



**Board of Health Meeting
August 14, 2018
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 1401 W. 122nd Ave., Suite 200, Westminster, CO 80234, there were:

Board of Health Members:

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

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 4:35 p.m.

Introductions

Ms. Askenazi introduced Clarissa Boggs-Blake, Emergency Preparedness and Response Planner; Kaitlin Harame, Communicable Disease Epidemiologist; and Joe Jasperse, Communicable Disease Epidemiologist. Ms. Bonczynski introduced Kathryn Staats, Prevention and Policy Specialist, and Judy Fowler, Nutrition Manager. Mr. Hlavacek introduced Sheila Lynch, Land Use, Built Environment and Health Program Manager; and Connor Carillo, Environmental Health Specialist. Ms. Fox introduced Kurt Williams, Budget Analyst, and Vicki Santee, Senior Network Administrator. Finally, Ms. North introduced Penny Grande, Associate Director of Nursing; Vicki Swarr, Nurse Manager; Masayo Nishiyama, Nurse Manager; and Wendy Nading, Nurse Manager.

Approval of the Minutes of the June 12, 2018 Meeting

The minutes of the June 12, 2018 meeting were presented to the Board for review.

MOTION: Ms. Adducci moved to approve the minutes of the June 12, 2018 meeting as written and Ms. Jaroch seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated April 30, 2018

Ms. Fox presented the financial statements dated April 30, 2018 to the Board for review. She stated that year-to-date (YTD) revenue totaled \$12.9 million, which was less than budgeted by \$473,000. YTD expenditures through April totaled \$9.8 million, which was slightly lower than budgeted by \$839,000. Overall, the actual net operating surplus through the month of April was \$1.6 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. YTD earnings through April 2018 with Chandler were in the red by \$15,927 while earnings with JPMorgan Chase and CSafe were in the black at \$18,531 and \$16,655 respectively.

MOTION: Ms. Brainard moved to accept the financial statements dated April 30, 2018 as presented and Ms. Jaroch seconded. The motion was approved unanimously.

Public Hearing: Proposed Environmental Health Fee Changes

Dr. Gallagher opened the public hearing at 4:54 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, July 15, 2018.

Mr. Hlavacek presented the proposed fee schedule to the board and 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 2018 to review the majority of program fees (some are set by state statute). If adopted, the new fees would become effective September 1, 2018.

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

MOTION: Ms. Jaroch moved to adopt the proposed Environmental Health fees and Ms. Joswick seconded. The motion was approved unanimously.

Study Session: Fiscal Year 2019 Proposed Budget and PowerPoint Presentation

Dr. Douglas presented TCHD's fiscal year (FY) 2019 proposed budget to the Board. Overall, TCHD's proposed FY 2019 budget of \$42,449,771 reflects a \$995,530 (2.4%) increase compared to our FY 2018 budget. To support this budget, TCHD is requesting an increase in county funds based on estimated population growth of 0.5% and a 1.8% increase in county per capita funding

(from \$6.72 to \$6.84). This represents an overall proposed FY 2019 county appropriation increase of \$240,838 over FY 2018. The additional county funding would support a 3.5% salary merit pool increase for general fund-supported employees (\$124,077) and an Informatics Project Manager to oversee acquisition, maintenance, and coordination of software to support TCHD information systems (\$105,019).

Dr. Douglas also provided a walk-through of the budget presentation for the upcoming budget study sessions with our Boards of County Commissioners. The Board members agreed that TCHD's requested increase was well-justified.

CONSENSUS: The Board members agreed that TCHD should move forward and present its FY 2019 budget request to the County Commissioners.

Current Infectious Disease Events

Joe Jasperse, Communicable Disease Epidemiologist, presented communicable disease surveillance data for 2018 through the end of May and outbreak investigation data through the end of June; gave a final report on the 2017-2018 influenza season; provided an update on rabies activity, both locally and statewide; and summarized the coordinated effort by TCHD and the Colorado Department of Public Health and Environment (CDPHE) in response to a water contamination event at Water World.

Aurora Syringe Access Services Program Annual Review

Dr. Douglas provided an annual update on TCHD's Syringe Access Program in Aurora. The update included information on program funding, services, staffing, marketing, results, program challenges and future steps. One major program change is that TCHD now runs the Syringe Access Program. In the past, we contracted with the Harm Reduction Action Center (HRAC) to provide this service.

Ms. Jaroch inquired whether there has been a decrease in HIV and Hepatitis B infection rates due to this program. Dr. Douglas stated that we don't have enough data to make this determination.

Public Health Improvement Plan: Update on Prioritization Process

Matt Jackson, Public Health Planning Initiatives Coordinator, provided an update on the process used to select priority areas to include in TCHD's 2019-2024 Public Health Improvement Plan (PHIP). Over the past two to three months, TCHD has conducted a variety of internal and external engagement activities via surveys, focus groups, one-on-one interviews, and key informant interviews to identify and prioritize key issues in our jurisdiction. The top six issues identified, in order of importance, are: 1) access to mental and physical health care services, 2) mental health, 3) housing, 4) economic security, 5) social connections, and 6) food insecurity. TCHD will share the priorities selected for inclusion in the 2019-2024 PHIP at the October 9, 2018 Board of Health meeting.

ACTION ITEM: Mr. Jackson to share the priorities selected for inclusion in the 2019-2024 PHIP at the October 9, 2018 Board of Health meeting.

Strategic Planning Process and Call for Subcommittee Members

Ms. Ludwig informed the Board that we are considering an alternate Strategic Plan development timeline to allow new leadership coming on board to participate. Additionally, we would like to form a subcommittee of Board members who want to participate in the strategic planning process. Ms. Ludwig will present a revised timeline and proposed Board member roles at the October 9, 2018 meeting for consideration.

ACTION ITEM: Ms. Ludwig to present a revised Strategic Plan development timeline and proposed Board member roles at the October 9, 2018 meeting.

TCHD Organizational Restructure

Ms. Ludwig informed the Board that TCHD is planning an organizational restructure to better align our programs and services. Some of the biggest changes include:

- Splitting the Epidemiology, Planning and Communication Division into two new divisions and one office:
 - Planning and Information Management Division
 - Community Health Promotion Division
 - Office of Communications (will become part of the Office of the Executive Director)
- Several Nutrition Division programs will move to the new Community Health Promotion Division
- The IT Team will move from the Administration and Finance Division to the new Planning and Information Management Division
- The Office of the Executive Director will be separated from the Administration and Finance Division and then expanded to include the Office of Communications and a new Policy/Intergovernmental Affairs Coordinator position

The new organizational structure will be implemented incrementally as the two new Division Directors are hired.

Board Feedback on 2017 Division Annual Reports

Dr. Douglas reminded the Board that TCHD's Division Annual Reports were distributed at the June 12, 2018 Board meeting. At that time, Dr. Douglas encouraged the Board members to read the reports and requested time on the August 14, 2018 Board of Health meeting agenda to obtain their feedback on content value and recommended changes. He explained that these reports contain a variety of programmatic information and are meant to inform our Board of Health members, our community partners, and our staff.

Overall, the Board members offered positive feedback and agreed that they contained valuable information about TCHD's programs.

Strategic Plan Update: Goal 7 – Improve and Expand Public Health Interactions with the Health Care Delivery System

Ms. Nading summarized key accomplishments and their impacts in TCHD's work to: 1) identify opportunities to work with key partners to measure and optimize access and linkage to health care

and navigation for appropriate use of health services; 2) work with key sources of data from the health care system (e.g., Colorado Hospital Association, All Payer Claims Database, etc.); 3) partner with non-profit hospital community benefit efforts to support community health assessments and development and measurement of their community health improvement plan impacts; and 4) work with key sectors of the health care system to promote recommended prevention services. She 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.

Strategic Plan Update: Goal 8 – Improve and Expand Efforts to Promote Healthy Human Environments

Mr. Hlavacek summarized key accomplishments and their impacts in TCHD's work to: 1) promote water quality, water supply, reuse and conservation measures; 2) reduce human exposure to indoor environmental pollutants through outreach and public education and support of regional and statewide initiatives to improve air quality; 3) establish high-quality standards that will assure an effective Retail Food Safety Program; and 4) promote and utilize a Health in All Policies approach to land use, transportation and built environment policy development. 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.

Executive Director's Report

NACCHO Honors TCHD with National Advocate of the Year Award

TCHD was honored as the first local public health department in the country to receive the National Advocate of the Year Award from the National Association of County and City Health Officials (NACCHO) at its Annual Conference in New Orleans, LA, July 10-12, 2018.

NACCHO, which represents nearly 3,000 local health departments nationwide, inaugurated the award this year to recognize outstanding advocacy and outreach to Congressional delegates to better health policy outcomes.

TCHD Staff Presentations at National and Statewide Conferences and Webinars

This year, several TCHD staff have presented or are planning to present at national or statewide conferences including: the NACCHO Annual Conference, the joint CDC/NACCHO Public Health Informatics Conference, the Colorado Public Health Association's Public Health in the Rockies Conference, the Colorado Health Foundation's Colorado Health Symposium, and the CDC's Medical Countermeasure and Dispensing Webinar.

New Farmers' Market in Adams County

A new farmers' market is located at the Anythink Library on Huron Street every Tuesday morning from 9:00 a.m. to 12:00 p.m. from July 10th through October 9th. This market, which is situated in a food desert and low-income area of Thornton, is the first continuous seasonal farmers' market in the area. In addition to fresh fruits and vegetables, this farmers' market offers: Farm Stand coupons for those who are WIC or SNAP qualified, RTD vouchers, cooking demonstrations and classes from Cooking Matters, recipe and nutrition information, preventive health screenings and check-ups with local medical providers (2nd Tuesday of the month), SNAP and WIC enrollment through Hunger Free Colorado (2nd Tuesday of the month), and education on diabetes classes.

The collaboration that set this farmers' market in motion includes the City of Thornton's Community Outreach Coordinator, TCHD Nutrition staff, TCHD's Adams County Regional Health Connector, Anythink Library staff, Palizzi Farm, Lulu's Farm, Thornton community members, and a generous contribution from the American Heart Association which presented the healthy concept of this market to a funder who donated \$10,000. This money will support the farmer's expenses, RTD vouchers, five-dollar WIC and SNAP participant coupons, and some of the marketing costs.

Addressing the STD Epidemic: Expanding Family Planning into Sexual Health Clinics

Gonorrhea rates have markedly increased in TCHD's jurisdiction over the past several years and rates of other sexually transmitted diseases (STDs) (Chlamydia, Syphilis) have increased as well. To address this growing problem, CDPHE is planning to release funds to expand access to testing and treatment. TCHD plans to expand its Family Planning program and develop a Sexual Health Program. We have requested funding from CDPHE to hire a Sexual Health Prevention Coordinator as well as funds for a marketing campaign. If our request is granted, initial funding will begin September 1, 2018 and go through June 30, 2019. CDPHE has already authorized expanded laboratory testing and free medication which will enable us to begin seeing additional clients for STD testing and treatment in early fall.

Nurse Support Program

The Adams and Arapahoe County Departments of Human Services have recognized that public health nursing intervention can result in improved pregnancy outcomes, parenting knowledge, and enhanced self-sufficiency for families receiving benefits or who are involved with child welfare. Public health nurses work directly with child and adult welfare units to provide professional assessments and act as liaisons for families referred to human services. Nurse Support Program services are voluntary and are provided in the home. Public Health Nurses conduct holistic assessments of individuals and families and connect them to the support systems and resources they need to achieve optimal health.

- ***Adams County Human Services Contracts***
TCHD currently has two contracts with Adams County Human Services to provide prevention services for clients receiving or eligible for Temporary Assistance for Needy Families (TANF) and for families identified by Child Welfare as needing support with resources or education.
- ***Arapahoe County Human Service Contracts.***
Arapahoe County Human Services contracts with TCHD to provide home visitation programs that serve both children and adults. Programs range from short-term assessments consisting of one to two home visits to long-term visitation up to one year in the case of families receiving TANF benefits.

Update on WIC Innovation Grant

Bringing WIC 2 U, a WIC Innovation grant from the Colorado Health Foundation, aspires to increase WIC participation and retention in Arapahoe and Douglas Counties. A WIC retention campaign will launch in September 2018 to encourage clients to participate in WIC until their children are five years old. Additionally, WIC 2 U is beginning to offer stipends to cover the integration of food insecurity screening questions into providers' electronic medical records. Also, co-located WIC services are now offered at MCPN's Aurora Health and Wellness Plaza, Aurora Community Connection, Eloise May Library in Aurora and the free Yahweh Health Clinic in Castle Rock. Finally, a state-wide, online WIC referral form that is set to launch this fall

will be distributed to new and established partners in an effort to strengthen the WIC referral network.

Update from TCHD's Vital Records Office

From January 1-July 31, 2018, TCHD's Vital Records staff processed 52,846 birth and death certificates. TCHD's Vital Records courier service has increased to 11 funeral homes and one coroner's office (Adams) with deliveries made at 14 different locations. Over the past year, Vital Records staffing has increased from six to nine employees to accommodate the new Castle Rock office and expanded courier service. Finally, in July, TCHD's Vital Records program was audited by the State Vital Records Office at all three of our office locations. There was only one minor suggestion which is being corrected.

Effective July 1, 2018, birth certificate fees will increase from \$17.75 to \$20.00 for the first copy and from \$10.00 to \$13.00 for each additional certificate. The State Vital Records office has elected to increase these fees to fund the new "Vital Information System" which is slated to roll out in 2020.

TCHD Staff Participate in Annual "Bike to Work Day"

Once again, TCHD hosted a breakfast station for Denver's annual Bike to Work Day event on Wednesday, June 27, 2018. More than 21,000 Denver locals registered for the event and more than 70 cyclists stopped for nourishment at TCHD's station during their morning commute.

Baby Café with Every Child

TCHD opened Colorado's newest Baby Café at Every Child Pediatrics in Thornton on July 31, 2018. Baby Café USA, established in 2011, is a national network of free breastfeeding drop-ins, combining breastfeeding information with a relaxed, informal environment where parents can meet and learn from skilled practitioners and each other. Baby Café USA has more than 45 drop-ins in 14 states and supports more than 2,000 moms each year.

FY 2019 Budget Study Sessions Scheduled With Commissioners

The FY 2019 Budget Study Sessions have been scheduled with our Boards of County Commissioners. This year, we will be holding two separate study sessions to accommodate our Commissioners' schedules:

Arapahoe and Douglas County Commissioners

Wednesday, August 22, 2018, 1:30-2:30 p.m.

Douglas County Executive Building

100 Third Street

Conference Rooms A and B

Castle Rock, CO 80104

Adams County Commissioners

Tuesday, September 4, 2018, 11:00 a.m.-12:00 p.m.

Adams County Government Center

5th Floor Study Session Room

4430 S. Adams County Pkwy.

Brighton, CO 80601

All Board of Health members were invited to attend these study sessions.

TCHD Summer Picnic

TCHD is hosting a family-friendly picnic at Utah Park, 1800 S. Peoria St., Aurora 80012 on Saturday, August 18, 2018 from 10:00 a.m.-1:00 p.m. All Board of Health members are invited to attend.

TCHD All-Staff Meeting

TCHD's Annual 2018 All-Staff Meeting will be held on Wednesday, November 14, 2019 from 8:30 a.m. to 4:30 p.m. at the Infinity Park Event Center, 4400 E. Kentucky Ave., Glendale, CO 80246. All Board of Health members are invited to attend.

Public Health Communication on Gonorrhea Epidemic

Gonorrhea rates in TCHD's jurisdiction have increased 205% in Adams County, 206% in Arapahoe County, and 188% in Douglas County from 2013 to (preliminary) 2017. Statewide, gonorrhea rates have increased nearly 200% over the same time period. Gonorrhea infection is more commonly seen in men, white or Hispanic people, and in people 15-24 years of age. TCHD has been reaching out to the public via press release, our website, Facebook, Twitter and Instagram to encourage sexually active people to get tested.

Perfluorinated Compounds in Groundwater in Adams County

The South Adams Water and Sanitation District (SACWSD) recently detected Perfluorinated Compounds (PFCs) in multiple samples tested from raw water wells and treated water served to customers. While PFC levels in some of the raw water are above the EPA Health Advisory, the levels in treated water served to SACWSD customers are below the Health Advisory of 70 parts per trillion. It's not known at this time how the PFCs are getting into the District's water supply; however, TCHD is working closely with CDPHE, EPA and SACWSD to identify the source of the contamination. TCHD is also working to identify private well owners in the area and, in conjunction with CDPHE, fund a private well sampling effort.

Update on Recycling Plant Fire

On July 10, 2018, TCHD was asked to support the response to a fire at a recycling facility in Commerce City. Environmental Health staff coordinated air quality monitoring efforts with CDPHE and the EPA. Monitoring results showed that, while short-term respiratory irritation could be an issue, no long-term health effects are expected. TCHD Environmental Health; Emergency Preparedness and Response (EPR); and Communications staff worked with South Adams Fire, CDPHE, and the EPA on public messaging efforts related to public health and air quality.

TCHD Support Following Westminster Apartment Fire

On July 22, 2018, a fire at an apartment complex with 69 low-income units resulted in a complete loss of the property. The City of Westminster Office of Emergency Management (OEM) and the Adams County OEM requested support from TCHD's EPR program at the Disaster Assistance Center (DAC) for those displaced by the fire. TCHD Nutrition staff helped clients obtain new WIC documentation and/or apply for program services, Nursing staff provided immunizations and replaced immunization records, and EPR staff assisted with overarching coordination and facilitated access to assistive technologies for displaced individuals with access and functional needs. The DAC was open on Wednesday, July 25, 2018 and Saturday, July 28, 2018.

Other Items

None.

Set Agenda for the October 9, 2018 Meeting

The October 9, 2018 meeting agenda will include: 1) a public hearing to consider the adoption of a supplemental budget appropriation; 2) an update on the priorities selected for inclusion in the PHIP, and 3) a revised Strategic Plan development timeline with proposed Board member roles.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

MOTION: Ms. Joswick moved to adjourn the meeting at 7:20 p.m. Ms. Jeroch seconded and the motion was approved unanimously.

Naomi Steenson, Vice President

Paulette Joswick, Secretary