

**Tri-County Board of Health Meeting
August 11, 2009
Minutes**

Board of Health was officially called to order at 4:30 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, Micheal Acree, Janice Brainard, Paulette Joswick, Nick Robinson and Lois Tochtrop. Kaia Gallagher, Ph.D. arrived later. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

None.

Approval of the Minutes of the June 9, 2009 Meeting

The minutes of the June 9, 2009 meeting were presented to the Board for review.

MOTION: Ms. Brainard moved to approve the minutes of the June 9, 2009 meeting as written and Mr. Acree seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated June 30, 2009

Dr. Fawell noted that expenditures were at 47.2% with 50% of the year completed.

Dr. Fawell inquired why restaurant penalty assessments were more than planned. Tom Butts, Director of Environmental Health, explained that more restaurants have been in the civil penalty process than usual.

Dr. Fawell also inquired why revenues for fetal alcohol syndrome were at 319.6% of budget. Jeanne North, Director of Nursing, explained that expenditures haven't caught up with revenues yet.

Ms. Brainard inquired whether language line expenditures were due to TCHD's large number of Hispanic clients. Anne Bennett, Director of Nutrition, explained that there has been a large influx of Asians. The majority of our WIC staff is bilingual in English and Spanish.

MOTION: Ms. Fischhaber moved to approve the financial statements dated June 30, 2009 and Mr. Acree seconded. The motion was approved unanimously.

Final 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, 2008 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, 2008 and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America. He stated that there were no changes from the draft audit presented at the June 9, 2009 Board of Health meeting.

MOTION: Mr. Robinson moved to approve the management letter, the Final Independent Auditor's Report, and the Single Audit Report for the year ended December 31, 2008 and Ms. Joswick seconded. The motion was approved unanimously.

Study Session: 2010 Proposed Budget

Dr. Vogt gave an overview of TCHD's 2010 Proposed Budget. He stated that TCHD is requesting a \$355,221 increase from the counties to cover increased costs for services that are provided to Adams, Arapahoe and Douglas County residents. Of our total request, \$239,774 (2.7%) would cover increased population in our three counties and \$115,447 (1.3%) would cover a county per capita increase of \$0.09 from \$6.79 in fiscal year 2009 to \$6.88 for fiscal year 2010. He explained that the increase in full-time equivalents (FTE) is due to grant-funded programs. No additional FTE's will be general-funded.

Dr. Vogt stated that TCHD is facing an unprecedented challenge with the upcoming community H1N1 vaccination effort. Ms. Fischhaber stated that funding will be provided by the Federal government. Dr. Vogt explained that it is unclear how much federal funding we will receive. Currently, it is anticipated that the first award will be \$490,000; however, the vaccination effort will utilize 1/4 to 1/3 of our staffing at any one time. Ms. Brainard inquired how the Colorado Department of Public Health and Environment (CDPHE) would allocate the federal funding. Dr. Vogt stated that this has not been decided. It is thought that there will be a 50/50 split between CDPHE and the local health departments.

Ms. Tochtrop inquired whether TCHD would be working with the school districts. Dr. Vogt answered affirmatively and stated that a letter has been sent to our school superintendents inviting them to a meeting at TCHD on Aug 20, 2009.

Dr. Gallagher pointed out the need to communicate who should get vaccinated to the public. Dr. Vogt stated that the Federal government is developing a campaign for early September. CDPHE and the local health departments will be working together to get a consistent message out to the community. Dr. Gallagher stated that we also need to ensure individuals understand how to prevent the spread of H1N1. Ms. Tochtrop affirmed that people will go to work when they are ill because they don't have sick leave or because the economy is down and they have to put food on the table. Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, stated that CDPHE has convened a task force of public information officers to address this issue. They have also hired a communications company. Gary Sky, TCHD's Public Information Officer, is a member of this task force.

Next, Dr. Vogt gave an abbreviated version of the budget PowerPoint presentation he will give at each of the county budget study sessions. These study sessions are scheduled as follows:

- Arapahoe County – August 25, 2009 at 10:00 A.M. at the Arapahoe County Administrative Building
- Adams County – August 26, 2006 at 1:30 P.M. at the Adams County Administrative Building
- Douglas County – August 27, 2009 at 1:30 P.M. at the Douglas County Executive Building

Dr. Gallagher inquired what TCHD would do if the counties denied our funding request. Dr. Vogt stated that we would have to trim back in certain areas such as the H1N1 vaccination effort. He explained that we cannot implement furlough days and lay off staff at the same time that we have to gear up for H1N1 vaccination. Additionally, TCHD must continue to provide core public health services during the vaccination effort.

Ms. Tochtrop inquired whether the counties were increasing salaries in 2010. Dr. Vogt answered negatively, but reminded the Board that the counties gave their staff a 4% salary increase last year. TCHD is giving staff a 2.2% increase in 2009 and is proposing a 2% increase next year.

Ms. Fischhaber stated that Commissioner Larry Pace informed her last week that all departments have been notified that there would be a 5% budget cut across the board. Dr. Vogt said that Commissioner Larry Pace told him that TCHD would be excluded from this. Dr. Vogt also stated that Ben Dahlman and Rich Lemke, Adams County Finance Staff, have indicated that TCHD will most likely receive a one-time infusion of county funds to help address H1N1.

Dr. Vogt asked the Board members whether they thought TCHD should eliminate the 2% salary increase request from its 2010 budget request. The Board members agreed that the 2% salary increase request should be retained.

Dr. Fawell asked the Board members to attend TCHD's budget study sessions with the counties.

H1N1 Influenza Planning

Dr. Tista Ghosh, Medical Epidemiologist, discussed H1N1 planning efforts at TCHD. H1N1 vaccine and supplies will be purchased and distributed by the Federal government. This vaccine will not be available on the private market. TCHD is currently contacting community partners (i.e., physicians), working with schools to organize school-based vaccination clinics, and planning to in-reach to TCHD populations (i.e., WIC clients, nursing programs, etc.). Currently, CDPHE plans to coordinate with hospitals and large chain pharmacies.

Ms. Brainard inquired whether TCHD had considered using volunteers. Dr. Vogt stated that we have a subcommittee exploring this possibility. We have also contacted retired nurse and physician associations and plan to contact nursing schools to ask about using their nursing students.

Update from the Public Health Reauthorization Act Advisory Group

Ms. Weinberg stated that CDPHE, in conjunction with the Public Health Alliance of Colorado and the Caring for Colorado Foundation, have completed approximately half of the critical input sessions. For interested Board members, a critical input session is scheduled in Broomfield on August 13, 2009 and another one will be held in Denver on August 25, 2009. Then, at the Public Health in the Rockies Conference on September 30, 2009, the CDPHE Office of Planning and Partnerships will share integrated feedback and facilitate additional input from stakeholders.

Space Planning Update

Bellevue (Administrative) Office

TCHD representatives will be meeting Thursday, August 13, 2009 with RNL and Studley to look at the counterproposals received from the four finalists. All sites are within approximately one mile from our current administrative office location. Once a site has been selected, we will begin the process of floor plan and design.

Dr. Gallagher inquired whether rent at a new location would be cost neutral compared to our current location. Dr. Vogt answered affirmatively and explained that the business real estate market is extremely favorable at this time. Unfortunately, the management company at our current location has been unwilling to provide us with adequate space to meet our needs.

Board Member Meetings with the Commissioners

Dr. Fawell asked the Board members to keep trying to meet with their Commissioners. Ms. Brainard stated that she has been rescheduled four times.

National Association of Local Boards of Health (NALBOH) Conference Update

Dr. Gallagher stated that she didn't learn much from the sessions she attended and feels that this conference is mainly geared towards individuals new to public health. She stated that TCHD is on the cutting edge in many respects. Dr. Fawell agreed with Dr. Gallagher's assessment.

Dr. Fawell stated that his highlight came was when he was asked to talk to a government representative regarding health disparities. This individual was amazed at the programs TCHD has that target health disparities in our community.

Dr. Gallagher noted that a group is interested in creating a State Association of Local Boards of Health (SALBOH) in Colorado.

The 18th Annual NALBOH Conference is scheduled for August 5-7, 2010 in Omaha, Nebraska.

Executive Director's Report

Produce and Health Fairs

TCHD partners with Food Bank of the Rockies, Jefferson County Department of Public Health and Environment and Denver Public Health Department along with numerous community agencies to distribute free fruits and vegetables, nutrition information and community resource information to needy individuals and their families. There are two Produce and Health Fair sites in TCHD's jurisdiction: one in Northglenn at the Immaculate Heart of Mary Food Bank and one in Aurora. Three fairs have been held so far this season: one in Aurora and two in Northglenn. Upcoming Produce and Health Fairs are scheduled for July 31st and August 28th in Aurora and for August 7th in Northglenn. To date we have provided 811 packages of food to an estimated 1600 citizens.

WIC Marketing Campaign

TCHD's Women, Infant's and Children (WIC) program introduced a mass marketing campaign in June to increase awareness of WIC services in our jurisdiction. Bus, bus shelter and bus bench ads were developed in both English and Spanish and are being displayed in all three counties. A special phone number was set up for clients to call and summer students have been hired to answer calls and refer clients to the appropriate WIC office. Additionally, TCHD ran a TV spot and radio spots on Univision Spanish stations. One of our WIC Educators, Alex Contreras, was interviewed for Despierta on Comcast Channel 10. Since the campaign began in June, TCHD has received over 220 calls from prospective clients.

West Nile Virus Update

This year, weather conditions have been ideal for mosquito production, which includes a wet spring and early summer followed by hot weather. We are monitoring for West Nile virus (WNV) by conducting surveillance of humans, equines, and mosquito pools. As of July 27th, no samples from our jurisdiction

have tested positive for WNV. TCHD continues to work with mosquito control professionals in all three counties to help manage mosquitoes. All of our counties and cities have active mosquito control plans in place and are responsive to mosquito trapping information.

Statewide there have been three positive mosquito pools, one each in Boulder, Larimer, and Weld Counties. For comparison, we had four positive pools at this time in 2008, and 150 positive pools at this time in 2007, which was a significant year for human WNV cases.

Update: As of August 11, 2009, one mosquito pool in Adams County had tested positive for WNV. There were still no human cases in TCHD's jurisdiction.

ISDS Postcards

The septic tank is an essential component of an Individual Sewage Disposal System (ISDS). In order to keep the septic system and tank working efficiently, solids must be periodically removed by pumping. If solids are not removed, they may go into the absorption area (leachfield) and cause it to malfunction. This can result in the public health hazard of surfacing sewage or the backup of sewage into a home. Tri-County Health Department (TCHD) Regulation Number I-02 requires that septic tanks be pumped and inspected every four years. TCHD is taking this opportunity to educate and inform owners of ISDS about the requirement and need to have their septic tank pumped regularly and believes that sending them a reminder postcard is an important tool to help accomplish this objective.

Albertsons Hepatitis A Clinic

TCHD received a reimbursement check from Albertsons for approximately \$80,000. The reimbursement was for vaccination clinics TCHD held April 20-21, 2009 in response to an Albertsons produce manager who tested positive for hepatitis A.

Pneumonic Plague

Approximately 30 individuals in contact with cat that tested positive for pneumonic plague were given antibiotics to prevent illness.

Set Agenda for the October 13, 2009 Meeting

The following items will be on the agenda for the October 13, 2009 Board of Health meeting: 1) an ISDS variance hearing, 2) an update on H1N1 planning, 3) an update on TCHD's 2010 budget study sessions with the Commissioners, 4) an update on space planning, 5) a report on the Public Health Reauthorization Act progress, and 6) an update from Board members on their meetings with the Commissioners.

Board Member Remarks

Dr. Gallagher inquired on efforts made by hospitals to prevent hepatitis C transmission by employees. Dr. Vogt explained that hospitals are licensed by CDPHE, therefore he has no knowledge of what is transpiring. Ms. Joswick stated that she attended a meeting where she was informed that Health One is going require their employees to take random drug tests.

Closing Remarks

None.

Next Meeting

The next meeting of the TCHD Board of Health will be held on Tuesday, October 13, 2009 at 4:30 P.M. at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

Adjournment

MOTION: Ms. Fischhaber moved to adjourn the Board of Health meeting at 6:36 P.M. and Mr. Robinson seconded. The motion was approved unanimously.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary