



**Board of Health Meeting
December 13, 2016
Minutes**

At a public meeting of the Board of Health held at Blackstone Country Club, Cambridge Room, 7777 South Country Club Parkway, Aurora, CO 80016, there were:

Board of Health Members:

Carole Adducci, RN, Adams County	Present
Janice Brainard, RN, Arapahoe County	Present
Thomas Fawell, MD, Arapahoe County	Present
Kaia Gallagher, PhD, President, Arapahoe County	Present
Marsha Jaroch, NP, Douglas County	Present
Paulette Joswick, RN, Secretary, Douglas County	Present
Zachary Nannestad, Douglas County	Present
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Present

Executive Management Team Members:

Michele Askenazi, Director of Emergency Preparedness and Response	Absent
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Tom Butts, Deputy Director	Present
John M. Douglas, Jr., MD, Executive Director	Present
Bob Flores, Director of Administration and Finance	Present
Mame Fuhrman, Director of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Absent

Guests:

Jeanne Shreve, Intergovernmental Relations Manager, Adams County

Call to Order

Dr. Gallagher called the meeting to order at 5:09 p.m.

Introductions

None.

Approval of the Minutes of the October 11, 2016 Meeting

The minutes of the October 11, 2016 meeting were presented to the Board for review.

MOTION: Dr. Fawell moved to approve the minutes of the October 11, 2016 meeting as written and Ms. Adducci seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated September 30, 2016

Mr. Flores presented the financial statements dated September 30, 2016 to the Board. Year-to-date (YTD) revenue through September 2016 totaled \$28.5 million, which was less than budgeted by \$1.2 million (\$29.8 million) and greater than actual expenses by \$0.4 million. YTD expenditures totaled \$28.1 million, which was less than budgeted (\$29.5 million) by \$1.4 million. Overall, the net operating surplus through the month of September is \$456,300.

Mr. Flores also informed the Board that TCHD received the final \$700,000 of the \$1.2 million Park Center tenant improvement allowance on December 12, 2016.

MOTION: Ms. Brainard moved to accept the financial statements dated September 30, 2016 as presented and Dr. Fawell seconded. The motion was approved unanimously.

Public Hearing: Adoption of the 2017 Proposed Budget and Appropriation Resolution

Dr. Gallagher opened the public hearing for the adoption of TCHD's 2017 proposed budget and appropriation resolution at 5:15 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, December 4, 2016.

Mr. Butts stated that TCHD received verbal notification from Adams, Arapahoe and Douglas Counties that our requested fiscal year (FY) 2017 county appropriation increase of \$464,644 was approved. This amount is based on an estimated population growth of 2.5% and a 2.3% increase to our county per capita rate (from \$6.51 to \$6.66). This increase will support a 5% salary merit pool for general fund-supported staff, the general funded portion of the health insurance premium increase, the general funded portion of rent increases and a full-time Senior Network Security Administrator.

Mr. Flores provided a summary of revenue and expenditure changes made since the 2017 draft budget was presented to the Board of Health at the August 09, 2016 meeting. Total projected revenue for fiscal year 2017 is \$39,442,002. Total projected expenditures are \$40,372,002 with \$930,000 of that amount coming from the fund balance for the Hampden and Chambers build out (replacement for our Iliff and Chambers location) and the planned implementation of an electronic document management system. Total projected expenditures, ending fund balance and in-kind contributions for fiscal year 2017 equal \$57,610,340.

Dr. Gallagher noted no one from the public was present to speak and closed the public hearing at 5:25 p.m.

MOTION: Dr. Fawell moved to approve the 2017 Proposed Budget and Appropriation Resolution as presented and Ms. Adducci seconded. The motion was approved unanimously.

Report from the Board Nominating Committee

On behalf of the Board of Health Nominating Committee, Ms. Brainard recommended that the current slate of Board officers be retained for 2017: Dr. Gallagher as President, Ms. Steenson as Vice President, and Ms. Joswick as Secretary.

MOTION: Ms. Adducci moved to accept the proposed slate of officers and Dr. Fawell seconded. The motion was approved unanimously.

Set the 2017 Board of Health Meeting Schedule

Dr. Gallagher proposed the Board continue to meet on the second Tuesday of February, April, June, August, October and December in 2017. All meetings would begin at 4:30 p.m. except the Board's dinner meeting in December, which would begin at 5:00 p.m.

MOTION: Dr. Fawell moved to accept the proposed 2017 meeting schedule and Ms. Steenson seconded. The motion was approved unanimously.

Current Infectious Disease Events

Dr. Douglas provided an update on the 2016-2017 influenza season, discussed the mumps outbreak that is occurring in the United States, stated that indigenous Zika virus transmission is now occurring in Texas, and mentioned that TCHD has been seeing outbreaks of viral gastroenteritis in schools, child care centers and long-term care facilities.

2018 Budget Planning Calendar

Mr. Butts presented the preliminary "2017 Process Overview and Planning Calendar for TCHD's 2018 Budget" to the Board. This year, Dr. Douglas and applicable staff will meet periodically with our Boards of County Commissioners to keep them up to date on relevant public health issues. Ms. Shreve stated that the Adams County Commissioners have requested that TCHD come to Adams County to provide them with quarterly updates. These meetings should be timed to occur after our joint budget planning meetings with our Board of Health

Dr. Gallagher noted that three budget meetings with Board of Health representatives were planned: one in March to discuss possible 2018 funding priorities, one in May to review budget dynamics and justifications for planned budget requests, and one in July to review budget presentation content and approach. Dr. Gallagher stated that only the May and July meetings with Board of Health representatives were necessary.

ACTION ITEM: Dr. Douglas to meet with the Adams County Commissioners quarterly to keep them apprised of relevant public health issues; especially issues that could impact TCHD's budget. In May and July, these meetings are to be timed to occur after our budget planning meetings with Board of Health representatives.

ACTION ITEM: Mr. Flores to remove the March budget meeting with Board of Health representatives from the 2018 budget development calendar.

Update on Retail Food Establishment Rating Stakeholder Process

Mr. Hlavacek provided an update on the Retail Food Establishment (RFE) Stakeholder Engagement Process, which was mandated to develop a statewide RFE rating system, including a method to make food establishment ratings publicly available. Local health department food program managers have proposed a three to five category rating system (e.g., excellent, good, fair, marginal, and unacceptable). Under the proposal, an RFE's rating would be calculated via a weighted system that would assign point values based upon the severity and pervasiveness of

issues observed. Currently, the Colorado Department of Public Health and Environment (CDPHE) is gathering industry feedback on the above proposal and consumer focus groups will be held in early 2017. If adopted, the rating system will become effective July 1, 2017.

Dr. Douglas stated that Colorado Counties, Inc. is interested in revisiting RFE legislation. They would like to repeal the ban on RFE letter grades and modify the language regarding inspection and licensing fees.

Communications Coordinator Position Recruitment Update

Dr. Douglas informed the Board that TCHD has hired Becky O'Guin as its Communications Coordinator. Ms. O'Guin most recently worked for the South Metro Fire District for several years and has many connections in the community.

Per Dr. Douglas, Ms. O'Guin has reached out to Wendy Holmes, Douglas County Public Affairs Director, about convening Public Information Officers (PIOs) to discuss public health communication strategies at the state and local levels. Ms. Holmes is interested in holding a half-day summit in early January 2017 that would include PIOs from each of our three counties, CDPHE and one or two other local health departments.

Interactions with Boards of County Commissioners in 2017

Dr. Douglas summarized planned interactions with our Boards of County Commissioners (BOCCs) in 2017. TCHD will conduct an orientation session with our new Commissioners in early 2017. Additionally, Mr. Butts is attempting to convene a meeting with our county liaisons to determine the best way to provide public health updates to our BOCCs. Finally, Commissioner Nancy Jackson has asked us to become involved with the Arapahoe County dashboard and invited us to attend their Align Arapahoe meetings, which are attended by the Commissioners.

Election Summary, Legislative Preview and Elected Official Briefings

Mr. Butts summarized November 2016 election outcomes for the state legislature, county commissioner seats and state and local ballot issues. He also provided information on the Governor's proposed FY 17-18 proposed budget, including revenue shortfalls and proposed balancing actions.

Executive Director's Report

Public Health Accreditation Update

We remain on track to submit our documentation package to the Public Health Accreditation Board (PHAB) on January 31, 2017. The documentation selection and review process has been completed for ten of the 12 Domains. The remaining two—Domains 1 and 2—are scheduled for review and completion in December.

Syringe Exchange Program Update

On October 5, 2016, TCHD and the Harm Reduction Action Center (HRAC) began providing comprehensive health services for people who inject drugs, including syringe access services, in the Aurora area. As of November 18, 2016, we have served 30 clients (including 11 new clients), distributed 495 clean needles and syringes, and collected 187 used needles and syringes.

Additionally, we have given four doses of Naloxone to reverse suspected opiate overdoses and provided four active referrals to community resources.

Staff Mass Prophylaxis Exercise Summary

On October 10, 2016 from 3:30-6:30 p.m., TCHD conducted a First Responder Point-of-Dispensing exercise at four office locations to test elements of our Public Health Emergency Operations Plan (PHEOP) Mass Medical Countermeasure Dispensing Plan. During the exercise, TCHD gave a total of 374 influenza vaccinations to 193 employees and 181 family members.

November 2016 Hepatitis A Response

During the fall of 2016, several states, the CDC, and the U.S. Food and Drug Administration investigated a multistate outbreak of foodborne hepatitis A. Evidence indicated that frozen strawberries imported from Egypt were the likely source of this outbreak. In all, TCHD staff contacted over 200 facilities in Adams, Arapahoe, Douglas, and Elbert Counties between November 3, 2016 and November 9, 2016. Disease control staff worked closely with facilities that reported serving an implicated product in the last 14 days to identify exposed individuals, assess immunity, and obtain appropriate prophylaxis. Our nursing staff visited two long-term care facilities to administer immunoglobulin to residents who could not be vaccinated. In all, 56 individuals received immunoglobulin prophylaxis. Facilities that reported serving an implicated product in the last 15-50 days were counseled to monitor exposed individuals for hepatitis A symptoms and seek medical attention should any appear.

WIC Improves Food Shopping Experience for Participants

On November 2, 2016, TCHD's WIC Program began offering enrolled families a new way to purchase WIC foods in the form of a debit-style "eWIC" card. The new card allows WIC enrollees to purchase as many or as few WIC foods as they need each time they shop, eliminates the need for participants to come to the clinic to receive new food allocations, and eliminates the need for store cashiers to determine whether a specified food is Colorado WIC eligible, which speeds up check-out time.

TCHD Supports Regional Metro Vision Plan

TCHD was one of five metro area local health departments to collaboratively express support for the proposed Metro Vision Plan, Denver's regional transportation and land use plan, developed by the Denver Regional Council of Governments (DRCOG) at a public hearing on November 16, 2016. Metro Vision, which is updated every five to seven years, serves as a regional road map for land use and transportation planning to provide strategic vision to regional cooperation and investments in the Denver Metro area. TCHD's Land Use and Built Environment program staff worked closely with DRCOG on the current update to ensure that health-promoting policies were integrated throughout the plan.

BUILD and CCTSI Grant Updates

TCHD and WIC were recently awarded two new grants to pilot initiatives to improve health outcomes and referrals for our WIC clients:

1. ***Colorado Clinical and Translational Sciences Institute, Year 2 Pilot:*** In partnership with University Colorado Denver, TCHD will pilot interventions that focus on postpartum weight-loss.
2. ***The BUILD Health Challenge: Bold, Upstream, Integrated, Local and Data Driven:*** A two-year collaboration between Children's Health Clinic, Together Colorado and TCHD,

this grant focuses on community-driven solutions to improve access to care and care coordination for Aurora families with young children in the 80010, 80011, and 80012 zip codes.

Consultation with the Colorado Coalition for the Medically Underserved

This summer, TCHD contracted with the Colorado Coalition for the Medically Underserved (CCMU) to facilitate a series of discussions around the possible alignment and potential collaboration of all health alliances in the Metro Denver area. The potential projects identified will be assessed in regard to cost and effectiveness prior to planning for implementation.

Household Chemical Roundup Summary for 2016

Adams County Household Chemical Roundup Events were held May 7, 2016 at Water World in Federal Heights and September 17, 2016 at the Thornton Infrastructure Maintenance Center. Approximately 668 households dropped off 95,861 pounds of household chemical waste.

Douglas County Household Chemical Roundup Events were held on May 21, 2016 at the Parker Joint Services Center, August 13, 2016 at Shea Stadium in Highlands Ranch and October 1, 2016 at the Town of Castle Rock Utilities. Approximately 3,030 households dropped off 334,184 pounds of household chemical waste

TCHD Facility Updates (as of November 29, 2016)

Mr. Flores provided an update on the status of planned office improvements, office build-outs and lease negotiations.

Spokesperson Training

On December 6, 2016, TCHD held spokesperson training to ensure: 1) key staff can serve in the spokesperson role during Incident Response and 2) provide information and tools to Public Health Incident Management Team (PHIMT) personnel who support the spokesperson. The class included information on: 1) spokesperson roles and responsibilities, 2) training a spokesperson, 3) coordinated messaging, and 4) key interviewing tips.

Aftermath of 2016 Election

Many contentious differences aired during the 2016 campaign are relevant to our work and the well-being of our communities. TCHD is seeking appropriate ways to respond to community concern and policy uncertainty. On December 1, 2016, Dr. Douglas provided opening remarks at an Aurora Together Community Event hosted by the Aurora Office of International and Immigrant Affairs. The event, attended by over 100 persons from the refugee and immigrant community and local elected officials, focused on a panel discussion that included Chief Metz of the Aurora Police Department, District Attorney Brauchler of the 18th Judicial District, and experts on immigration law, refugee programs, and community mental health. Additionally, TCHD's Nursing and Nutrition Divisions are developing materials for front-line staff to support clients with immigration and health services concerns. Finally, TCHD and the other Denver Metro health departments are exploring opportunities for joint statements to the public as well as communications to our Congressional delegation regarding health policy issues of concern.

Other Items

TCHD's 2016 Community Health Assessment

Dr. Douglas distributed TCHD's 2016 Community Health Assessment to the Board. This report displays information about the overall health of the residents in our communities as well as

factors that impact health in our jurisdiction. This report also supports our public health accreditation efforts.

Set Agenda for the February 14, 2017 Meeting

The February 14, 2017 agenda will include an update on public health accreditation, a strategic planning update and an update on the status of permanent facilities for household hazardous waste drop-off.

Board Member Remarks

None.

Closing Remarks

Dr. Gallagher wished everyone a happy holiday season.

Adjournment

MOTION: Ms. Joswick moved to adjourn the meeting at 6:40 p.m. Ms. Jaroch seconded and the motion was approved unanimously.

Kaia Gallagher, PhD, President

Paulette Joswick, Secretary