



**Board of Health Meeting
April 10, 2018
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111, 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	Absent - Excused
Paulette Joswick, RN, Secretary, Douglas County	Present
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 the Office of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, RN, Director of Nursing	Present
Alyson Shupe, PhD, Informatics, Epidemiology and Health Planning Manager	Present

Call to Order

Dr. Gallagher called the meeting to order at 4:28 p.m.

Introductions

Ms. Askenazi introduced Kyle Lopez, Emergency Preparedness and Response Planner. Ms. Bonczynski introduced Michelle Harris, Dietetic Internship Manager, and six Dietetic Interns: Erin Alwine, Craig Cobb, Keighly Colangelo, Caitlin Jacobsen, Julie Klausing, and Luke Shealy. Ms. North introduced Kristi Reeves, Public Health Nurse. Ms. Ludwig introduced Daniel Barton, Performance Management Coordinator, and Matt Jackson, Planning and Initiatives Coordinator.

Approval of the Minutes of the February 13, 2018 Meeting

The minutes of the February 13, 2018 meeting were presented to the Board for review.

MOTION: Dr. Fawell moved to approve the minutes of the February 13, 2018 meeting as written and Ms. Brainard seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated January 31, 2018

Ms. Fox presented the financial statements dated January 31, 2018 to the Board for review. She stated that year-to-date (YTD) revenue totaled \$4.7 million, which was greater than budgeted by \$969,000. The most significant variance in January was \$873,000 in revenue from annual restaurant license fees, the majority of which are received in January and February. YTD expenditures totaled \$3.4 million, which was slightly lower than budgeted by \$17,000. Overall, the actual net operating surplus through the month of January was \$1.3 million.

TCHD continues to invest a portion of the fund balance with Chandler Asset Management in a \$6 million dollar bond portfolio and has \$5 million invested with JPMorgan Chase in a laddered CD portfolio. TCHD also has approximately \$3.8 million invested with CSafe, which operates similarly to a money market account. Government Accounting Standards Board (GASB) 72 requires investments to be reported at fair value; therefore, market fluctuations can cause a drop in value even though the investment has not been liquidated. January 2018 earnings with Chandler were in the red by \$16,071. January 2018 earnings with JPMorgan Chase and CSafe were in the black at \$4,140 and \$4,682 respectively.

MOTION: Dr. Fawell moved to accept the financial statements dated January 31, 2018 as presented and Ms. Steenson seconded. The motion was approved unanimously.

Unaudited 2017 Year-End Financial Statements

Ms. Fox presented the unaudited 2017 year-end financial statements to the Board. She explained that the final audited 2017 financial statements would be presented by the auditor at the June 12, 2017 Board meeting.

For fiscal year (FY) 2017, revenue totaled \$40.0 million which was under budget by \$1.1 million and expenditures totaled 39.4 million which was lower than budgeted by \$2.7 million. The actual net operating surplus for FY 2017 was \$638,914. FY 2017 investment earnings from Chandler Asset Management, JPMorgan Chase and CSafe were \$36,393, \$42,165 and \$40,572 respectively.

Dr. Gallagher inquired when TCHD's Nursing Division would acquire new electronic medical record (EMR) software. Ms. North stated that we are working with our current provider to develop a product and also wanted to look at other vendors. She anticipates that TCHD will purchase an updated EMR platform in 2019.

Current Infectious Disease Events

Dr. Bernadette Albanese presented communicable disease surveillance data for 2018 through the end of February; summarized the 2017-2018 influenza season; and provided an update on rabies activity both in Colorado and in TCHD's jurisdiction.

Update on TCHD's Medical Insurance

Ms. Fuhrman informed the Board that, after reviewing bids from several health insurance companies including our current provider, CIGNA, TCHD elected to contract with Kaiser. This change will result in significant cost savings for TCHD. Kaiser has been working diligently to provide transition support for our employees and their families as we prepare to make this major shift to a new provider network. This change will be effective June 1, 2018.

Several Board members expressed concern about the disruption to employees and their family members who must transition from their current health care providers to Kaiser physicians. The Board requested that Ms. Fuhrman provide an update to them on the Kaiser transition in six months.

ACTION ITEM: Ms. Fuhrman to update the Board on the Kaiser transition at the October 9, 2018 Board meeting.

Community Health Assessment Progress Report

Dr. Shupe distributed a document outlining the contents of TCHD's 2018 Community Health Assessment (CHA) tasks and timeline. She explained that local health departments are required to complete a CHA every five years to assess the health of the population, determine contributing factors to higher health risks or poorer health outcomes in identified populations, and determine community assets and resources that can be mobilized to improve population health.

To accomplish this, TCHD gathered input from its staff, partners, stakeholders and community residents to identify what they believed to be the three most important characteristics of a healthy community and the three most important health problems in their communities. Overwhelmingly, social factors (i.e., connection, belonging and inclusion) was identified as the most important characteristic of a happy, healthy and thriving community followed by safety, access to mental/physical health care and economic factors. The three most important health problems in the community were identified as access to mental/physical health care, mental health, and substance abuse.

TCHD is currently compiling the assessment and anticipates its completion in June 2018.

Report on the Three-County Board of County Commissioners' Meeting

Dr. Douglas and Arapahoe County Commissioner Kathleen Conti provided a summary of TCHD's March 30, 2018 meeting with Adams, Arapahoe and Douglas Counties, which was held in preparation for the Commissioners' annual budget discussion at the Ten-County Budget conference in the fall. The Commissioners present were generally aligned with TCHD's core programs and priorities and raised many questions which Dr. Douglas and the Board of Health members present addressed. One additional meeting will be scheduled to allow Dr. Douglas to deliver his spring update on relevant public health issues and TCHD activities as well as to continue any discussion on topics raised by the Commissioners.

NALBOH Annual Conference Reminder

Dr. Douglas informed the Board that the National Association of Local Boards of Health (NALBOH) Annual Conference would be held in Raleigh, North Carolina from August 8-10 2018. Dr. Fawell and Ms. Reyes stated that they planned to attend.

ACTION ITEM: Board members to contact Ms. Brockman if they want to attend the NALBOH Annual Conference.

Strategic Plan Update: Goal 3 – Improve and Expand Policy and Partnerships Capacity

Dr. Douglas summarized key accomplishments and their impacts in TCHD's work to: 1) improve policy analysis promotion, dissemination capacity and input; 2) strengthen alliances through partnership engagement; 3) strengthen our capacity to convene discussions among community partners to support and advance public health activities; and 4) strengthen collaboration with regional local public health agencies. He then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, he discussed what would still need to be done beyond March 31, 2019.

Strategic Plan Update: Goal 4 – Improve and Expand Sustainability of Key Organizational Resources

Ms. Fuhrman and Ms. Fox summarized key accomplishments and their impacts in TCHD's work to: 1) enhance workforce development and targeted competency based trainings, 2) update and maintain an agency facilities plan, 3) achieve public health accreditation, and 4) develop and implement a performance management system with a quality improvement component. They then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, they discussed what would still need to be done beyond March 31, 2019.

Executive Director's Report

NACCHO Annual Preparedness Summit Presentation

Veronica Moody, Emergency Preparedness and Response (EPR) Planner, will participate in a presentation at the Annual National Association of County and City Health Officials (NACCHO) Preparedness Summit in Atlanta, GA, in late April 2018 entitled, *Enhancing Exercises Through Community Inclusion: Strategies from PHED Ex 2017*.

Cancer, Cardiovascular, and Chronic Pulmonary Disease CCPD Grant Program Updates

Community Health Teams

TCHD requested \$950,000 for this program, but was awarded \$650,000.00. Due to the reduction in funding, we must narrow the focus of the services we planned to deliver. The decision was made to continue to provide Diabetes Self-Management Education (DSME) as well as the National Diabetes Prevention Program (NDPP) because both programs had the greatest reach and made the most impact over the past two years. Additionally, we will focus our efforts to align with other TCHD initiatives in Southwest Adams county and North Aurora.

Our Self-Measured Blood Pressure program (SMBP), Medication Therapy Management (MTM) and our Behavioral Health (BH) services will end on June 30, 2018. TCHD staff are working with community partners to assist clients with continuation of care.

Achieving Health through Worksites:

TCHD's worksite wellness initiative received initial funding from July 1, 2015 to June 30, 2018, and is now recommended for an additional three years of funding through June 30, 2021. TCHD will receive a total of \$930,000 over the next grant cycle. During the first three years, TCHD's Worksite Wellness staff facilitated the formation and sustainability of six coalitions (employer resource groups) in conjunction with Chambers of Commerce and other community partners. Each coalition convenes on a monthly or quarterly basis to connect organizations with local wellness resources and training on best-practices in wellness policy and program implementation.

Healthy Beverage Partnership

The Healthy Beverage Partnership (HBP) is a regional effort to prevent obesity and chronic disease through education, environment and policy change. HBP works in seven counties in the Denver metropolitan area and is made up of six lead agencies: Boulder County Public Health, Broomfield Public Health and Environment, Denver Environmental Health, Denver Public Health, Jefferson County Public Health and Tri-County Health Department.

HBP received significantly reduced funding for the July 2018-June 2021 CCPD grant cycle. Instead of the \$205,000 per year that was requested for TCHD, we will receive \$53,000 per year for the next three years. Planning is underway on how some of the regional work can be continued past June 30, 2018 through other ongoing programs and projects. HBP is also exploring additional funding opportunities and is committed to continuing the regional partnership.

Regional Breastfeeding

The Colorado Health Institute is serving as the lead agency for Boulder, Denver, Jefferson and TCHD for the CCPD grant, *Building Breastfeeding Friendly Environments Across Colorado* (BBFEAC). This regional initiative will receive \$700,000 over the next three years (TCHD will receive \$144,858 the first year). BBFEAC will transform communities across the state, with an emphasis in the Denver metropolitan region, to improve health by reducing barriers to breastfeeding and promoting breastfeeding friendly environments.

Regional Food Access

Denver Environmental Health, Jefferson County Public Health, 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. The primary goal of the project is to implement food system policies and environmental changes to create complete neighborhood food environments that increase equitable access to healthy, affordable foods. TCHD will receive approximately \$200,000 per year for three years and will fund 1.75 FTE to support this work.

Regional Radon Exposure Reduction

TCHD has been collaborating with Boulder County Health Department on a regional radon grant: The Public Health Regional Radon Roadmap (PHR3). PHR3 has brought together five local public health agencies – Boulder, TCHD, Jefferson County, Broomfield and Denver – encompassing seven counties and representing 55% of the population in Colorado, to reduce radon exposure and its associated risk of lung cancer. The goal of PHR3 is 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. The next round of funding (July 1, 2018 to June 30, 2021) will build and expand on the current work being done. TCHD will continue to receive \$22,000 per year to support efforts in our jurisdiction..

Alliance for HPV Free Colorado

The Alliance for Human Papilloma Virus (HPV) Free Colorado successfully applied for and received funding for a second three-year cycle from July 1, 2018 to June 30, 2021. TCHD expects to receive \$77,000 for the first year of the grant and similar funding for years two and three. The Alliance has been expanded to include eight health local health departments representing 15 counties: Boulder County Public Health, Broomfield Public Health and Environment, Denver Public Health, Jefferson County Public Health, Larimer County Department of Health and Environment, Northeast Colorado Health Department, Tri-County Health Department, and Weld County Department of Public Health and Environment. TCHD will focus its efforts on public communication and collaboration with health systems in our region to increase parent/ guardian knowledge about and demand for HPV vaccine and also create health care provider adherence to national HPV vaccination guidelines.

Advocating for WIC on Capitol Hill

While at the National WIC Association (NWA) Annual National WIC Leadership conference in Washington, DC, Ms. Bonczynski, participated on a panel about WIC advocacy at the local level and provided insights into best practices and lessons learned. She was also joined by other Colorado Local WIC Directors and staff from Boulder, Jefferson, Summit and Weld Counties to meet with seven elected officials' offices on Capitol Hill. Collectively, the group met with Senator Bennet, Representative Buck, Representative Coffman, Representative Polis, and staffers for Senator Gardner, Representative DeGette and Representative Perlmutter. National WIC Association staff also attended most of these meetings to make appropriations/funding requests to our Congressional delegation.

Advocating for WIC with Photo Voice

TCHD WIC staff, led by Kathleen Rebollo, Nutrition Administrative Analyst, participated in the NWA's WIC Photo Voice project, "Why WIC Matters". The project's goal is to elevate the voices of WIC participants through photos and personal stories about how WIC has impacted their lives. WIC clinic staff were asked to take pictures and collect statements or short stories about why WIC matters from WIC clients. We sent in photos and stories over a six week period and two of them were highlighted at a reception in Washington, DC during the Annual NWA Leadership Conference and were also on display at the Senate Rotunda the week of March 12, 2018. TCHD plans to continue to utilize the photos and voices of our WIC families through social media to let everyone know why WIC matters.

2018 Household Chemical Roundup Dates and Information

TCHD's Household Chemical Roundup (HCR) Program provides an outlet for waste that might otherwise end up in our creeks, storm water systems, sanitary sewers, and septic systems, or be disposed of illegally on public or private property. Removing these products from the homes of residents also reduces the risk of fire hazards and the potential for accidental poisoning. These collected materials are recycled when possible and carefully managed and disposed of in all cases.

Adams County

Includes Brighton, Commerce City, Federal Heights, Thornton, and Unincorporated Adams County. This event is open to the public from 9:00 am to 3:00 pm. Participants must bring proof of residency. The cost is \$25 per vehicle.

<u>Location</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Date</u>
Hyland Hills Water World	8801 N. Pecos St.	Federal Heights	80260	May 5

Douglas County

Includes Castle Rock, Franktown, Highlands Ranch, Larkspur, Parker, Lone Tree, Sedalia, Stonegate Village, and the Pinery. All events are open to the public from 9:00 am to 3:00 pm. Participants must bring proof of residency. The cost is \$25 per vehicle.

<u>Location</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Date</u>
Joint Services Center	17801 East Plaza Drive	Parker	80134	May 19
Shea Stadium	3270 Redstone Park Circle	Highlands Ranch	80129	August 11
Town of Castle Rock Utilities	175 Kellogg Court	Castle Rock	80109	September 29

Permanent HCR Facility Update

The first Douglas County Steering Committee Meeting for permanent facilities was held January 25, 2018 and was well attended by participants of the sponsoring agencies. The topics discussed were location, funding sources for the initial costs, waste streams collected, regional facility operation, and community support. A final proposal with specific recommendations is being developed. Additionally, discussions regarding a permanent facility have taken place with Arapahoe County staff about how to move a similar conversation forward.

National Public Health Week Activities

April 2-8, 2018 was National Public Health Week and TCHD took the opportunity to celebrate the work our staff do each day to contribute to healthier communities and focused on a different topic every day through our social media channels:

- Monday, April 2: [Behavioral Health](#)
- Tuesday, April 3: [Communicable Diseases](#)
- Wednesday, April 4: [Environmental Health](#)
- Thursday, April 5: [Injury and Violence Prevention](#)
- Friday, April 6: [Ensuring the Right to Health](#)

Medical Countermeasures Operational Readiness Review

TCHD's EPR program completed the annual CDC Public Health Emergency Preparedness (PHEP) Medical Countermeasures Operational Readiness Review (MCM ORR) on March 8, 2018. The ORR is a rigorous, evidence-based assessment that evaluates planning and operational functions of the PHEP program and primarily focuses on evaluating a jurisdiction's ability to execute a large response requiring medical countermeasure (MCM) distribution and dispensing.

2018 Retail Food Establishment Re-Licensing Process

TCHD's Retail Food Program developed a new retail food establishment (RFE) relicensing process in 2018 based on a 2016 amendment to Colorado State Statute. The statute change permits health departments to issue Cease and Desist Orders to RFEs that didn't renew their

license by December 31st of the previous year once a notice has been given and a civil penalty has been issued. In prior years, this process was time-consuming and costly due to the support required from our legal counsel throughout the administrative hearing process. In several cases, it took us more than six months to acquire license fees from existing facilities. The new process has cut TCHD's entire RFE relicensing season in half, significantly reduced legal fees, and freed up staff who can now address other priority areas more quickly which benefits our clients.

Public Health Modernization and Funding Update

TCHD participated with the Colorado Association of Local Public Health Officials (CALPHO) and CDPHE to collaboratively develop the Public Health Modernization and Funding proposal. CALPHO is seeking funds to hire BERK to assess the state of public health in Colorado and frame messaging about the importance of public health. Ultimately, the goal is to get legislation passed to better fund public health in Colorado.

Legislative Update

Dr. Douglas provided an update to the Board on several bills of interest in the Colorado State Legislature. He also mentioned that the City of Aurora has passed an ordinance prohibiting smoking and the use of electronic smoking devices in motor vehicles when children under age 18 are present. This ordinance was successfully advocated by Girl Scout Troop #60789.

Other Items

Dr. Douglas announced that a "Celebration of Life" to honor our dear friend and colleague, Stacy Weinberg, would be held on April 20, 2018 from 12:00-2:00 p.m. at the Evergreen Lake House, 29612 Upper Bear Creek Rd., Evergreen, CO 80439. An education fund has been established for Stacy's two daughters in lieu of flowers.

Set Agenda for the June 12, 2018 Meeting

The June 12, 2018 meeting agenda will include 1) a public hearing request to consider Environmental Health fee changes, 2) the final auditor's report for fiscal year 2017, and 3) Strategic Plan progress updates on Goals Five and Six.

Board Member Remarks

None.

Closing Remarks

Dr. Douglas announced that Diane Holbert had been appointed to complete the remainder of Douglas County Commissioner David Weaver's term in office.

Adjournment

MOTION: Ms. Reyes moved to adjourn the meeting at 6:42 p.m. Dr. Fawell seconded and the motion was approved unanimously.