

**Tri-County Board of Health Meeting
August 12, 2008
Minutes**

Board of Health was officially called to order at 4:00 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, Lois Tochtrop, and Kaia Gallagher, Ph.D. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Dr. Vogt introduced John Muske, TCHD's new Director of the Administration and Finance Division. Dr. Vogt also announced that Tom Butts, Director of Emergency Preparedness, would become the Interim Director of Environmental Health effective September 1, 2008 and that Michele Askenazi, Emergency Preparedness Coordinator, would assume the role of Interim Director of Emergency Preparedness on September 1, 2008.

Monte Deatrich, Environmental Health Manager, introduced Matt Brandt and Lisa Oliveto, Environmental Health Specialist Trainees.

Jeanne North, Director of the Nursing Division, introduced Shannon Cornelius, Clinic Outreach Coordinator.

Nancy Allen, Director of Human Resources, introduced Alyssa McMahan, TCHD's Human Resources Intern.

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, introduced Kathy Bird, D.O., Preventive Medicine Resident, and Allison Hawkes, M.D., Planning, Evaluation and Geographic Information Systems Program Manager.

Approval of the Minutes of the June 10, 2008 Meeting

The minutes of the June 10, 2008 meeting were presented to the Board for review.

MOTION: Ms. Tochtrop moved to approve the minutes of the June 10, 2008 meeting as written and Dr. Gallagher seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated June 30, 2008

Dr. Fawell noted that TCHD is at 43.3% of its budget with 50% of the year complete. He inquired why the recruiting line item was at 158.1% of the amount budgeted. Dr. Vogt explained that advertising rates have increased and we had several high-level positions to fill.

MOTION: Ms. Fischhaber moved to approve the financial statements dated June 30, 2008 as presented and Ms. Joswick seconded. The motion was approved unanimously.

Approval of the final 2007 Auditor's Report

Pat Hall, a Certified Public Accountant with Jaspers and Hall, P.C., presented the final management letter, Single Audit Report, and Independent Auditor's Report for the year ended December 31, 2007 to the

Board. Mr. Hall informed the Board that, in his firm's opinion, the financial statements presented fairly, in all material respects, the financial position of TCHD as of December 31, 2007 and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America. Mr. Hall pointed out that the "prior findings" section of the management letter had been corrected and now stated that there were discrepancies in four out of 60 personnel files reviewed, not 11 out of 60. He also stated that all prior audit findings had been corrected and that no new findings were noted. Finally, Mr. Hall stated that he has not received a response from the State Auditor's Office regarding how they want the in-kind over-expenditure on page 21 of the Independent Auditor's Report to be presented. He will notify Dr. Fawell once he receives a response.

ACTION ITEM: Mr. Hall to let Dr. Fawell know how the State Auditor's Office wants the over-expenditure to be presented. Dr. Fawell will convey this information to the Board of Health Audit Committee.

MOTION: Ms. Brainard moved to approve the management letter, the Final Independent Auditor's Report, and the Single Audit Report for the year ended December 31, 2007 and Ms. Tochtrop seconded. The motion was approved unanimously.

Approval of the 2009 Proposed Budget

Dr. Vogt gave an overview of TCHD's 2009 Proposed Budget. He stated that TCHD is requesting a \$345,532 increase from the counties to cover increased costs for services that are provided to Adams, Arapahoe and Douglas County residents. Of our total request, \$188,586 (2.2%) would cover increased population in our three counties and \$156,946 (1.8%) would cover a county per capita increase of \$0.12 from \$6.79 in fiscal year 2008 to \$6.91 for fiscal year 2009.

Dr. Fawell inquired why Nursing Division full-time equivalents (FTE's) increased from 2008 to 2009, but operating costs decreased. Ms. North explained that operating costs decreased because wage and hourly staff are now being budgeted more reasonably. They would only be utilized for vacation coverage, to fill a vacancy, or to expand our capacity during unique situations such as immunization clinics.

Dr. Gallagher asked how increased fuel costs have impacted our budget. Dr. Vogt stated TCHD has increased its local travel line item by 28.3% for 2009. He explained that the Environmental Health Division has been tasked with studying ways to economize local travel. TCHD is currently doing a combination of things such as holding virtual meetings, carpooling, etc.

MOTION: Ms. Tochtrop moved to support TCHD's 2009 Proposed Budget for consideration by the County Commissioners. Dr. Gallagher seconded and the motion was approved unanimously.

Budget Presentation to the Commissioners

Dr. Vogt gave an overview of TCHD's planned PowerPoint budget presentation to the County Commissioners which includes: TCHD's mission, organizational chart, seven success stories with emphasis on collaborations between divisions as well as with community partners, and our 2009 funding request. We will be presenting this information to Arapahoe and Douglas Counties on August 19, 2008 at 3:30 p.m. at the Arapahoe County Administration Building, 5334 S. Prince St., Littleton, CO 80166 and to Adams County on September 3, 2008 at 10:00 a.m. at the Adams County Administration Building, 450 South 4th Ave., Brighton, CO, 80601. He invited the Board members to attend to support TCHD's 2009 budget request.

Dr. Gallagher expressed concern that people who didn't work in the public health field wouldn't understand the significance of the success stories to the local populace. She urged Dr. Vogt to explain the impact these programs have on our residents to the Commissioners as part of the budget presentation.

Dr. Gallagher inquired whether Dr. Vogt planned to mention TCHD's space planning efforts and the costs associated with potential office relocation as part of our budget presentation. Dr. Vogt stated that we are not prepared to approach our counties until the real estate analysis is complete. Also, he would like to discuss this in a separate study session with the Commissioners as a 2010 scenario.

Branding Process Update

Ms. Weinberg informed the Board that on June 16, 2008, Dr. Gallagher and Ms. Joswick joined TCHD executive staff at a branding workshop that was led by Vermilion. On August 7, 2008, Vermilion presented a series of design proposals to TCHD executive staff who provided feedback and suggested design modifications. Vermilion will present the modified designs to executive staff on September 9, 2008.

TCHD plans to unveil the new brand to staff at the Annual All-Staff Meeting on October 16, 2008.

Real Estate Analysis Update

Bruce Wilson, Deputy Director, announced that TCHD is working with Studley, a real estate firm, to identify available facilities near locations recommended in RNL's Facilities Master Plan. Key TCHD staff toured seven sites earlier this month and identified three facilities that would meet our needs. Dr. Vogt and Bruce Wilson have scheduled a meeting later this week with RNL and Studley to study costs associated with various relocation scenarios.

Mr. Wilson inquired on the outcome of the Board member discussion following the June meeting on obtaining equitable space from the counties. Dr. Fawell stated that the Board is still working on this.

Ms. Joswick inquired on the length of lease TCHD could negotiate, especially now that commercial real estate costs are low. Mr. Wilson explained that TCHD is able to sign long-term leases because we aren't fettered by TABOR. We could sign a five- or 10-year lease if we desired, although the lease would contain escalation clauses. Still, the longer term we get with the building the better. Dr. Vogt reminded the Board members that our leases that expire soonest end in 2010. Therefore, if we were to lease another space now we would have to factor in the costs of a broken lease at our current location.

Democratic National Convention Preparation Update

Tom Butts, Director of the Office of Emergency Preparedness, stated TCHD has continued to work with Denver Public Health Department and the Colorado Department of Public Health and Environment in preparation for the Democratic National Convention (DNC). We conducted a drill on July 30, 2008 that focused on setting up our Department Operations Center (DOC) and using web-based communication tools. Also, many TCHD staff have been issued a special DNC badge in case they have to respond to a situation. Finally, key staff are also scheduled to attend a special training class on food sampling with the Food and Drug Administration. Our DOC will be up and running from Monday, August 25, 2008 through Friday, August 29, 2008.

NALBOH's 16th Annual Conference Summary

Ruth Fischhaber gave a summary on the National Association of Local Boards of Health (NALBOH) 16th Annual Conference. This was a combined conference with the Wisconsin Public Health Association and other organizations and offered a large variety of programs and speakers. Ms. Fischhaber announced that there are two new immunization combinations that Medicaid will begin covering in November 2008. She also announced that NALBOH is strongly promoting collaboration with community partners to address a wider variety of public health concerns, which she noted TCHD has been doing for years. Next, she stated that she has mixed feelings about forming a State Association of Local Boards of Health (SALBOH) in Colorado, although it would be an avenue to support health issues to our state legislature in a more organized manner than individual Boards of Health can now. Finally, she announced that she attended a session on accreditation.

Dr. Gallagher asked whether there was a timeline for the accreditation process to be completed. Dr. Vogt explained that the original timeline stated that accreditation would be rolled out in 2011. Now they are considering conducting a pilot in 2010 and then rolling it out for "voluntary" participation in 2011. He stated that he will receive an update on the process at the annual National Association of County and City Health Officials (NACCHO) conference in September. He stated that there are two major challenges: the first is that the accreditation process needs to fit all local health departments whether it is a two-person or a 350-person operation and second, standards have to be realistic – if they are too loose, anyone can achieve them which would render accreditation meaningless; however, if they are too strict hardly anyone will be able to accomplish them. Ms. Tochtrop inquired whether accreditation would become a mandate at the Federal level. Dr. Vogt stated that it is commonly thought that it will, even though accreditation is supposed to be voluntary. It is possible that unaccredited organizations will be ineligible for Federal grant funding five years from now.

Executive Director's Report

NACCHO Model Practice Award

TCHD has received a National Association of County and City Health Officials (NACCHO) Model Practice Award for the fifth year in a row. This year the recognition goes to the Rocky Mountain Arsenal (RMA) Private Well Sampling and Information program and was submitted by Dan Collins, Environmental Health Manager. The RMA Private Well Sampling program began in 1990 and its purpose was to: 1) identify private wells used for drinking water north and north east of the RMA that were at risk due to contaminated groundwater flowing off the former military post; 2) sample the wells to identify the extent, nature and levels of RMA related contamination; and 3) if contamination was present, to interrupt exposure to residents by providing bottled water until a permanent solution was found (the local municipal water supply was extended into the affected area replacing the contaminated wells).

The program continues to this day. Private wells are monitored and sampled to verify that there is no exposure to residents and that the RMA clean up remedy is working. Sampling data complements the RMA monitoring well network and confirms that contamination levels are decreasing and that the plume is shrinking.

Dr. Vogt Elected to NACCHO Board of Directors

Dr. Richard Vogt was elected to the NACCHO Board of Directors as the Public Health Service, Region 8 representative. Terms are two years; however, individuals can be re-elected for up to three consecutive terms and then are term-limited. The first Board meeting will be held at the annual NACCHO conference in Sacramento, California from September 8-12, 2008. Dr. Vogt is attending this meeting as a new Board member and also as a member of the NACCHO Infectious Disease Workgroup.

Update on the Produce and Health Fairs

In 2007, TCHD conducted a pilot project in Adams County to provide fruits and vegetables to low-income families. Due to the success of the pilot, the program was expanded in 2008 to include Adams, Arapahoe, Denver and Jefferson Counties. Produce and Health Fairs are held each Friday during June, July and August. Community partners in 2008 include: Food Bank of the Rockies, Immaculate Heart of Mary Church, Adams County Food Distribution Center, Jefferson County Health Department, Denver Health, Operation Frontline, Cooperative Extension, Aurora First Presbyterian Church, Aurora Interchurch Task Force, Original Aurora Renewal, and Whole Food Cherry Creek in addition to TCHD and many health and social service agencies in all four counties. So far, we have served over 1,300 packages of food to approximately 3,000 individuals. Examples of foods distributed include lettuce, tomatoes, onions, potatoes, corn, bananas, cherries, grapefruit, yogurt, bread and orange juice.

Update on Skunk Rabies in Colorado

Rabies in the skunk population was first identified in late summer of 2007 in eastern Colorado. So far in 2008, the majority of skunk rabies has been identified in counties along the eastern border of Colorado. In the TCHD area, two out of 11 skunks tested were positive for rabies. Both of these skunks were collected from adjacent properties just south of the town of Byers. There have been no human or pet exposures associated with positive skunks in our jurisdiction.

Update on West Nile Virus

Although West Nile virus (WNV) activity is increasing, all indicators continue to point to a mild transmission year. While mosquito populations are increasing, infection rates continue to remain low in Colorado. No "hot spots" have been identified to date. We expect to see a continued increase in mosquito activity through the month of August due to recent high temperatures, and then a decline as we move through September. The first human case of WNV in our jurisdiction was identified in a Commerce City resident last week. TCHD will continue surveillance activities as normal.

Other Items

Dr. Fawell announced that the Board's annual holiday dinner meeting will be held on December 9, 2008 at the Blackstone Country Club, of which he is a member. Additional details will be provided as the date approaches.

Set Agenda for the October 14, 2008 Meeting

The following items will be on the agenda for the October 14, 2008 Board of Health meeting: 1) a report on how TCHD's 2009 proposed budget request was received by the County Commissioners; 2) a real estate analysis/space planning update; 3) an update on the branding process; and 4) a synopsis of the Democratic National Convention.

Dr. Fawell will be out of town on October 14, 2008, therefore the meeting will be presided over by Ruth Fischhaber.

Board Member Remarks

None.

Closing Remarks

Dr. Fawell asked the Board members to stay for an Executive Session following the meeting.

Next Meeting

The next meeting of the TCHD Board of Health will be held on Tuesday, October 14, 2008 at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

Adjournment

MOTION: Dr. Gallagher moved to adjourn the meeting at 6:08 p.m. and Ms. Joswick seconded. The motion was approved unanimously.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary