

Tri-County Board of Health Meeting  
December 12, 2006  
Minutes

Following the annual Board dinner, the public meeting of the Tri-County Board of Health was officially called to order at 7:05 p.m. by Judy Robinson, Ph.D., President, at the Wellshire Inn, the Hunt Room, 3333 S. Colorado Blvd., Denver, Colorado, 80222. Other members comprising a quorum included Thomas Fawell, M.D.; Ruth Fischhaber; Nick Robinson; Joseph Anderson, M.D.; Kim Gordon; Kaia Gallagher, Ph.D. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

**Introductions**

Dr. Robinson recognized Jenna Patnaik as acting director of the Epidemiology, Planning and Communication (EPC) Division.

**October 10, 2006 Meeting Minutes**

The minutes of the October 10, 2006 meeting were presented to the Board for review.

**Motion: Dr. Fawell moved to approve the minutes of the October 10, 2006 meeting; Dr. Anderson seconded the motion and it was approved unanimously.**

**Approval of the Financial Statements Dated October 31, 2006**

The financial statements dated October 31, 2006 were presented to the Board for review.

**Motion: Mr. Robinson moved to approve the financial statements dated October 31, 2006 and Dr. Fawell seconded. The motion was approved unanimously.**

**Public Hearing: Adoption Of The Proposed 2007 Budget And Appropriation Resolution**

Dr. Robinson opened the public hearing for the adoption of TCHD's 2007 proposed budget at 7:10 p.m. It was noted that the public hearing was duly advertised in *The Denver Post* on Sunday, November 19, 2006.

Bob Browning, Director of Administration and Finance, reviewed the budget process to date, discussed briefly the proposed budget that had been distributed at the August 8, 2006 Board meeting, then directed the Board's attention to the document, *Changes from Proposed to Adopted Budget*, and reviewed the changes. Mr. Browning then directed the Board's attention to *Board of Health Appropriation Resolution 2007 Fiscal Year Budget* and reviewed key numbers, noting that this final document combined the original proposed budget plus all the changes he just presented.

Dr. Fawell referred back to *Changes from Proposed to Adopted Budget* and asked how the prior year (2006) excess revenues over expenses, \$338,639, were going to be used. Mr. Browning responded that this money would be used in 2007 to help balance the overall budget since not all grants were totally self-supporting. Dr. Vogt responded that TCHD would have made the necessary cutbacks to the proposed budget if funds were not available.

Bruce Wilson, Interim Deputy Director, commented that the mid-year adjustment allowed us to make changes to meet that expectation of living within our budget. Mr. Browning added that the Resolution to Adopt the Budget sets a ceiling on expenses and revenues, and by making the mid-year adjustment we adjust that ceiling. In 2006 increased grant revenue equaled \$3.9 million over what was approved in 2005, or a 15% increase.

Dr. Gallagher asked about the impact of this increase in revenue, and stated that the downside of this kind of growth is more staff, more space, and more equipment, and asked Mr. Browning to speak to the costs related to this growth in revenue. Mr. Browning identified funds set aside to deal with issues such as space and the cost of a consultant to work on a master space plan. An RFP was done and responses were aggressively solicited but, to date, we had not received official responses. Based on feedback related to the RFP, TCHD will amend its approach in this area. Dr. Gallagher asked if there was some discussion related to getting more county support for office space or condensing office space. Mr. Browning responded that this was an area to be reviewed by a consultant and had been built into the RFP. Dr. Gallagher said this is one area that would require an interface between staff and the Board so the Board could support the communication process with County Commissioners related to space issues.

**Action Item: Include a discussion at the next Board meeting regarding what our counties can do to assist with our space issues.**

Noting that no one had come to speak at the public hearing, Dr. Robinson closed the hearing at 7:31 p.m.

**Motion: Ms. Gordon moved to approve the Proposed 2007 Budget And Appropriation Resolution as presented and Ms. Fischhaber seconded. The motion was approved unanimously.**

### **Selection of TCHD Auditor**

Mr. Browning presented the matrix comparing the respondents to the RFP for the TCHD Auditor. Dr. Robinson complimented Mr. Browning on the comparison and the work put into preparing it. Mr. Robinson asked about the references and whom they represented. Mr. Browning said that they were people who worked hands-on with the auditor, often Mr. Browning's peers. Dr. Robinson asked about one auditor she thought had not fully responded to the RFP; Mr. Browning indicated that, in fact, upon review, the response was complete.

Dr. Robinson asked Mr. Browning for any comments. He indicated that any of the auditors presented would give a strong, independent audit and all three met the standards set by Sarbanes Oxley. Based on references, Mr. Browning indicated that he and his staff could work with audit firms A and C but he had concerns with firm B.

Mr. Robinson asked about Mr. Browning's reference to Sarbanes Oxley, stating that he did not believe it impacted government or quasi-governmental agencies. Mr. Browning responded that it did relative to management consultation and its separation from the audit process.

Dr. Gallagher asked if any of the auditors listed had worked for TCHD. Mr. Browning said that all three audit firms have at one time worked for TCHD.

Dr. Robinson asked if there was further discussion and there being none, called for the vote on the motion.

**Motion: Dr. Fawell moved that the board select Auditor "C" as the TCHD Auditor for a three-year term and Ms. Gordon seconded. The motion was approved unanimously.**

Once the vote was complete, Mr. Browning told the Board that firm "C" was the current TCHD Auditor, Jaspers & Hall, PC.

#### **Appointment of the BOH Nominating Committee**

Dr. Robinson asked the following Board members to serve on the nominating committee for the selection of officers at the February 2007 Board Meeting:

Dr. Gallagher, Arapahoe County, Chair  
Mr. Robinson, Douglas County  
Dr. Anderson, Adams County

Dr. Gallagher asked about the timing of Board changes related to expiring terms. Dr. Robinson announced that Ms. Gordon had chosen not to renew her term and that the status of other Board members with expiring terms was unknown at this time.

**Action Item: Order plaque for Kim Gordon to recognize her service to the Board, Tri-County and Arapahoe County.**

The positions for which nominees are needed:

- President
- President Elect
- Secretary

### **Set 2007 BOH Meeting Schedule**

Dr. Robinson started the discussion by stating that she had learned at their recent meeting of local boards of health that most of the boards of health meet during the day; therefore, Dr. Robinson surveyed board members on the feasibility of moving to a daytime meeting.

The board discussed the impact on professional schedules and consensus was that meeting from 4:00 p.m. to 6:00 p.m. was probably the most workable for all schedules.

**Motion: Dr. Fawell moved that the Board meet from 4:00 p.m. to 6:00 p.m. starting with the February Board meeting and assess how well it works for Board members; Mr. Robinson seconded it. The motion was approved by all Board members except Ms Gordon who abstained.**

#### Meeting Schedule:

January: No meeting

February: February 13, 2007, Regular meeting

March: Retreat (day and time to be determined at February meeting)

April: April 10, 2007, Regular meeting

May: May 8, 2007, Work group regarding strategic planning (optional)

June: June 12, 2007, Regular Meeting

July: No meeting

August: August 14, 2007, Regular Meeting

September: September 11, 2007, Finish strategic planning (optional)

October: October 9, 2007, Regular Meeting

November: No Meeting

December: December 11, 2007, Annual Dinner Meeting

Note: Meetings will be from 4:00 p.m.– 6:00 p.m. unless otherwise noted or until changed by the Board at a future meeting.

**Motion: Mr. Robinson moved to approve the meeting schedule and Dr. Gallagher seconded. The motion was approved unanimously.**

**Action Item: The Board either put an hour aside during the February meeting to work on strategic planning or the group stay after 6:00 p.m. to work on it.**

### **Report on Statewide BOH Gathering:**

Ms. Fischhaber and Dr. Robinson attended this meeting in El Paso County and reported on the event. Ms. Fischhaber reported that one key thing she learned was that we have an excellent health department. Dr. Robinson noted that many of the problems discussed had already been dealt with by TCHD and many initiatives discussed are already being done by TCHD. Dr. Robinson noted that the national speaker from NALBOH was fostering regular certification for health departments. Ms. Fischhaber suggested the

Board think very carefully about moving towards national certification. Dr. Vogt concurred that the national certification is a work in progress.

### **Report on TCHD Activities Related to Essential Public Health Service #8**

Nancy Allen, Human Resources Manager, directed the Board's attention to the document, *Essential Public Health Services #8*, included in the packet and reviewed the activities noted.

Dr. Fawell asked if TCHD keeps documentation of what training staff has received. Ms. Allen noted that Human Resources keeps record of leave requests; Emergency Preparedness is required as an outcome of its grant to keep documentation of all staff training; Jeanne North, Director of Nursing Services, noted the training log kept by the Nursing Division referenced in the document.

Mr. Robinson said that this essential services documentation was very informative and these presentations to the Board should continue, that it may be helpful to those Board members who are not as familiar with public health and that it is also good for staff to help them refocus as to "why we are here."

### **Executive Director's Report**

Dr. Robinson said she wanted to take a moment to comment on the all-staff meeting before Dr. Vogt began his presentation. The Executive Management Team (EMT) elected to have staff do presentations in lieu of division reports traditionally done by the EMT and that it was not only very informative but also well received. The EMT also presented a leadership award to Dr. Vogt and Dr. Robinson commented that it was nice that they recognized him in this manner.

### **All-Staff Meeting**

The TCHD annual all-staff meeting was held on October 12, 2006 at the Summit Conference and Events Center in Aurora. Our Keynote Speaker was Maggie Tidwell, Executive Director of the Colfax Community Network, who gave a presentation entitled: "The Culture of Poverty." She drew upon real-life professional experiences to help us understand the challenges posed and choices made by the clients we serve. Dr. Judy Robinson spoke on behalf of the BOH, congratulating us on our recent accomplishments. TCHD staff presented six different TCHD initiatives that have been recently undertaken by our department, including: 1) GIS Systems Development; 2) Child Care Center Immunization Review; 3) Aging Initiatives; 4) our Peak Wellness Program; 5) Body Art Facility Inspections; and 6) our Thriving Communities Program in Commerce City. These helped to demonstrate the breadth and depth of activities within our department, showing staff and visitors that we are a "Center for Excellence." Finally, eligible staff received service awards for both excellent work and for reaching the milestones of 5, 10, 20, and 30years of service at this meeting.

### Castle Rock Office Move

About two years ago, Douglas County decided to they would soon need to expand the County offices. The plan was to, eventually, demolish the old Health and Human Services building located on Third Street.

Tri-County staff met on a regular basis with the County staff and their architect for nearly a year before construction to design this replacement Health and Human Services building. The Administration and Finance, Environmental Health, Nursing, and Nutrition divisions each appointed representatives to be part of the planning team. Construction began on the new building about one year ago and staff began to move in during October. We are now fully operational in this magnificent office.

An open house to celebrate this new facility is planned, along with the Douglas County Department of Human Services, for Friday, December 8, 2006, at 2:00 p.m. The address and map to the new building are contained on our website. Please join us if you can.

### HR/Purchasing Move to Suite 120

The TCHD purchasing staff and the Office of Human Resources moved into Suite 120 of the Belleview Office in October. This new space provides TCHD with additional inventory storage and workspace for future additional staff. Also, by moving these services from Suite 301, expansion of the Vital Records area will commence with the inclusion of greater security for staff and storage of these sensitive records as required by the State of Colorado.

### Worksite Wellness Program

A new TCHD Worksite Wellness Program was launched on November 6, 2006. This program has been designed by TCHD employees for TCHD employees to help promote healthy lifestyles for all staff members. The TCHD Worksite Wellness Committee is committed to offering wellness activities that suit employee needs and interests. Employee participation and feedback are key to making this program successful. Employees will have numerous opportunities in 2007 to participate in healthy behavior exercises that will help to improve both their physical and mental wellness and have some fun in the process too.

### First Responder Mass Prophylaxis Exercise

On October 10<sup>th</sup>, October 24<sup>th</sup> and November 1<sup>st</sup> several drills were conducted within the North Central Region to evaluate plans for providing antibiotics to first responders from two local caches managed through the Metropolitan Medical Response System. Participants within Tri-County Health Department's jurisdiction included the Adams, Arapahoe and Douglas County Offices of Emergency Management, the cities of Aurora, and Thornton, and a variety of local fire departments, law enforcement agencies and

EMS providers. The City of Brighton did a tabletop one day and mock dispensing to all identified staff on November 1<sup>st</sup>. TCHD had staff from the Office of Emergency Management and Nursing Division playing key roles in Aurora, Brighton, Commerce City and Douglas County. The after action meeting was held on November 2<sup>nd</sup> to capture more details of the lessons learned. An after action report will be developed.

#### Request for State Per Capita Funding Increase

The Public Health Directors of Colorado (PHDoC) are working this upcoming legislative session to attempt to increase the amount for state per capita funding from \$5 million to \$6.6 million annually. These funds, which are distributed in proportion to the population served, would assist TCHD if funding is increased. We currently receive \$1.3 million in state per capita funding annually as a result of the restoration that was made last year. As President of PHDoC, I spear-headed the development of a strategic plan and members have already begun speaking with their respective legislative members of the Joint Budget Committee to press for an increase. It is too early to determine whether PHDoC will be successful in this effort.

Ms. Fischhaber asked who was chairperson for Joint Budget Committee (JBC). Dr. Vogt responded that it was Senator Abel Tapia (District 3, Pueblo County). Each county that has a member on JBC is working to educate its representative, but unfortunately our counties have no representatives on the JBC.

Dr. Robinson thanked all the Board members who met with County Commissioners prior to TCHD submitting its budget request; it was helpful in making the request successful.

#### Set Agenda for the February 13, 2007 Meeting

Agenda Items:

- Increased capacity and implications on space and infrastructure
- Update on Space Planner RFP and selection process
- Election of officers
- Set date, time and focus of retreat

**Action Item: TCHD staff put together square footage currently available in our offices and of that space, what is provided by the respective counties.**

Dr. Gallagher asked about the focus given in Oregon related to survival kits and asked if we were participating in the Ready Colorado Campaign.

Tom Butts, Director of Emergency Preparedness, said that the Ready Colorado Campaign produces two brochures that TCHD utilizes, that we incorporate those into all of our Pandemic Flu planning presentations, and that we are also working on putting together a model kit for staff. Dr. Robinson suggested that Mr. Butts bring the brochures to the next Board meeting for the Board members.

**Action Item: Tom Butts bring Ready Colorado Campaign brochures to the next Board of Health meeting in February.**

**Closing Remarks**

TCHD Vital Records department received a special award since it was one of three health departments out of 60 agencies in Colorado that had a perfect audit record. Mr. Browning had brought the award and showed it to the Board.

Mr. Robinson acknowledged and thanked Ms. Kim Gordon for her service on the Board. Dr. Robinson echoed Mr. Robinson's comment and thanked Ms. Gordon personally for her hard work during her term.

Dr. Robinson handed out certificates given by Arapahoe County to thank volunteers for their service. Awards were given to Dr. Gallagher and Ms. Gordon, and one will be mailed to Mr. Jim Miers.

**Next Meeting**

The next regularly scheduled meeting of the TCHD Board of Health will be held on Tuesday, February 13, 2007 at 4:00 PM at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

**Motion: Dr. Fawell moved to adjourn the meeting at 8:12 p.m. and Mr. Robinson seconded. The motion was approved unanimously.**

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Judy Robinson, President

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Ruth Fischhaber, Secretary