



**Board of Health Meeting
October 10, 2017
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 15192 E. Hampden Avenue, Aurora, Colorado 80014, 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	Absent – Excused
Zachary Nannestad, MPH, 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, Response, and Communicable Disease Surveillance	Present
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
John M. Douglas, Jr., MD, Executive Director	Present
Theresa Fox, Director of Administration and Finance	Present
Mame Fuhrman, Director of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication (EPC)	Present

Call to Order

Ms. Steenson called the meeting to order at 4:35 p.m.

Introductions

Ms. Askenazi introduced Jennifer Thomas, Safety and Security Specialist; Jennifer Chase, Disease Intervention Program Manager and Regional Epidemiologist; and Omar Awan, Emergency Preparedness and Response Planner. Ms. Bonczynski introduced Caitlin Jacobsen, Dietetic Intern. Ms. Ludwig introduced Theresa Fox, TCHD's new Director of Administration and Finance. Ms. Weinberg introduced Daniel Barton, Performance Management Coordinator. Ms. Fox introduced Kurt Williams, Budget Analyst; Patty Buckle, Controller; and Jesus Hernandez, Desktop/Network Administrator.

Approval of the Minutes of the August 8, 2017 Meeting

The minutes of the August 8, 2017 meeting were presented to the Board for review.

MOTION: Dr. Fawell moved to approve the minutes of the August 8, 2017 meeting as written and Mr. Nannestad seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated July 31, 2017

Ms. Fox presented the financial statements dated July 31, 2017 to the Board. She stated that year-to-date revenue through the month of July was under budget by \$35,000 and expenditures were under budget by \$674,000. Overall, the actual net operating surplus through July is \$933,000.

Ms. Fox stated that Medicaid providers, including TCHD, continue to be impacted by delays in reimbursements. Currently, TCHD's Medicaid revenue is approximately \$304,000 under budget through July 2017, primarily in Family Planning. The Department of Health Care Policy and Finance has extended the timely filing deadline from 90 days to 180 days due to the technical difficulties with the new system. TCHD's Medicaid revenue through July 2017 is \$237,000 lower than the same period last year.

MOTION: Dr. Fawell moved to approve the financial statements dated July 31, 2017 as presented and Ms. Adducci seconded. The motion was approved unanimously.

Public Hearing: Adoption of Supplemental Budget Appropriation

Dr. Gallagher opened the public hearing at 4:45 p.m. regarding the adoption of a supplemental budget appropriation for 2017. The public hearing was duly advertised in *The Denver Post* on September 24, 2017.

Ms. Fox explained that the supplemental budget appropriation resolution would amend TCHD's 2017 budget to reflect unanticipated revenue received since the fiscal year 2017 budget was adopted in December 2016. TCHD cannot spend additional funding received during the year unless it is identified by the Board of Health and the supplemental budget appropriation resolution is approved. The majority of additional revenue is directly related to the start of the federal government's new fiscal year. The net result is a \$1,718,247 increase over our adopted 2017 budget.

Dr. Gallagher noted that no one from the public was present to speak on this issue and closed the public hearing at 5:05 p.m.

MOTION: Dr. Fawell moved to approve the proposed 2017 Supplemental Budget Appropriation and Resolution as presented. Ms. Steenson seconded and the motion was approved unanimously.

Determine Annual Board of Health Dinner Meeting Location

The Board members agreed to hold their annual dinner meeting on December 12, 2017 at Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016.

Appoint Board of Health Nominating Committee Members

Dr. Gallagher appointed Ms. Brainard, Ms. Reyes and Ms. Joswick to the Board of Health Nominating Committee.

ACTION ITEM: The Nominating Committee is to propose a slate of Board of Health Officers for 2018 at the December 12, 2017 Board meeting.

Current Infectious Disease Events

Ms. Chase announced that the 2016-2017 influenza season began October 1, 2017. Per the Centers for Disease Control and Prevention (CDC), this year's flu shot is a good match for circulating influenza strains. Ms. Chase also provided an update on the ongoing hepatitis A outbreaks; one among men who have sex with men (MSM) and another involving the homeless population. She discussed TCHD's hepatitis A vaccine campaign, "It's Just a Little Prick," which is targeted towards MSM and outreach efforts to this population. Finally, Ms. Chase summarized the 2017 zoonotic season. She stated that there have been 53 cases of West Nile virus statewide with seven of those cases occurring in TCHD's jurisdiction. Additionally, there were 141 positive rabies cases statewide, 14 (eight bats and six skunks) of which occurred in TCHD's jurisdiction.

Report on Budget Study Sessions With County Commissioners and County Finance Staff

Dr. Douglas provided a recap of TCHD's budget study sessions with our Boards of County Commissioners and County finance staff. Per Dr. Douglas, Barbara Drake, Deputy County Manager for Douglas County, is organizing a four-hour session in the spring of 2018 during which all three counties (Adams, Arapahoe and Douglas) will discuss their health priorities. TCHD has been invited to this session to observe.

Currently, it is unknown whether we will receive all or part of our requested per capita increase; however, at their ten-county meeting, our County Commissioners stated that they think our budget request is reasonable.

Report on Public Health Accreditation Board Site Visit

Per Jana Smith, Public Health Accreditation and Aging Initiatives Manager, the Public Health Accreditation Board (PHAB) Site Visit occurred on September 18 and 19, 2017. During the visit, PHAB's Site Visit Team conducted interview sessions with each of the 12 domain teams, community partners, representatives from our Board of Health (Dr. Fawell, Ms. Jaroch and Ms. Reyes), and Dr. Douglas to verify TCHD's documentation and conformity with PHAB standards and measures. At the end of the visit, the Site Visit Team commented favorably on TCHD's commitment to our workforce, quality improvement culture, our relationship and level of collaboration with community partners, and our relationship with our Board of Health.

The Site Visit Team will complete a final report within thirty days and submit it to the PHAB Accreditation Committee. While TCHD will receive a copy of the final report, we will not receive the Accreditation Committee's decision until approximately two weeks after they meet on November 14, 2017.

Report on Annual NALBOH Conference

Dr. Fawell and Ms. Reyes relayed the highlights of the annual National Association of Local Boards of Health (NALBOH) Conference. These included presentations on Tobacco 21, opiates/substance abuse, the role of Boards of Health in Public Health 3.0, and PHAB Standards

12.1 through 12.3, which focus on a health department's support and engagement of its governing entity in maintaining and strengthening public health infrastructure. Per Dr. Fawell, the majority of conference content targeted new Board members. While there, he proposed that NALBOH include more advanced content for seasoned Board members. Finally, Dr. Fawell stated that he represented Colorado at the State Association of Local Boards of Health (SALBOH) pre-meeting.

Discussion/Feedback on Division Annual Reports

Dr. Douglas announced that Becky O'Guin, Strategic Communication Coordinator, was conducting focus groups across TCHD to assess how effectively we communicate with our employees and garner ideas for improvement. Additionally, Daniel Barton, Performance Management Coordinator, is working on an agency dashboard which will be used to communicate performance management outcomes to the community. These dashboards will also be included in future division annual reports.

Dr. Douglas asked the Board members whether TCHD's division annual reports were formatted in a way that was useful to them. He also inquired whether the Board would like to receive updates on division-level items at Board meetings.

The Board members agreed that TCHD's division annual reports were useful and that they liked having all of them bound into one document. Ms. Brainard suggested adding staff contact information to the division annual reports. The Board members also agreed that they were well informed on division-level topics via the division annual reports as well as the Executive Directors' Report, which is part of every Board meeting.

Space Update

Ms. Ludwig announced that the move to the new Castle Rock office would begin on October 20th and would take approximately one week. This office will be closed to the public from October 20th to October 27th. Clients will continue to be seen at our other office locations. Additionally, TCHD plans to open a new Vital Records office at this location on January 2, 2018.

Invitation to TCHD's Annual All-Staff Meeting

TCHD's Annual All-Staff Meeting has been scheduled for Wednesday, November 8, 2017 from 8:15 a.m. to noon (breakfast will be served from 7:30-8:15 a.m.). It will be held at the CU South Denver Campus (formerly the Wildlife Experience), 10035 S. Peoria St., Parker, CO 80134. All Board of Health members were invited to attend.

Overview of CHAPS/PHIP Process

Ms. Ludwig informed the Board that the Colorado Public Health Act of 2008 requires local public health departments to create Public Health Improvement Plans (PHIP) at least every five years. The process used to create a PHIP is called the Colorado Health Assessment and Planning System (CHAPS). This process contains six required components which must be demonstrated and documented in the PHIP: 1) plan the process, 2) engage stakeholders, 3) community health assessment, 4) capacity assessment, 5) prioritize issues, and 6) develop the PHIP. Once completed, the PHIP must be approved by our Board of Health prior to submission to the Colorado Department of Public Health and Environment (CDPHE).

Outline Public Health Improvement Plan and Strategic Plan Planning Process

Ms. Ludwig informed the Board that, over the next two years, TCHD's PHIP and Strategic Plan will come to the end of their five-year timeline. She presented a proposal for the Board's consideration that will guide TCHD over the next 18 months to wrap up the existing Plans and begin planning for the next cycle.

TCHD is currently following a five-year planning cycle and is proposing to move to a six-year cycle to better align with nonprofit hospitals' three-year Community Health Needs Assessments (CHNA) and to more frequently measure the status of our plans. Per Ms. Ludwig, TCHD plans to request a waiver from CDPHE to create a six-year PHIP with a three-year "mini assessment" instead of the five-year plan required by the Public Health Act. This is a cycle that has recently been approved for the Boulder County Public Health Department. This change would allow our PHIP planning process to align with the timing of the IRS-mandated CHNA process for nonprofit hospitals, which are conducted every three years. We hope that this will enhance the likelihood that hospital CHNAs will align with our PHIP. It will also provide a process for TCHD to make mid-course corrections in the PHIP in a more deliberate and strategic manner. The next PHIP planning cycle begins in February 2018 with the final Plan due to CDPHE in December 2018.

TCHD also plans to shift from a five-year to a six-year Strategic Plan to align with our PHIP and hospital CHNAs. The current plan is slated to end December 31, 2019; however, we will accelerate the timing and develop an updated Strategic Plan in early 2019 so that both plans will cover the 2019-2024 timeframe. The Strategic Plan will be developed following the Stakeholder Engagement and Prioritization steps of the CHAPS process to enhance our consideration of community views on important health priorities.

Ms. Ludwig presented timelines for the development of the PHIP and the Strategic Plan. Proposed Board member involvement for PHIP development would include participation as community members in the stakeholder engagement process (June-August 2019) and then review and approval of the final plan at the December 2019 Board meeting. Board member involvement in Strategic Plan development would include planning and participation in a half-day retreat (January 2019), Board subcommittee review of a draft plan (March 2019) and then plan adoption at the April 2019 Board meeting.

CONSENSUS: The Board members agreed with the proposed timeline and level of Board member engagement in the development of the 2019-2024 PHIP and Strategic Plans.

Executive Director's Report

TCHD Staff to be Honored at Statewide Public Health in the Rockies Conference

Three TCHD professionals will be honored at the Colorado Public Health Association's 2017 Public Health in the Rockies Conference: Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, will receive the Roy Cleere Distinguished Service Award; Jeanne North, Director of Nursing, will receive the Lillian Wald Award; and Adam Anderson, Population Health Epidemiologist, will receive the John Muth Award. These awards demonstrate the outstanding contribution and leadership of our staff to Colorado's public health community.

Cancer, Cardiovascular and Chronic Pulmonary Disease (CCPD) Grant Applications:
TCHD was involved in applying for eight CCPD grants: two from TCHD and six in conjunction with regional partners:

- ***Community Health Teams (TCHD only)***
TCHD's Community Health Team (CHT) submitted a \$950,000 per year (a total of \$2.85 million for the three-year grant year period) funding request to provide community-based diabetes and cardiovascular disease prevention and education programs. The target communities are in Southwest Adams County, Northwest Aurora, and the Englewood/Sheridan areas, which have a high diabetes and cardiovascular disease burden and health inequities.
- ***Worksite Wellness (TCHD only)***
The *Achieving Equitable Access to Health through Government Settings and Workplaces* CCPD grant project will reduce obesity, chronic disease, and health inequities through organizational policy and environmental changes that will increase opportunities for breastfeeding and healthy food/beverage consumption in workplaces and government settings. The target communities are in Southwest Adams County, Northwest Aurora, Castle Rock, and the Sheridan/Englewood areas, which have the highest burden of health inequities in TCHD's jurisdiction:
- ***Healthy Beverage Partnership (Regional)***
The Healthy Beverage Partnership's (HBP) recently submitted regional CCPD grant proposal will continue the momentum to further reduce consumption of sugary beverages and chronic disease in Colorado, specifically in populations most burdened by obesity, diabetes, and hypertension. HBP is committed to further improving the health of Metro Denver and Colorado residents
- ***Regional Breastfeeding***
The Denver Metro Partnership, in collaboration with the Colorado Health Institute serving as lead agent, applied for a CCPD grant called *Building Breastfeeding Friendly Environments Across Colorado (BBFEAC)*. Through a regional approach, BBFEAC will enhance efficiency and impact by targeting its efforts to improve breastfeeding rates and duration among low-income women and families. To accomplish this, the Denver Metro Partnership will target worksites that employ lower wage employees, child care programs, and medical offices that serve low-income families. TCHD will focus its efforts in childcare and medical office settings.
- ***Regional Food Access***
Three local public health agencies –Denver Environmental Health, Jefferson County Public Health and Environment, and TCHD – are building on their strong partnership to address inequitable food systems and environments that perpetuate poor dietary patterns and chronic disease outcomes across Adams, Arapahoe, Denver, Douglas, and Jefferson Counties. The project's primary goal is to implement food system policies and environmental changes to create "complete neighborhood food environments" that increase equitable access to healthy, affordable foods. Denver Environmental Health will serve as the lead agency.

- ***Regional Built Environment***
Denver Regional Council of Governments (DRCOG), TCHD and other local public health agencies across the Denver region are continuing the collective effort to build a regional collaborative focused on the built environment and public health to develop a suite of regional data tools to drive data-informed solutions and to build capacity of multiple sectors to utilize these tools in decisions that shape our built environment.
- ***Public Health Regional Radon Roadmap***
The Public Health Regional Radon Roadmap continues the efforts of five local public health agencies (Boulder, TCHD, Jefferson County, Broomfield and Denver) to implement community-based interventions to reduce radon exposure and the associated risk of lung cancer while collaborating across county boundaries to create policies and systems changes to promote the adoption of sustainable best practices for radon testing and mitigation in Colorado.
- ***Alliance for HPV Free Colorado (Regional)***
Denver Public Health, on behalf of the Metro Denver Public Health Alliance, submitted a grant to renew and continue regional efforts to promote HPV vaccination and reduce the burden of HPV-associated cancers. *The Alliance for HPV Free Colorado* aims to implement a multidisciplinary approach that results in a sustainable increase in completion of the HPV vaccination series for 11-17 year olds in a 15 county region, including Larimer and Weld Counties and the Northeast Colorado Health District.

TCHD Safety and Security Specialist

TCHD has hired Jennifer Thomas, a Safety and Security Specialist who is responsible for planning, advising and implementing organization safety and security programs to ensure a safe, healthy and accident-free work environment. This new position was created to ensure we meet recommended best practices for safety and security planning and training along with conducting regular safety drills to lower the cost of worker's compensation insurance.

TCHD and National Preparedness Month Activities

TCHD's National Preparedness Month activities included promoting community and staff preparedness via social media and e-mail; educating staff on the agency's Continuity of Operations Plan and efforts to enhance Emergency Preparedness and Response training; and arranging participation of the TCHD-sponsored Rocky Mountain Medical Reserve Corps (MRC) of Colorado in an annual Citizen Corps Emergency Preparedness Fair.

Staff Influenza Vaccination Clinics

On Monday, September 25, 2017, TCHD held influenza vaccination clinics for TCHD employees and their families. Last year during a similar exercise, the Immunization program administered over 374 influenza vaccinations in 3.5 hours. Of those, 193 vaccines were given to TCHD employees and 181 of them were to family members. Although this year's numbers are not yet available, we expect them to be similar, or slightly higher, than last year.

Back-to-School Immunization Clinics

TCHD's Immunization program worked with several school districts this year and planned four, very large and well attended immunization clinics in August for the back-to-school season. In total, TCHD served 638 patients and administered 1,239 injections at these events. TCHD also served an additional 755 patients and administered 1,967 injections during its regularly scheduled August immunization clinics.

In addition to the four regular BTS clinics traditionally held in August, our TCHD School Nurse Liaison and Immunization Clinic lead nurses have been working very hard to offer seven additional school-based clinics throughout the year.

Temple Buell Grant

TCHD's Nutrition Division received a \$50,000 grant from the Temple Buell Foundation to provide books to clients in our North Broadway and Aurora West offices on a quarterly basis. The grant will also fund two educational group sessions, consisting of reading events with snacks and book prizes, in each office for parents, children, and WIC educators.

BUILD 2.0 Grant

BUILD Health Aurora, a partnership between TCHD, Assuring Better Child Health & Development (ABCD) and Children's Hospital Colorado, has received a \$250,000 two-year grant with matching funds from Children's Hospital Colorado. The partnership creates a continuum of early childhood mental health supports to address the upstream needs of families with young children. Community Health Workers and early childhood mental health specialists, located in TCHD's Aurora West WIC office, will collaborate to provide families with resources and interventions. The partnership is focused on developing and implementing the necessary agency, community, and systems-level changes to provide a continuum of care.

Onsite Wastewater Treatment System On-line Records

TCHD maintains a database containing Onsite Wastewater Treatment System (OWTS) permits and related documentation. To provide better customer service and increase efficiencies, TCHD has developed an online site where customers and TCHD staff can access a property's OWTS information and documents instantly: <http://ehreports.tchd.org/>

Human Resources Information System

TCHD's Office of Human Resources plans to purchase a Human Resources Information System to improve efficiencies and reporting capabilities. A multi-divisional team has completed a robust vetting process and we look forward to having the new system up and running by the first quarter of 2018.

Opiate Overdose Events

Arapahoe County and TCHD partnered on International Overdose Awareness Day with a "shoe-in" on the steps of the County's Administration Building. Displayed on the steps were 91 pairs of shoes to represent the 91 people who die from heroin and prescription drug misuse in the United States every day. Other local events included a Twitter Chat with the Colorado Attorney General's Office of Community Engagement; a proclamation by the Adams County Board of Commissioners proclaiming August 31, 2017 as International Overdose Awareness Day; and a march and die-in by the HARM Reduction Center remembering those who have died from overdose.

Regional Health Equity Summit

The TCHD Health Equity Work Group members supported a regional summit last week that brought together over 100 leaders in the Metro Denver area to enhance skills and reinforce commitments in support of livable wages, affordable housing, quality education, access to safe food and quality health care.

Public Health Finance Symposium

A number of TCHD staff participated in a Funding and Financing Symposium on August 24, 2017 hosted by the Center for Public Health Practice of the Colorado School of Public Health. The symposium explored the history of non-categorical state support for essential public health services and considered possible solutions moving forward. A closing session with current state legislators highlighted the reality of the impact of TABOR on state expenditures, but also identified possible next steps to take in improving the funding situation.

Household Chemical Roundups Preliminary Summary

The 2017 Household Chemical Roundup (HCR) Program had another successful season as demonstrated by the number of vehicles passing through all five events: three in Douglas County and two Adams County. Final waste volumes for the 2017 events are being tabulated and will be reported at the December 12, 2017 Board of Health meeting.

Permanent County Household Chemical Roundup Facilities

TCHD Environmental Health staff are preparing proposals for permanent HCR facilities in Douglas and Adams Counties. Both proposals will be finalized and presented to their respective County HCR committee this fall. TCHD also plans to develop a similar proposal for Arapahoe County.

Child Fatality Review Program

Beginning in early 2015, the Child Fatality Prevention Act required each county to develop a multi-disciplinary child fatality review team (CFRT) to conduct individual, case-related reviews of deaths in children under 18 years of age to discuss the cause of death and to identify risk factors and prevention opportunities. Review teams consist of personnel from human services, local law enforcement, hospitals, coroner's offices, school districts, district attorney offices and public health agencies. Data concerning individual cases and prevention recommendations are entered into the National Center for Child Death Review Case Reporting System to help translate review findings into policy and prevention initiatives at the national level. Over the past three years, the system has made 21 child fatality prevention recommendations. More information, data review and Colorado specific recommendations to prevent child fatality can be found in the most recent [Annual Legislative Report](#).

Local Government Formative Research Project

TCHD's Strategic Plan identifies local governments as potential partners in chronic disease prevention and local policy development that promotes health. The Local Government Work Group (LGWG), a staff-initiated group, recognized that effective policy change efforts start with understanding the needs and perspectives of stakeholders. The LGWG used agency strategic planning funding to conduct formative research through focus groups and key informant interviews with local government representatives over the course of the last year to gain a better understanding of current context and environment for local policy and system change, effective engagement strategies, useful tools and resources, and messaging that resonates in local communities. Key recommendations from the project included enhancing communication and information-sharing strategies as well as considering more systematic information-gathering processes to understand evolving community landscapes, needs, priorities and partnership opportunities. The report will be extremely valuable as TCHD continues to work with and expand its relationships with our many local communities.

Other Items

None.

Set Agenda for the December 12, 2017 Meeting

The December 12, 2017 meeting agenda will include: 1) a public hearing to adopt TCHD's 2018 budget, 2) a resolution to adopt TCHD's amended and restated GASB 54 fund balance policy, 3) approval of TCHD's policy and procedure establishment protocol, and 4) a report from the Board Nominating Committee on the proposed slate of 2018 Board officers.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

MOTION: Dr. Fawell moved to adjourn the meeting at 6:48 p.m. Ms. Reyes seconded and the motion was approved unanimously.



Kaia Gallagher, PhD, President



Paulette Joswick, Secretary