenazi summarized the Operation Spore Executive Summary and discussed identified strengths as well as areas needing improvement.

### **Legislative Update**

Dr. Vogt provided a summary of the 2013 legislative session to the Board. Highlights include:

- Increased state per capita funding, which equates to approximately \$70,000 for TCHD
- Local public health agencies or their designees must establish local or regional child fatality prevention review teams by January 1, 2015
- The Nurse Family Partnership program transfers from CDPHE to the Department of Human Services effective July 1, 2013

### **Report from Board of Health Members on CALBOH Meeting**

Don Parrot, Naomi Steenson, Carole Adducci and Dr. Vogt attended the Colorado Association of Local Boards of Health (CALBOH) meeting on June 3, 2013.

Mr. Parrot stated that the CALBOH president presented a new three-tiered training program for Board of Health members. He thinks this will help to increase CALBOH membership. Ms. Adducci stated that, although she was initially a huge advocate for joining CALBOH, she doesn't believe we should continue our membership because CALBOH has never gotten off the ground.

***ACTION ITEM: TCHD executive staff to discuss whether or not to continue CALBOH membership with the Board members before paying dues in 2014.***

### **Annual NALBOH Conference**

Dr. Vogt reminded the Board members that the National Association of Local Boards of Health (NALBOH) 21<sup>th</sup> Annual Conference would be held August 14-16, 2013 in Salt Lake City, Utah

### **Executive Director's Report**

#### **TCHD Recognizes 2012 Public Health Heroes of the Year**

The Public Health Hero of the Year award is designed to recognize an individual, business or organization in TCHD's jurisdiction that worked to improve or promote public health in 2012. This year, TCHD recognized 12 individuals or organizations as 2012 Public Health Heroes:

- King Soopers
- Adams County Planning Department and Craig Tessmer, Environmental Analyst
- Ken Killip, Hazardous Materials Specialist, South Metro Fire Rescue Authority
- Julie Thompson, Doula and Childbirth Education Instructor
- United Way 2-1-1

- Jaylin Stotler, Community Services Coordinator, City of Thornton
- Adams County School District 50 and Emily Jacobs, Wellness Coordinator
- Englewood School District; Dale Lumpa, Administrative Wellness Coordinator; and Melanie Dressman, No Child Left Behind/Grants Coordinator

#### **CDC Assessment of TCHD's Office of Emergency Preparedness and Response**

On April 10, 2013, the Centers for Disease Control and Prevention (CDC) conducted an annual Local Technical Assistance Review (LTAR) to assess evidence of overall readiness to manage, distribute and dispense Strategic National Stockpile (SNS) material during a public health emergency. TCHD improved its readiness scores in seven functional areas and its overall score by ten percent. Our 97% rating was one of the top two scores achieved by a Colorado local health department.

#### **TCHD Staff to Present at NACCHO Annual Conference**

TCHD staff will present three one-hour sessions at the National Association of County and City Health Officials' (NACCHO's) Annual Conference in Dallas, Texas on July 10-12, 2013:

- Stacy Weinberg and Allison Hawkes, M.D. from the EPC Division will present, "An Innovative Method to Measure Healthy Food in School Lunches."
- Patty Boyd and Maura Proser from the EPC Division will present, "Using Data to Leverage Partnerships and Resources for Preventing the Leading Causes of Death."
- Nereida Corral and Taylor Jones from the EPC Division will present, "Increasing Local Health Department Epidemiology Capacity through the Use of Multi-Disciplinary Strike Teams in Outbreak Response."

#### **FDA Voluntary Standards**

TCHD's Environmental Health Division has enrolled in the Food and Drug Administration's (FDA's) Voluntary National Program Standards, which were formulated by the FDA as part of the President's food safety initiative to promote active managerial control of risk factors known to cause foodborne illness within retail food and food service establishments. We will be assessing our own Retail Food Program to improve the services we provide to consumers and retail food establishments while reducing the occurrence of illness from food produced at the retail level.

#### **West Nile Virus Surveillance Funding**

TCHD's Environmental Health Division has been granted a \$5,000 purchase order for West Nile virus (WNV) surveillance June-August, 2013. This pass-through funding from CDC will aid in the operation of two sentinel mosquito light trapping zones. Each zone will contain five strategically placed mosquito traps within a five mile radius. An additional five traps will be set outside the sentinel zones bringing our total to 15 traps a week. Collected adult female mosquitoes will be identified by species and all *Culex* mosquitoes will be submitted for WNV testing. These surveillance activities will enable us to determine the risk of WNV transmission to humans and make recommendations to mosquito control partners.

#### **Dietetic Intern Graduation Ceremony**

TCHD's 24<sup>th</sup> class of dietetic interns will graduate on Thursday, June 27, 2013. This year's graduates are Elizabeth Hibler, Sarah Hudnall, Kelly McCormick, Alyssa Musgrave, Lindsey Simmons, and Max Young. The Dietetic Internship program is a 46-week accredited program during which the interns complete rotations at TCHD, area hospitals, school districts, and other health-related facilities. Additionally, our interns provide many hours of in-kind service to TCHD in the form of high-risk WIC counseling, community nutrition events, materials

development, and research projects. Graduates are eligible to sit for the national registration examination for dietitians to earn their RD credential. Board of Health members are welcome to attend the graduation ceremony at TCHD's Administrative Office from 2:00-4:00 p.m. that afternoon.

### **Set Agenda for the August 13, 2013 Meeting**

The August 13, 2013 Board of Health agenda will include: 1) a study session for the FY 2014 proposed budget, and 2) an update on the Public Health Improvement Planning process.

### **Other Items**

Dr. Gallagher asked which influenza viruses would be circulating this year. Dr. Vogt explained that influenza vaccine is based on the strains circulating in Australia during their flu season.

Dr. Vogt also discussed novel influenza A (H7N9) and Middle East respiratory syndrome coronavirus (MERS CoV).

Ms. Brainard inquired whether there had been additional measles cases beyond the two cases identified. Dr. Vogt answered negatively. He informed the Board that, in response, TCHD expanded its planned Shots for Tots clinic to include measles vaccine/immune globulin for adults and kids who might have been exposed.

### **Annual Report**

Gary Sky distributed and summarized TCHD's 2012 Annual Report entitled "Changing Behaviors for Good." The report highlights historic public service announcements and social marketing campaigns, along with many of the public health campaigns created in-house by Tri-County Health Department.

***ACTION ITEM: Ms. Brockman to e-mail hyperlinks for TCHD's Environmental Health, Nursing and Nutrition Division annual reports to the BOH members.***

### **Board Member Remarks**

Dr. Anderson stated that, when performing physical exams on children, he always asks the parents whether the child can swim and, if applicable, when they plan to enroll him for swimming lessons. Ms. Weinberg stated that CDPHE conducts a Child Health Survey and offered to contact them to determine whether this question is on their survey. She also stated that she recently read of a study that documented lack of swimming ability as a health disparity among children of lower income populations.

***ACTION ITEM: Ms. Weinberg to determine whether CDPHE's Child Health Survey asks about a child's swimming ability.***

### **Closing Remarks**

Dr. Fawell read a resolution recognizing Dr. Vogt's 12 years of dedicated service to TCHD and its residents. Dr. Vogt is retiring effective July 19, 2013.

### **Adjournment**

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The meeting adjourned by general consent at 6:45 p.m. A Board executive session followed the meeting.

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Thomas Fawell, M.D., President

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Carole Adducci, Secretary