

**Tri-County Board of Health Meeting  
December 9, 2008  
Minutes**

Board of Health was officially called to order at 5:15 P.M. by Thomas Fawell, M.D., Board President, at Blackstone Country Club, 7777 South Country Club Parkway, Aurora, Colorado, 80016. Other members comprising a quorum included Joseph Anderson, M.D.; Kaia Gallagher, Ph.D.; Nick Robinson; Ruth Fischhaber; Janice Brainard; and Lois Tochtrop. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

**Introductions**

None.

**Approval of the Minutes of the October 14, 2008 Meeting**

The minutes of the October 14, 2008 meeting were presented to the Board for review.

**MOTION: Ms. Tochtrop moved to approve the minutes of the October 14, 2008 meeting as written and Mr. Robinson seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated October 31, 2008**

Revised financial statements dated October 31, 2008 were presented to the Board for review. Dr. Vogt explained that some numbers had been omitted in the version included in the original Board packet due to a data entry error.

Dr. Gallagher noted that the comments section for a number of line items stated "Revenue less than anticipated" and inquired whether this was due to the economic downturn. Dr. Vogt answered affirmatively and stated that TCHD will most likely see a greater impact in future years.

Dr. Anderson inquired why the line item for employee vision benefits was at 259.8% of budget. Dr. Vogt explained that TCHD's Medical Trust Board added an upgraded vision plan to our employee benefits package that became effective June 1, 2008. This resulted in an additional cost to TCHD due to increased premiums and higher than anticipated employee participation. He stated that the amount budgeted for this line item has been increased for fiscal year 2009.

**MOTION: Ms. Fischhaber moved to approve the revised financial statements dated October 31, 2008 as presented and Ms. Tochtrop seconded. The motion was approved unanimously.**

**Public Hearing: Adoption of the Proposed 2009 Budget and Appropriation Resolution**

Dr. Fawell opened the public hearing for the adoption of TCHD's 2009 proposed budget and appropriation resolution at 5:20 P.M. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, November 16, 2008.

Dr. Vogt informed the Board that the only change from the 2009 proposed to the 2009 adopted budget is that TCHD will receive a 2.2 percent increase from our counties instead of our requested four percent increase. The 2.2 percent increase reflects the population growth in our three counties; our county per capita rate will remain the same at \$6.79. TCHD will compensate by limiting salary increases in 2009 to no more than 2.2 % per employee. Dr. Vogt stated that his ultimate goal is to avoid laying off employees

for any financial reasons. Dr. Vogt also informed the Board that our County Commissioners stated that there may be a decrease in TCHD's county per capita funding for 2010.

Dr. Fawell noted that no one from the public was present to speak and closed the public hearing at 5:33 P.M.

**MOTION: Ms. Tochtrop moved to approve the Proposed 2009 Budget and Appropriation Resolution as presented and Ms. Fischhaber seconded. The motion was approved unanimously.**

#### **Set 2009 Board of Health Meeting Schedule**

Dr. Gallagher stated that it is extremely difficult for her to make it to Board of Health meetings on time because they begin at 4:00 P.M. She inquired whether the meeting start time could be changed to 4:30 P.M. Following discussion, the Board members agreed to begin the February 10, 2009 meeting at 4:30 PM as a trial only.

**CONSENSUS: Board of Health meetings in 2009 will be held on the second Tuesday of February, April, June, August, October, and December. The February 10, 2009 meeting will begin at 4:30 P.M. as a trial. The Board will determine the start time for future meetings at the February 10, 2009 meeting.**

#### **TCHD Board of Health Resolution Approving Documents as to Form**

Dr. Vogt explained that, pursuant to the requirements of the Colorado Public Health Reauthorization Act, the County Commissioners of Adams, Arapahoe and Douglas Counties must re-establish TCHD as their district public health agency and reauthorize TCHD's Board of Health. To this end, Mark Overton, TCHD's legal counsel, developed proposed reauthorization resolutions for Adams County, Arapahoe County and Douglas County respectively to re-establish TCHD as their district public health agency and to reappoint their current Board of Health members. Mr. Overton will work with the county attorneys to accomplish this. Once the County Commissioners have signed resolutions to this effect, the Board will consider adopting amended and restated Bylaws at their February 10, 2009 meeting.

Dr. Vogt directed the Board members' attention to the following documents in their meeting packets: 1) "Resolution of the Board of Health of the Tri-County Health Department Approving Documents as to Form;" 2) Reauthorization Resolutions for Adams County, Arapahoe County and Douglas County respectively; 3) "Amended and Restated Bylaws of the Board of Health for Tri-County Health Department" (both a strike-out and a final version); and 4) "Resolution of the Board of Health of the Tri-County Health Department Amending and Restating the Bylaws of the Board of Health of the Tri-County Health Department." He explained that the Board of Health members needed to decide whether to approve the above documents as to form. Once approved, Mr. Overton would be able to begin working with the county attorneys.

**MOTION: Dr. Gallagher moved to approve the above documents as to form and Mr. Robinson seconded. The motion was approved unanimously.**

**ACTION ITEM: Mark Overton to begin working with the county attorneys on the proposed reauthorization resolutions to have the Commissioners of Adams, Arapahoe and Douglas Counties re-establish TCHD as their district public health agency and reappoint their current Board of Health members.**

### **Auditor Selection**

Dr. Vogt informed the Board that this was the third year in a three-year contract in which Jaspers + Hall, P.C. performed annual audit services for TCHD. He explained that in 2009, the Board can either exercise an option to extend TCHD's contract with Jaspers + Hall for an additional two years or go out to bid. This decision will be made at a future Board meeting.

**ACTION ITEM: The Board of Health to determine at a future meeting whether to extend Jaspers + Hall's audit contract for an additional two years or go out to bid.**

### **Public Health Summit Update**

Following a process set in motion by Governor Bill Ritter's signing of Senate Bill 194, the Colorado Public Health Reauthorization Act, Colorado public health officials gathered at the Colorado Public Health Summit on December 1-2, 2008. The Summit began the process of developing the state public health improvement plan, which outlines how core public health services will be provided to every person in Colorado.

Dr. Fawell, Ruth Fischhaber, and Dr. Vogt, shared their views on the Public Health Summit. They agreed that the lack of an organized approach left many questions unanswered by the breakout groups and that a more structured approach with clear targets and goals would have been beneficial. On a positive note, Ms. Fischhaber stated that she learned a lot about the process and what the next steps are. Dr. Vogt announced that Dr. Ned Calonge stated at the conference that the state per capita funding formula would not be changed on July 1, 2009.

### **New TCHD Logo**

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, presented TCHD's new logo and tagline, "Protecting the Health of our Community," to the Board. A secondary tagline will state that TCHD serves Adams, Arapahoe and Douglas Counties.

Dr. Vogt explained that there will be a new logo "phase-in" period. We want to be environmentally friendly and use all resources containing the old logo first.

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

#### **City of Aurora Receives TIIDE Award**

This fall, in conjunction with the City of Aurora Office of Emergency Management, Tri-County Health Department's Office of Emergency Preparedness submitted an application to be considered as a model community for the Centers for Disease and Control and Prevention (CDC) *Terrorism Injuries: Information, Dissemination and Exchange (TIIDE)* project. In November 2008, the City of Aurora was selected as a TIIDE model community.

CDC's TIIDE project seeks examples of model communities in which the relationship between the emergency care community and public health is well-established and operates at levels that effectively respond to events that may cause large numbers of injuries. Selected communities will be recognized on the CDC website and are also invited to participate in the TIIDE project conference at which they can present their community and share best practices with other model communities in January 2009 in Florida.

### **TCHD Vital Records Audit**

On December 5, 2008, the TCHD Department of Vital Records received a trophy for four consecutive quarterly "Application Audits" with no findings or errors during 2008. An application audit is conducted quarterly by the Colorado Department of Public Health and Environment (CDPHE) Office of Vital Statistics and checks vital record procedures, accuracy and records. The process typically involves CDPHE requesting records on a pre-determined date. A random sample of birth and death certificates are selected from a specific day that is known only to the CDPHE auditors in advance. This is the third consecutive year Tri-County Health Department has received this prestigious award.

### **WIC Update**

TCHD's Women, Infants and Children (WIC) program has experienced large increases in its caseload over the last several months. We had 28,012 clients at the end of September 2008, which is an increase of 2,150 clients over last year at this time.

WIC is rolling out a new food package on June 1, 2009. Training for staff and clients has begun and will continue through May 2009. Changes include the addition of fruits and vegetables, infant foods, canned beans and fish, tofu and soy milk, and whole grain breads, tortillas and cereals. There will be less fruit juice, cheese, milk and eggs offered. The new food package is intended to be more culturally appropriate and provide more incentives to breastfeeding moms.

Finally, Mountain High Yogurt donated 400, six-ounce servings of low-fat yogurt along with ten coupons for free 32-64 ounce containers of their yogurt to support our "Building Strong Bones with Dairy" message. They are also providing \$0.50 off coupons and recipes to give to clients. These will be handed out in the WIC clinics in December 2008.

### **Dietetic Internship**

The Nutrition Division graduated four dietetic interns in July 2008. TCHD hired two of these interns: Andrea Stokes as a dietitian in the Iliff WIC office and Elizabeth Smith as a dietitian in the Englewood WIC office. Kelsey Bennett was hired by Jefferson County Health Department and is working in their WIC program and Marisa Dzarnoski is working in clinical dietetics at Rose Medical Center. All four interns passed the national Registration Examination for Dietitians with scores above the national average.

### **2007 County Health Profiles**

Ms. Weinberg distributed the 2007 County Health Profiles for Adams, Arapahoe and Douglas Counties to the Board. She explained that the goal of these profiles was to provide a broad picture of the health status of our counties compared to the state of Colorado and *Healthy People 2010* national target objectives.

### **Set Agenda for the February 10, 2009 Meeting**

The Board meeting agenda for February 10, 2009 will include: 1) a public hearing request to consider proposed Environmental Health fee changes; 2) proposed changes to the amended and restated Board of Health Bylaws; 3) a report from the Board of Health Nominating Committee; 4) a presentation on sources of community input and the contributions they've made to TCHD operations; 5) a summary of TCHD client satisfaction surveys conducted over the past year; and 6) setting the start time for future 2009 Board meetings.

Ms. Fischhaber also stated that she would like to see TCHD begin compiling a record of changes/growth at TCHD over the past 60 years.

### **Board Member Remarks**

#### **2009 Board Retreat**

Dr. Fawell announced that a Board of Health Retreat has been scheduled for Saturday, January 24, 2009 at the Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016. The Board members will meet for breakfast and then have a morning meeting. They will be joined by TCHD Executive Staff for lunch and an afternoon meeting. The Board members agreed that an outside facilitator would not be necessary.

### **Closing Remarks**

None.

### **Next Meeting**

The next meeting of the TCHD Board of Health will be held on Tuesday, February 10, 2009 at 4:30 P.M. 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 6:13 P.M. and Ms. Fischhaber seconded. The motion was approved unanimously.**

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Thomas Fawell, M.D., President

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Ruth Fischhaber, Secretary