

Tri-County Board of Health Meeting
August 14, 2007
Minutes

Following a study session on Tri-County Health Department's 2008 Proposed Budget, the Board of Health meeting was officially called to order at 5:04 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 Joseph Anderson, M.D.; Kaia Gallagher, Ph.D.; Ruth Fischhaber; Janice Brainard; and Paulette Joswick. Dr. Richard Vogt, Executive Director, and several TCHD employees were in attendance.

Introductions

Lloyd Williams, Director of the Environmental Health Division, introduced Brian Hlavacek, Environmental Health Manager, and Deb McBride, Informatics Specialist for Environmental Health.

Bob Browning, Director of the Administration and Finance Division, introduced Judie Willden, Controller, and Dan Kullas, Computer Systems Administrator.

Dr. Vogt introduced Maureen Waller, Special Projects Coordinator for Douglas County.

Approval of the Minutes of the June 12, 2007 Meeting

The minutes of the June 12, 2007 meeting were presented to the Board for review.

MOTION: Ms. Fischhaber moved to approve the minutes of the June 12, 2007 meeting as written and Ms. Joswick seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated June 30, 2007

Dr. Vogt informed the Board that TCHD's expenditures equaled 45.6% of its budget with 50 percent of the year completed.

MOTION: Ms. Brainard moved to approve the financial statements dated June 30, 2007 as presented and Dr. Gallagher seconded. The motion was approved unanimously.

Auditor's Report

Pat Hall, a Certified Public Accountant with Jaspers and Hall, P.C., presented the management letter, the Final Independent Auditor's Report, and the Single Audit Report for the year ended December 31, 2006 to the Board. He informed the Board that there were no changes from the draft document and management letter presented at the June 12, 2007 meeting. He stated that the agency's financial statements are fairly presented and no material adjustments were required.

Mr. Hall summarized the four audit findings and management's response. He explained that all four findings are considered housekeeping items and do not affect TCHD's financial recording. He stated that subsequent to the issuance of the final management letter, he and another auditor followed-up to ensure the findings were corrected or in the process of being corrected.

MOTION: Dr. Gallagher moved to approve the management letter, the Final Independent Auditor's Report, and the Single Audit Report for the year ended December 31, 2006 and Ms. Brainard seconded. The motion was approved unanimously.

Approval of the 2008 Proposed Budget

MOTION: Ms. Fischhaber moved to support TCHD's 2008 Proposed Budget for consideration by the County Commissioners. Ms. Joswick seconded and the motion was approved unanimously.

County Budget Presentations

Dr. Vogt notified the Board that TCHD would present its 2008 Proposed Budget to the Arapahoe and Douglas County Commissioners on Monday, August 27, 2007 at 11:30 AM at the Arapahoe County Administration Building, 5334 S. Prince St., Littleton, CO 80166. TCHD will present its proposed budget to the Adams County Commissioners on Wednesday, August 29, 2007 at 2:00 PM at the Adams County Administration Building, 450 S. 4th Avenue, Brighton, CO 80601. He invited the Board members to attend and lend their support.

Board Member Appointments to Goal Committees

The three new Board members were appointed to the following goal committees:

Paulette Joswick – Strategic Direction #1: Visibility
Janice Brainard – Strategic Direction #2: Center for Excellence
Micheal Acree – Strategic Direction #3: Funding Development

Follow-up on the Greenwood Village Coyote Issue

Bruce Wilson, Deputy Director, summarized the events leading up to the Greenwood Village coyote issue. Following the public forum at the June 12, 2007 Board of Health meeting at which Mayor Nancy Sharpe and Councilmember Anne Ingebretsen lodged a complaint against TCHD on coyote trapping permit issues, TCHD attended a follow-up meeting with the Greenwood Village City Council to discuss future means of coyote control. Currently two options are on the table: 1) The Greenwood Village City Council has proposed a task force consisting of a number of entities be organized; or 2) the State Division of Wildlife has offered to work with Federal partners to explore alternate methods of coyote control. Further discussion will occur and hopefully a definite plan will be developed at their next meeting.

Dr. Fawell informed the Board that the Greenwood Village representatives were much more cooperative at the follow-up meeting than they were at the June 12, 2007 Board of Health meeting and are interested in solving the problem efficiently. Greenwood Village favors the task force approach; however, Dr. Fawell and TCHD hope that another plan will be developed.

Environmental Health Inspections Field Trip

Dr. Fawell summarized his environmental health inspections field trip. He accompanied Alisa Tjelmeland, Environmental Health Specialist, on a child care center inspection, a restaurant inspection, and a pool/spa inspection. He stated that this was an eye-opening experience. He was very impressed with Ms. Tjelmeland, who was professional without causing hard feelings among facility staff.

Dr. Fawell encouraged the Board members to make appointments to accompany TCHD staff, visit TCHD clinics, etc., in their spare time.

Adams County School Nutrition Field Trip

Ms. Fischhaber discussed her field trip to an Adams County District 12 high school to meet with their Nutritionist. She stated that nutrition has always been of interest to her, especially now that childhood obesity rates are on the rise. She stated that this is a new high school and that a nutritionally balanced diet that meets Federal guidelines is provided to students with the help of a computer.

Executive Director's Report

NACCHO Model Practice Award

The Nutrition Division received a National Association of County and City Health Officials (NACCHO) Model Practice Award on July 12, 2007 for their program entitled "Marketing Nutrition to Physicians." Two surveys, completed by dietetic interns in 2004 and 2005, were completed in 15 physician offices in Adams, Arapahoe and Douglas counties to determine how TCHD could assist physicians and their staff in counseling clients on healthy weight for children and promoting breastfeeding. Kits were developed and registered dietitians visited pediatric and OB/GYN offices to present the kits and promote their use. Since the project began we have provided kits to 21 physician offices. Follow-up surveys indicate that staff at eleven of the offices accessed the kit at least once per day for patient education. Additionally, we have had requests from physician offices to obtain kits and information about WIC and nutrition.

NACCHO Conference Highlights

Dr. Richard Vogt and Anne Bennett attended the 2007 annual NACCHO conference in Columbus, Ohio July 10-13, 2007. Anne received a partial travel scholarship to attend because she received a 2007 Model Practice Award for "Marketing Nutrition to Physicians".

Dr. Vogt attended the Infectious Disease Working Group meeting the day before the conference to address national issues surrounding vaccine-preventable diseases, tuberculosis, and disease reporting. The group asked him to be the link between them and the Council of State and Territorial Epidemiologists on tuberculosis reporting.

The main theme of this conference was to help address health disparities among many disadvantaged populations. The most impressive session was Sarah Jones, a one-woman actress who portrayed eight different disadvantaged adults and their individual perceptions of the challenges in receiving adequate medical care. Attendees from Colorado were very interested in having her perform in the Denver metropolitan area to a wide audience.

Another session enlisted the ideas of local public health officials on how we can better relate to programs within the Centers for Disease Control and Prevention. Many of the officials provided feedback on how our relationship can improve by having direct contacts with key federal officials.

Finally, at a session entitled "Pollution and Human Health: Community Based Investigative Tools," Dr. Vogt was able to share his previous professional experiences with appropriate survey techniques to determine if there were significant numbers of cancer cases that could be attributed to specific environmental contamination.

Arapahoe County Contract for the Nurse Home Visitor Program

In September 2007, the Nursing Division will begin working with the Arapahoe County Department of Human Services to provide nursing case management to families currently receiving Temporary Assistance to Needy Families (TANF). The contract provides funding for nursing assessment, education and referrals to the families and extensive collaboration with the TANF case managers at Human Services.

WIC Audit

TCHD's accounting staff hosted three auditors from the Colorado Department of Public Health and Environment (CDPHE) Women, Infants and Children (WIC) program in May 2007. The purpose of this audit was to view all financial transactions including timesheets, payroll records, and invoices along with all fiscal transactions related to the WIC program. The WIC program represents over \$4 million in revenue, which is approximately 15% of our total budget. No significant audit findings were identified.

IFAS Internet Conversion

The Administration and Finance Division has completed the conversion of our Integrated Financial Accounting System (IFAS) software. TCHD's finance and human resources production data and the IFAS application software were transferred to a new operating environment in Chico, California on Saturday, June 30, 2007. We are now live with the IFAS system via the Internet. This is a major accomplishment that will protect TCHD's payroll, accounting, purchasing, human resources, fixed asset tracking, warehousing, financial reporting, etc., operations for the future.

TCHD also successfully negotiated a "backup" contract with Bi-Tech's parent company, Sungard, to provide disaster recovery service within 48 hours should a catastrophe occur at the Chico office. This will ensure continuity of business operations in the event of a disaster or a major power failure for our most critical system that supports all of our business operations.

CityMatCH Nurse Site Visit

In August 2007, the 17th Annual CityMatCH Urban Maternal and Child Health Leadership Conference will be held in Denver. As part of the conference, local best practice programs are showcased as model programs to be replicated in other cities across the country. Conference officials asked TCHD to showcase the Mother's First nursing case management program for the Adams County Department of Human Services and the Immunization Record Review in Licensed Child Care Centers project. Both programs will present a poster and provide handouts explaining program background, data, and outcomes.

Isolation Order Served to Arizona Tuberculosis Patient

For possibly the first time in TCHD's history, Dr. Vogt issued an Isolation Order on July 19, 2007 to a tuberculosis (TB) patient who was being transferred from another state to our jurisdiction for treatment. The patient previously had been uncooperative in taking TB medications and isolating himself from others, so he was kept in a secure area of a hospital under court orders prior to his transfer to Colorado.

A TCHD staff member and the Arapahoe County Sheriff served the Isolation Order to the patient as soon as he landed at Centennial Airport. He was escorted to National Jewish Hospital to insure he did not escape. Should the patient travel anywhere in our jurisdiction, such as University Hospital, he will be monitored by security personnel and a tracking ankle bracelet. The Isolation Order will remain in effect until he leaves Colorado to return to his home state.

Produce and Health Education Fairs

TCHD is collaborating with the Food Bank of the Rockies, Immaculate Heart of Mary Food Bank, Operation Frontline Colorado, and Adams County Food Distribution to implement three summer Produce and Health Education fairs for recipients of Adams County food banks. The purpose of the fairs is to provide food bank recipients with fresh produce as well as health information and resources. The fair held on Friday, June 29, 2007 reached approximately 520 individuals from 167 families. The fair held on Friday, July 27, 2007 reached approximately 750 individuals from 250 families. A third fair will be held on Friday, August 31, 2007.

Participating exhibitors included Tri-County Health Department WIC, Tobacco Cessation, Immunization and Peak Wellness programs, North Metro Fire Department Car Seat Safety Program, North Suburban Medical Center Stroke Program, North Washington Dental Services, Adams County Social Services, Adams County Cooperative Extension, Adams County Head Start, Adams County Workforce and Business Center, Peer Assistance Services Inc., American Diabetes Association Por Tu Familia program, and Bright Beginnings plus others.

TCHD hopes to work with the above agencies to offer additional events during the fall season and extend efforts into Arapahoe County next summer.

Rocky Mountain PBS Kids' Fest

Tri-County participated in the PBS Children's Fair on July 21, 2007. Approximately 4000 to 5000 children and their parents attended the fair. Nursing staff promoted our "Give Your Child a Shot at Success" program and gave out information on immunizations, our travel clinic, and smoking cessation and child health. Nutritionists had participants practice physical activity and awarded the winners with a TCHD "Eat Smart, Play Hard Everyday" jump rope prize. Over 700 jump ropes and 1000 "Give Your Child a Shot at Success" balloons along with immunization hotline number cards were distributed.

Emergency Preparedness Briefing With the Douglas County Commissioners

On July 31, 2007, Dr. Vogt; Tom Butts, Director of the Office of Emergency Preparedness; and Michelle Fox and Julie Uhernik, Emergency Preparedness Planners; met with the Douglas County Commissioners to brief them on TCHD's Emergency Preparedness status. Commissioner Steve Board, Commissioner Jack Hilbert and Maureen Waller were present.

The general discussion related to the creation and revision of our emergency preparedness plans; plan coordination with county and municipal emergency plans; our role in the receipt and delivery of the strategic national stockpile (SNS); recent exercises that tested our plans, TCHD and volunteer staffing during an emergency; and the authority to isolate and quarantine residents among other topics.

We mentioned that we are conducting a mass influenza vaccination exercise in Douglas and Adams County on November 17, 2007. Arapahoe County will have a pre-event exercise the day before. The plan is to repeat this mass vaccination exercise in Arapahoe County in 2008.

The Commissioners were appreciative and thanked us for our information.

Other Items

Anne Bennett thanked Janice Brainard for attending the Dietetic Intern Graduation.

September Agenda

Dr. Gallagher noted that the Board Visibility Committee was to select a consultant by August 31, 2007. Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, stated that a consultant would not be selected by the deadline; however, a Request for Proposals was under development.

Dr. Fawell will meet with the Board members to determine whether there will be a Board meeting on September 11, 2007.

Board Member Remarks

Ms. Fischhaber informed the Board that TCHD was featured on a full page in the Adams County Annual Report.

Closing Remarks

Dr. Fawell asked the Board members to remain for five to ten minutes following the meeting.

Next Meeting

ACTION ITEM: Dr. Fawell to determine whether or not there will be a Board meeting on September 11, 2007.

Adjournment

MOTION: Ms. Fischhaber moved to adjourn the meeting at 6:04 P.M. Ms. Joswick seconded and the motion was approved unanimously.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary