

**Tri-County Board of Health Meeting
April 8, 2008
Minutes**

Board of Health was officially called to order at 4:09 P.M. by Thomas Fawell, M.D., Board President, at Tri-County Health Department (TCHD), Administrative Office, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado, 80111. Other members comprising a quorum included Ruth Fischhaber; Janice Brainard; Paulette Joswick; Joseph Anderson, M.D.; and Micheal Acree. Kaia Gallagher, Ph.D. arrived later. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Lloyd Williams, Director of the Environmental Health Division, introduced Lisa Ostwinkle, Environmental Health Specialist I, Janine Bennett, Environmental Health Specialist I, and Michael Weakley, Environmental Health Specialist Trainee.

Jeanne North, Director of the Nursing Division, introduced Rita Beam, Nurse Manager.

Dr. Vogt informed the Board that Bob Browning, Director of the Administration and Finance Division, resigned from TCHD to take a position with Jefferson County School District.

Approval of the Minutes of the February 12, 2008 Meeting

The minutes of the February 12, 2008 meeting were presented to the Board for review.

MOTION: Ms. Joswick moved to approve the minutes of the February 12, 2008 meeting as written and Ms. Brainard seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated February 29, 2008

Dr. Vogt informed the Board that TCHD is at 16.3% of the budget with 16.7% of the year complete.

MOTION: Ms. Fischhaber moved to approve the financial statements dated February 29, 2008. Mr. Acree seconded and the motion was approved unanimously.

Public Hearing: Proposed Environmental Fee Changes

Dr. Fawell opened the public hearing at 4:17 PM regarding the adoption of the proposed Environmental Health fee changes. The public hearing was duly advertised in *The Denver Post* on March 9, 2008.

Lloyd Williams, Director of Environmental Health, explained that, pursuant to C.R.S. 25-1-507(1)(h), C.R.S. 25-1-709(1)(b), and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. In 2005, Environmental Health reviewed major programs to adjust fees to recoup actual and direct costs using a formula adopted by the Board of Health. In 2008, this formula was again used to review the majority of program fees.

Mr. Williams summarized the proposed fee changes and informed the Board that, now that the financial books have been closed for December 31, 2007, the numbers reflected represent actual cost and revenues, therefore some of the cost calculations vary from those presented at the February 12, 2008 Board of Health meeting. If adopted, the new fees would become effective July 1, 2008.

Body Art Establishment Inspection Fees: Proposed decrease from \$380 to \$215 annually due to no employee turnover in this program. Mr. Williams would also like the Board to allow a \$40 per hour fee to inspect temporary body art establishments at events.

Child Care Center Mail-In Inspection Fee: The fee will remain at \$65.00 per inspection; however, the inspection frequency will increase from every two years to annually due to increased disease outbreaks in child care centers in 2007.

Child Care Center On-Site Inspection Fee: Continue with the tiered fee schedule; however, the Environmental Health portion of the inspection fee will increase from \$200 to \$205. This will increase the \$500 cap for centers with more than 250 children to \$505 annually. The immunization review portion of the fee will be \$40 per hour (calculated based on 30 minutes per 25 children with a 60 minute minimum). This year, TCHD will not bill centers if additional immunization review time is required, nor will TCHD provide refunds to centers if less time than billed for is used.

Individual Sewage Disposal System (ISDS) – Loan Approval: Proposed fee increase from \$315 to \$480.

ISDS – Repair: Proposed fee increase from \$580 to \$885.

ISDS – Repair/Expansion with Variance: Proposed increase from \$750 to \$1,000. TCHD's actual cost is \$1,146; however, the permit fee is capped at \$1,000 by state statute.

ISDS – New: Proposed increase from \$995 to \$1,000. TCHD's actual cost is \$1,521; however, the permit fee is capped at \$1,000 by state statute.

ISDS – New with Variance: Permit fee will remain at \$1,000. TCHD's actual cost is \$1,529; however, the permit fee is capped at \$1,000 by state statute.

Plan Review Fees – Land Use (Levels 1 through 6): All levels of land use plan review fees would increase slightly. Plan review fees are billed to the applicable county, which in turn passes this charge on to the customer.

Methamphetamine Laboratory Inspections: Proposed fee decrease from \$715 to \$545.

Pools and Hot Tubs/Spas Inspection Fee: Proposed fee increase from \$120 to \$230 per pool. Proposed fee decrease from \$60 to \$35 per hot tub/spa. Environmental Health will charge by body of water rather than by facility in 2008. For example, a facility with two pools and one hot tub will be charged a fee of $\$230 + \$230 + \$35 = \495 . Inspections will be performed twice annually. Fees have increased due to the change in inspection frequency.

Certified Pool Operator: Proposed increase from \$205 to \$275 per student, which is right in the middle of what the National Swimming Pool Foundation recommends for these courses. Our actual cost is \$480 per student; however, charging this amount would price us out of the market. TCHD schedules four classes per year.

Ms. Fischhaber inquired whether TCHD has compared its fees to those charged by other local health departments for similar services. Mr. Williams stated that we have only done this for ISDS.

Dr. Fawell noted that nobody from the public was present to speak on this issue and closed the public hearing at 5:37 PM.

MOTION: Ms. Fischhaber moved to adopt the proposed Environmental Health fee changes effective July 1, 2008 and Ms. Brainard seconded. The motion was approved unanimously.

Schedule Strategic Planning Workgroup Sessions

Dr. Vogt inquired whether the Board wanted to schedule strategic planning workgroup sessions before or after scheduled meetings in lieu of a Board retreat.

Dr. Fawell suggested that strategic planning be done following Board meetings because it would be difficult for some Board members to meet prior to them. He asked the Board members to set aside an hour following the June 10, 2008 Board meeting for a strategic planning session and an executive session.

ACTION ITEM: A strategic planning session will be held immediately following the June 10, 2008 Board meeting. An executive session for Board members will follow the strategic planning session.

POD Squad After-Action Report

Tom Butts, Director of Emergency Preparedness, presented the Point of Dispensing (POD) Squad After-Action Report to the Board. He discussed lessons learned and planned improvements.

Dr. Vogt thanked Mr. Butts, TCHD staff, volunteers and our partners for a successful exercise.

Selection of Branding Agency

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, announced that TCHD received proposals from nine branding agencies. She and Gary Sky, TCHD's Public Information Officer, evaluated the nine applications separately, then interviewed four of the agencies and ultimately selected Vermilion. Vermilion is headquartered in Boulder, Colorado, has done a lot of work with non-profit agencies, and has been in the design and marketing business for over 20 years. Branding and interactive web design are two of Vermilion's main functions.

Ms. Weinberg stated that the next step is to have a branding workshop with select TCHD staff and Board Visibility Committee members to set up a realistic timeline with Vermilion for project steps/completion. Ms. Weinberg hopes to unveil our new logo at the November 2008 All-Staff Meeting.

Senate Bill 08-194 (Public Health Revitalization)

Senate Bill 08-194, the Public Health Revitalization Bill, is sponsored by Senator Bob Hagedorn and Representative Anne McGihon. The main objectives of SB08-194 are to define public health and core public health services, expand the powers of the state Board of Health, and delete outdated and obsolete provisions. SB 08-194 was passed by the Senate Health and Human Services Committee on March 20, 2008 and will be heard in the Senate Appropriations Committee on April 9, 2008. If this bill becomes law, it will be in effect beginning July 1, 2009.

Dr. Vogt stated that this bill, if passed, would not have a big effect on TCHD given that we are the largest local health department in Colorado and already provide a large number of services. The rural counties will be the most impacted. Dr. Vogt believes regionalization will most likely be encouraged so that rural counties can provide required core services. Funding for this bill has not been identified; however, there is talk that funding will be population-driven, therefore it is unlikely that TCHD will experience a large

funding decrease. TCHD is neither actively supporting nor opposing this bill, but is officially monitoring it.

Dr. Vogt informed the Board that he has met with the Adams and Arapahoe County Commissioners to discuss SB08-194 and is available should the Douglas County Commissioners wish to have a similar discussion.

County Health Profiles

Ms. Weinberg introduced TCHD's 2006 County Health Profiles, which are completed annually for each of our three counties. She explained that the purpose of these profiles is to provide a broad picture of the health status of each county compared to the state of Colorado and *Healthy People* 2010 national target objectives. 2006 is the most recent year for which data is available.

Ms. Weinberg explained that TCHD also publishes a Community Health Profile, which contains trend data, every two to three years. We are on track to publish this larger document later this year.

Dr. Gallagher asked how the County Health Profiles are distributed. Ms. Weinberg stated that these profiles have just been published; however, they are on our website and we plan to distribute them to our County Commissioners.

ACTION ITEM: Ms. Weinberg to distribute the 2006 County Health Profiles to our County Commissioners.

Dr. Anderson asked how TCHD was addressing chronic disease. Ms. Weinberg gave an overview of TCHD programs and activities targeting chronic disease. Dr. Vogt stated that while most local health departments develop programs based upon available funding, TCHD has made a concerted effort to work in the noninfectious disease prevention arena despite the lack of federal/grant funding available.

Dr. Gallagher initiated a discussion on partnering/outreach with other agencies, schools, counties, emergency responders, physicians, hospitals, etc., to impact chronic disease. Dr. Vogt and Anne Bennett, Director of the Nutrition Division, discussed TCHD's involvement with and outreach to applicable community partners.

Dr. Fawell suggested that TCHD send the 2006 County Health Profiles to the County Commissioners along with graphs depicting trend data. Dr. Vogt explained that trend data is contained in our larger Community Health Profile, which will be sent to our commissioners when it is completed later this year.

Executive Director's Report

9Health Fairs

Ms. Weinberg announced the six 9Health Fair sites at which TCHD staff members will provide educational materials. She reminded the Board members that we have no control over how many sites we participate at because participation is by invitation only.

Environmental Health Division 2007 Annual Report

Mr. Williams distributed the Environmental Health Division 2007 Annual Report to the Board members.

WIC Budget Increase

The Nutrition Division received notification of a 10.02% or \$410,892 increase in Women, Infants and Children (WIC) funding for fiscal year 2007/2008. These funds will be used to increase WIC services in our three counties and to offset an increase in food prices if necessary.

RNL Space Planning Update

On March 12, 2008, RNL and their business partner, Corona Research, presented the results of the data collection phase of our facility study. Based on this data, a group of key Tri-County staff discussed various scenarios including those that are based on the centralization vs. decentralization strategy. Guidance was given to Corona to expand their demographic model to incorporate a broader base of Nutrition, Nursing and Environmental Health clients.

Currently, RNL and Corona are working on new models and scenarios based upon our feedback as well as input received from the community focus group and our counties. They will present these models at our next meetings on April 8 and 9, 2008 for further discussion and refinement.

Thank you to Ruth Fischhaber for attending the March 6, 2008 focus group and providing us with her valuable input. We will keep the Board of Health informed as we get closer to a more defined set of facility planning recommendations.

Media Report for 2007

2007 Totals:

Total press clippings written – 55 / Average – 4.5 per month

Total newspaper articles published – 209 / Average 17.4 per month

Total TV spots aired – 121 / Average 10.3 per month

Total newspaper articles and TV spots initiated by media – 115 / Average 9.6 per month

Total TCHD website visitors: 178,040 / Average 14,836 per month

Total website page visits: 579,355 / Average 48,279 per month

Fight the Bite website visits: 55,882 / Average 4,656 per month

Other Items

Dr. Gallagher inquired on the reason for the community-wide waterborne outbreak of salmonellosis in Alamosa. Dr. Vogt stated that the Alamosa water system is antiquated which allows ample opportunity for environmental contamination. He announced that TCHD has assisted in the outbreak by conducting interviews and case control studies.

Set Agenda for the June 10, 2008 Meeting

The following items will be on the agenda for the June 10, 2008 Board of Health meeting: 1) budgetary dynamics for 2009; 2) an update on the branding process; 3) an update on Democratic National Convention preparation; and 4) the preliminary 2007 audit report. A strategic planning workshop and an executive session will follow the meeting.

Board Member Remarks

Dr. Fawell announced that, at their last Executive Session, the Board made a unanimous decision to create a Board Audit Committee. Committee members are: Micheal Acree, Chairperson; Paulette Joswick; and Lois Tochtrop.

Dr. Fawell announced that the National Association of Local Boards of Health (NALBOH) 16th Annual Conference is scheduled for July 22-24, 2008 in Madison, Wisconsin.

ACTION ITEM: Board members are to contact Dr. Fawell or Ronnae Brockman, Executive Assistant, if they would like to attend NALBOH's 16th Annual Conference.

Closing Remarks

Dr. Fawell thanked everyone for attending the Board of Health meeting and announced that the 2007 Public Health Hero of the Year awards reception would begin immediately following the meeting.

Next Meeting

The next meeting of the TCHD Board of Health will be held on Tuesday, June 10, 2008 at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

Adjournment

ACTION ITEM: Ms. Fischhaber moved to adjourn the meeting at 5:34 P.M. Mr. Acree seconded and the motion was approved unanimously.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary