

Tri-County Board of Health Meeting
August 12, 2014
Minutes

The Board of Health was officially called to order at 4:30 p.m. by Thomas Fawell, M.D., Board President, at Tri-County Health Department, 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111. Other members comprising a quorum included Carole Adducci; Joseph Anderson, M.D.; Janice Brainard; Kaia Gallagher, Ph.D.; Rick Hale; Paulette Joswick; Don Parrot; and Naomi Steenson. John M. Douglas, Jr., M.D., Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

Introductions

Tom Butts, Deputy Director, introduced Jordan Luke, Senior Network Administrator.

Stacy Weinberg, Director of Epidemiology, Planning and Communication, introduced Dr. Bernadette Albanese, Medical Epidemiologist, and Dr. Jana Smith, Aging Initiatives Manager. Ms. Weinberg informed the Board that Dr. Smith would be leading TCHD's public health accreditation process.

Brian Hlavacek, Director of Environmental Health, introduced Sheila Lynch, Land Use Program Coordinator, Steve Chevalier, Environmental Health Supervisor, and Laura DeGolier, Environmental Health Manager

Mike Belieu, Acting Director of Administration and Finance, introduced Mark Hoskins, Budget Analyst.

New Website Q&A

Mr. Luke provided an overview of TCHD's new website. Mr. Parrot indicated he was unable to determine how to return to the home page during his exploration of the website. Mr. Luke stated he would bring Mr. Parrot's feedback to the Website Committee and explained that, currently, a user could return to the home page either by clicking on the TCHD logo or by following the bread crumbs to "Home."

Mr. Parrot inquired whether TCHD had completed an optimization process for Internet searches. Mr. Luke confirmed that Civic Plus, the website designer, had accomplished this task on TCHD's behalf.

Dr. Gallagher asked whether information would be added to the website to reflect TCHD's strategic planning efforts. For example, she would like to see partnerships listed on the site. Dr. Douglas stated some website content would be driven by strategic planning efforts and one of the first steps in strategic plan implementation would be to hire a Strategic Communications Coordinator.

Ms. Brainard questioned whether it was possible to close the rotating slide show on the home page. Mr. Luke explained that it was not currently possible, but agreed to ask the Website Committee to consider adding an "x" in the corner of the slide show to allow a user to close it.

Mr. Luke informed the Board that website development isn't a static process and that our website would continue to evolve based on feedback and organizational needs. Additionally, our contract with Civic Plus includes a design change every four years.

Overall, the Board was happy with the new website and thanked Mr. Luke and the Website Committee members for their hard work.

Health Impact Assessments

Ms. Lynch informed the Board that health impact assessments (HIAs) help evaluate the potential health effects of a plan, project or policy before it is built or implemented and can provide recommendations to increase positive health outcomes and minimize adverse health effects. TCHD is currently conducting an HIA with the Adams County Planning Department on the Federal Boulevard Framework Plan to address community safety, traffic safety and physical activity. An HIA Program Grant through the Health Impact Project is funding this assessment and one other over a two-year period and also requires TCHD to create an HIA Program that will build capacity for future development of HIAs in the Denver Metro Region.

Current Infectious Disease Events

Dr. Douglas summarized an outbreak of human pneumonic plague in Adams County, informed the Board that there have been three cases of human tularemia in the past six weeks as well as increased deaths in the rabbit population, and discussed the current Ebola outbreak in western Africa. Mr. Parrot inquired whether Health Alert Network (HAN) notifications were sent to veterinarians. Dr. Douglas affirmed that they are sent to vets when relevant.

Strategic Planning Update

Mr. Butts provided an update on TCHD's strategic plan implementation process, guidance and schedule. Champions have been appointed to oversee each Strategic Plan goal and are currently working to develop metrics and define tactics. Mr. Butts plans to present a draft implementation plan at the October 2014 Board meeting.

Dr. Gallagher asked how strategic plan implementation resources aligned with our budget. Mr. Butts stated that needed resources were very well aligned. Key positions have been built into our 2015 budget (with some starting in 2014) and we've taken a preliminary look at fiscal year 2016.

Update on Public Health Accreditation Process

Ms. Weinberg presented an overview of Public Health Accreditation Board standards and TCHD's accreditation process timeline, which is based on feedback from other local health departments that have achieved accreditation. Once achieved, accreditation is valid for five years.

TCHD and Marijuana Update

Several Division Directors summarized their involvement in activities related to the recent legalization of recreational marijuana. Activities include participating on state committees and work groups; developing guidance documents on health and safety issues related to the marijuana industry; creating educational pamphlets for WIC and nursing clients; conducting syndromic and electronic surveillance to identify potential outbreaks or emergency department visits related to marijuana use; and surveying WIC clients to better understand their educational needs, prevalence and type of marijuana use, and to establish a baseline to allow trend assessment over time. Environmental Health staff are also looking into food safety issues surrounding the

manufacture of marijuana-infused edibles and are exploring the possibility of inspecting facilities creating these products.

Elbert County Services

Dr. Douglas informed the Board that Elbert County approached TCHD approximately two months ago to determine whether TCHD could provide the following services for their residents: communicable disease surveillance, environmental health activities, emergency preparedness and response support, maternal and child health programs, and provide larger guidance on their Public Health Improvement Plan and community health assessments.

TCHD is currently working on a counterproposal that would place a Public Health Coordinator in Elbert County for a one-year trial period. We are requesting funding that would completely cover all costs for services provided to Elbert County. Dr. Douglas will update the Board as the situation develops.

Budget Study Session with Commissioners

Dr. Douglas announced that TCHD's budget study session with all three sets of County Commissioners is scheduled for Tuesday, September 2, 2014 at 3:00 p.m. at the Arapahoe County Administration Building, 5334 S. Prince Street, Littleton, CO 80166. He invited the Board members to attend.

Approval of the Minutes of the June 10, 2014 Meeting

The minutes of the June 10, 2014 meeting were presented to the Board for review.

MOTION: Mr. Parrot moved to approve the minutes of the June 10, 2014 meeting as presented and Ms. Adducci seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated May 31, 2014

Mr. Belieu presented the financial statements dated May 31, 2014 to the Board for review. He pointed out the new section entitled "Total Budget vs. Year-to-Date Actual," which will be included on future reports. He also explained that money budgeted for the "Facilities" and "Information Technology" line items would not be used in 2014 since plans to construct a new building had changed.

MOTION: Mr. Hale moved to accept the financial statements dated May 31, 2014 as presented and Dr. Gallagher seconded. The motion was approved unanimously.

Request to Update the TCHD Fund Balance

Mr. Belieu presented a resolution redesignating and supplementing the fund balance to the Board for approval. Changes include elimination of the Liability Insurance Reserve (TCHD is covered under the Governmental Immunity Act) and carryover from fiscal year 2013 in the amount of \$1,352,568.

MOTION: Ms. Brainard moved to adopt the Resolution Redesignating and Supplementing the Reserve Fund Balance as written. Ms. Steenson seconded and the motion was approved unanimously.

Study Session: FY 2015 Proposed Budget

Mr. Belieu presented TCHD's draft fiscal year (FY) 2015 proposed budget to the Board. He explained that overall, TCHD's proposed FY 2015 budget of \$34,979,875 reflects a decrease of 1.0% compared to our FY 2014 budget. However, when factoring out the \$1.985 million budgeted fund balance contribution included in the 2014 budget, the proposed 2015 budget actually represents a 4.6% increase.

We are requesting a 3.0% increase in our county per capita rate from \$6.38 to \$6.57. Combining this county per capita rate with a population growth of 1.8% equates to an overall county appropriation increase of \$435,903.

The principal components of the proposed per capita increase include a 3.0% salary increase and an additional 5.75 general fund-supported full-time equivalents (FTEs) for increased capacity to conduct retail food facility inspections; implement our Public Health Improvement Plan and departmental accreditation through the Public Health Accreditation Board; and initial implementation of our Strategic Plan, specifically with positions to enhance capacity in informatics, quality improvement, interaction with health care delivery systems, and health promotion programs.

Besides the 5.75 FTEs mentioned above, an additional 12.86 FTEs included in the proposed 2015 budget are directly related to increases in federal, state and specific county-funded programs.

We are also planning to utilize a portion of our Fund Balance in FY 2015 to cover one-time costs associated with improving information technology infrastructure including a new agency-wide document management system. The current estimated Fund Balance drawdown is \$382,358.

Mr. Hale inquired whether our proposed FY 2015 budget had been discussed with County staff. Mr. Butts stated that the preliminary reaction from Adams County was not adverse, however; we need to justify our request. Dr. Douglas stated that the primary basis for the requested funding increase is driven by our Strategic Plan.

Dr. Douglas gave a PowerPoint presentation on TCHD's proposed FY 2015 budget and the Board made recommendations on slide content, order and presentation length in preparation for the presentation to our three sets of County Commissioners.

MOTION: Mr. Parrot moved to support TCHD's FY 2015 Proposed Budget for consideration by the County Commissioners. Dr. Gallagher seconded and the motion was approved unanimously.

Executive Director's Report

Nurse Family Partnership Program Expansion

The Nurse Family Partnership (NFP) is a national, evidenced-based public health program that pairs nurses with low-income women who are having their first baby. Nurses conduct home visits throughout the mother's pregnancy and continue until the child's second birthday.

In 2000, TCHD was first funded by the Adams County Department of Human Services to serve 50 families. Beginning in October 2014, federal dollars will enable TCHD to serve 200 families in Adams County and state funding will enable us to serve an additional 365 families across our jurisdiction for a total of 565 families.

TCHD to Apply for Fiscal Year 2016-2018 Cancer, Cardiovascular Disease and Chronic Pulmonary Disease Funds

The Cancer, Cardiovascular Disease and Chronic Pulmonary Disease (CCPD) Grant Program was created in 2005 by Amendment 35 to fund competitive grants to provide a cohesive approach to cancer, cardiovascular disease, and chronic pulmonary disease prevention, early detection, and treatment in Colorado. As a grantee, TCHD has used this funding for its Peak Wellness and Heart Healthy Tri-County programs within Family Planning and WIC.

CCPD has changed and added new strategies for the upcoming 2016-2018 grant cycle, which fall under three key priority areas: Healthy Eating Active Living, Cancer and Cardiovascular Disease, and Risk Factors with emphasis on policy and healthcare systems changes. An agency can be awarded up to two million dollars per year for three years. The Request for Applications was released on July 31, 2014 with the final proposal due September 30, 2014.

Integrated Emergency Management Course

The Integrated Emergency Management Course offered by the Emergency Management Institute of the Federal Emergency Management Agency (FEMA), was held in Arapahoe County from July 14-17, 2014 at the Arapahoe County Sheriff's Office. Participants included County Commissioners, local elected officials, first responders and an extensive number of partners from disciplines that provide key support during incident response and recovery. TCHD participants included Dr. John Douglas, Executive Director, Michele Askenazi and Veronica Moody from the Office of Emergency Preparedness and Response and Brian Hlavacek from the Environmental Health Division.

TCHD Receives Fall Prevention Grant for Spanish-Speaking Older Adults

The Colorado Brain Injury Program (CBIP) has awarded TCHD a \$6,719 grant to support the development of structures and partnerships needed to offer A Matter of Balance (MOB) fall prevention classes to Spanish-speaking older adults. This will leverage existing MOB funding from the Denver Regional Council of Governments and expand access to education to reduce fall risk and fall-related traumatic brain injury in this segment of the older adult population. TCHD will target Adams and Arapahoe Counties because they have significant older adult populations as well as Hispanic populations, many of whom are non-English speaking.

Update on Commerce City Vital Statistics Office

The Commerce City Vitals Records office opened for business in March 2014 to better serve TCHD's northern jurisdiction and capture birth certificate revenue going to other counties that were more accessible to our northern residents. During its first three months of operation, TCHD's Vital Records revenue increased by \$42,800 over the same time period last year. As of mid-July, we have issued 3,666 birth certificates and 5,058 death certificates from our new location.

Social Media Update

TCHD established a formal social media presence on February 1, 2014, which includes an agency-wide Twitter account, an Emergency Preparedness and Response Twitter account, a Pinterest page, and two Facebook pages: one for breastfeeding support and one for the Dietetic Internship.

All continue to gain followers every month.

West Nile Virus

As of July 30, 2014, a fifth human case of West Nile virus (WNV) in Colorado was identified in Mesa County. Other cases reported so far this year were in Arapahoe, Boulder, Pueblo and Saguache Counties. Also, 1137 mosquito pools have been tested, and 51 (4.5%) pools have been positive for WNV. Positive pools have been found in Adams, Arapahoe, Boulder, Delta, Jefferson, Larimer, Mesa, Pueblo, and Weld counties.

Plague

TCHD was notified of a prairie dog die-off in Bennett, CO on June 27, 2014 and fleas from the site tested positive for plague. Dusting was completed at the site to kill fleas and two hundred flyers were distributed to citizens living in the area.

Additionally, a dog developed pneumonic plague in late June (not related to the prairie dog die-off in Bennett), which lead to an outbreak of pneumonic plague in four persons.

Rabies

A raccoon from Douglas County in Highlands Ranch tested positive for Rabies. Rabies monitoring is continuing throughout the county.

Tularemia

Tularemia was identified in an Adams County rabbit. In response, TCHD Environmental Health staff distributed notification flyers to residents on preventive measures, including the proper disposal of dead animals.

Oil and Gas Symposium

On June 30, 2014, Mr. Butts, Dr. Douglas and Mr. Hlavacek attended an oil and gas symposium at the Colorado School of Public Health (CSPH). Although Colorado State University (CSU), the Colorado Department of Public Health and Environment (CDPHE), and other organizations are conducting research to determine the environmental impact and health effects of oil and gas development, much remains unknown. More public health outreach, education, and pre-planning of oil and gas developments with the public's health in mind needs to be done.

CCTSI Grant

TCHD will be working with CSU, CSPH, CDPHE and others on a research collaborative funded by a Colorado Clinical and Translational Sciences Institute (CCTSI) grant. The group will identify key environmental and health indicators and formulate them using publically available data sets to determine their usefulness in a variety of areas. This project is in the initiation stage and will take place over the next year. TCHD will be working closely with the Colorado Directors of Environmental Health and other stakeholders throughout this assessment.

Tobacco "Sweet, Cheap and Deadly" Campaign

TCHD's Tobacco Prevention Program is working with youth partners in Aurora to promote a campaign entitled, "Sweet, Cheap, and Deadly." Sponsored bus shelter ads and exterior store ads throughout Aurora will direct people to www.StopTobaccoAurora.org where they can learn about tobacco industry tactics used to attract kids to their products. Jefferson, Boulder, and Weld Counties are also participating in the campaign. TCHD's bus ads will be posted through September and store ads will be posted through early August.

Other Items

Northglenn Office

Dr. Gallagher requested an update regarding TCHD's Northglenn office. Mr. Butts informed the Board that plans to construct a new building were discarded following the owner's request for a longer lease at an increased rate. TCHD subsequently extended the lease at its current Northglenn location and is exploring available options including obtaining space in Adams County's planned new building.

Nursing Division Annual Report

Jeanne North, Director of Nursing, distributed the TCHD Nursing Division 2013 Annual Report.

Set Agenda for the August 12, 2014 Meeting

The October 14, 2014 agenda will include: 1) a study session for the proposed adoption of a supplemental budget appropriation; 2) a report on the September budget study session with the County Commissioners; 3) an update on TCHD activities related to marijuana; 4) an update on strategic plan implementation.; and 5) an update on Public Health Accreditation and TCHD's Public Health Improvement Plan implementation if needed.

Board Member Remarks

Board Dinner Meeting Location

Dr. Fawell asked the Board members to think about possible locations for the December Board dinner meeting.

ACTION ITEM: Board members to submit suggested locations for the annual Board dinner meeting to Ronnae Brockman, Executive Assistant.

Closing Remarks

Executive Session

Dr. Fawell informed the Board that a closed Executive Session would follow the meeting.

Adjournment

MOTION: Dr. Gallagher moved to adjourn the meeting at 7:03 p.m. Ms. Brainard seconded and the motion was approved unanimously.

Thomas Fawell, M.D., President

Carole Adducci, Secretary