

**Tri-County Board of Health Meeting
February 13, 2007
Minutes**

Board of Health was officially called to order at 4:03 P.M. by Ruth Fischhaber, Secretary, 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.; Thomas Fawell, M.D.; Kaia Gallagher, Ph.D.; and Nick Robinson. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Tom Butts, Emergency Preparedness Director, introduced Michelle Fox, a new Regional Planner with TCHD.

Lloyd Williams, Interim Director of Environmental Health, introduced Laura Degolier, Environmental Health Manager; Brian Hlavacek, Environmental Health Manager; Andreas Huebner, Environmental Health Specialist; Ben Jones, Environmental Health Specialist; Sara Valera, Administrative Assistant; Deb McBride, Informatics Specialist; and Judie Willden, Controller.

Approval of the Minutes of the December 12, 2006 Meeting

The minutes of the December 12, 2006 meeting were presented to the Board for review.

MOTION: Dr. Anderson moved to approve the minutes of the December 12, 2006 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated December 31, 2006

Dr. Vogt presented the financial statements dated December 31, 2006 to the Board. He announced that TCHD completed the fiscal year under budget.

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

Election of Board Officers

Dr. Gallagher, Chairperson of the Board Nominating Committee, informed the Board that Dr. Robinson could no longer serve as Board President due to a change in her job situation. On behalf of the Nominating Committee, Dr. Gallagher recommended that the following individuals serve as Board officers for 2007: Dr. Fawell as President, Mr. Robinson as Vice-President, and Ms. Fischhaber as Secretary.

Mr. Robinson informed the Board that Dr. Fawell was in the process of moving from Douglas County to Arapahoe County and expected to be appointed to serve as an Arapahoe County representative on the Board.

MOTION: Dr. Gallagher moved to accept the slate of officers and Dr. Anderson seconded. The motion was approved by acclamation.

Public Hearing Request: Proposed Environmental Health Fee Changes

Lloyd Williams, Interim Director of Environmental Health, explained that, pursuant to C.R.S. 25-1-507(1)(h), C.R.S. 25-1-709(1)(b), and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. In 2005, Environmental Health reviewed major programs to adjust fees to recoup actual and direct costs using a formula adopted by the Board of Health. TCHD recalculates Environmental Health program fees annually based on this formula.

Mr. Williams presented the proposed fee adjustments to the Board for review and requested a public hearing be held at the April 10, 2007 meeting to consider adopting them. He explained that the TCHD financial books have not been closed for December 2006, therefore the numbers presented are an estimate based on November 2006 financial statements. This could result in a slight adjustment to the proposed figures before the notice of public hearing is posted next month.

Dr. Gallagher inquired whether the child care center license fee increase approved last year had proven to be a burden on child care facilities. Mr. Williams stated that this has not been the case and that some centers actually received a partial fee reimbursement.

Dr. Gallagher asked whether the property owner is responsible for paying the methamphetamine lab inspection fee. Mr. Williams answered affirmatively. Dr. Vogt explained that this is a voluntary program and that most property owners are appreciative that an agency is willing to come in and provide guidance to the clean up contractor and document that the property is below actionable levels for methamphetamine. Dr. Gallagher inquired whether methamphetamine lab clean-up regulations applied to contaminated fields, vehicles, storage units, etc. Mr. Hlavacek, Environmental Health Manager, explained that vehicles, barns, storage units, etc. are considered structures and fall under methamphetamine lab clean up regulations. Contamination in open fields falls under hazardous waste regulations. Dr. Anderson asked what would happen if a homeowner knowingly sold a contaminated property without disclosing the fact. Dr. Vogt stated that he believes the law requires methamphetamine contamination to be disclosed as part of real estate sales, therefore there would be repercussions should a property owner fail to disclose this information.

Mr. Robinson noted that most of the proposed fees were lower than the calculated fees and inquired whether TCHD would realize full cost recovery. Mr. Williams stated that he believes we will recover our costs using these fees. He explained that costs were slightly elevated in 2006 due to a high turnover of employees which necessitated more than the usual number of hours spent training new personnel. It remains to be seen whether this was an anomaly or whether this will continue in future years. Mr. Robinson stated that if high turnover continues in the future, TCHD may want to include training costs in our fees to ensure we recoup our actual and direct costs.

Dr. Gallagher moved to hold a public hearing to consider the adoption of the proposed environmental fee changes as finalized at the April 10, 2007 meeting. Dr. Fawell seconded and the motion was approved unanimously.

Discussion and Recommendations: Increased Capacity and Implications on Space and Infrastructure

Robert Browning, Director of the Administration and Finance Division, presented a lease analysis as requested by the Board at the December 12, 2006 meeting. TCHD currently has eight "multiple program" offices and three "stand-alone" WIC offices. Four of our offices serve multiple counties due to their locations. The table showed the lease term, gross square footage and the base rent (excluding common

area maintenance charges) per square foot for each office. Mr. Browning explained that the three “stand-alone” WIC offices are paid for with WIC funding. Additionally, each County provides some rent-free space to TCHD: Adams County provides 14,000 out of 32,808 square feet, Arapahoe County provides 8,398 out of 61,329 square feet and Douglas County provides 14,000 out of 14,000 square feet.

Mr. Browning announced Adams County would be constructing a new Adams County Government Center at E-470 and Sable. TCHD has been invited to participate in the planning process and intends offer services at this location. It is unknown whether this will be county-donated space.

Dr. Gallagher referred to the minutes of the December 12, 2006 Board meeting regarding the lack of response to TCHD’s request for proposals (RFP) for a master space plan. Mr. Browning stated that he contacted companies to determine why they had not responded to our RFP and invited four companies to meet with us to discuss our needs. Following that meeting, TCHD invited three of the four companies to submit RFP’s, which they have done.

Dr. Vogt informed the Board that he has spoken with Commissioner Weddig who stated that he understands that space is an issue and that he wants to have further discussions regarding space in Arapahoe County.

Ms. Fischhaber requested that TCHD keep her informed about the progress of the Adams County Government Center.

Set Date, Time and Focus of the Board of Health Retreat

Dr. Gallagher asked Dr. Vogt about the value of last year’s retreat. Dr. Vogt stated that last year’s retreat was well received by the Board and TCHD executive staff. He reminded the Board members that strategic planning was incorporated as part of the activities last year and feels that our three strategic goals (Visibility, Center of Excellence, and Funding Development) actually germinated from the strategic planning conducted at the retreat. Dr. Vogt stated that he believes another retreat would be beneficial to help flesh out our three strategic goals. We need to determine the necessary action steps and assign responsibility for carrying them out.

Dr. Gallagher stated that a status report on the three strategic goals would be helpful to remind Board members where things stand. Dr. Vogt stated that we have not moved forward with these goals because Dr. Robinson had indicated that she was planning on fleshing them out at a 2007 retreat.

ACTION ITEM: Ronnae Brockman, Executive Assistant, to update and redistribute the strategic goals summary sheets to the Board members.

Dr. Anderson suggested the Board add 30 minutes to each meeting to conduct strategic planning instead of holding a Saturday retreat.

CONSENSUS: The Board members elected to schedule additional time at Board meetings as needed in lieu of a Saturday retreat. They decided to wait until the full Board is together to determine when to begin strategic planning at future meetings.

Dr. Gallagher stated that there is a candidate for the Douglas County vacancy on the Board and that Dr. Robinson was supposed to send the resume to the Commissioners. There is also a candidate for the Arapahoe County vacancy, although the application process has not been completed.

Report on TCHD Activities Related to Essential Public Health Service # 9

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, gave examples of programs/activities conducted by TCHD that address Essential Public Health Service # 9: Evaluate effectiveness, accessibility and quality of personal and population-based health services. Dr. Vogt stated that it is an extraordinary testament that TCHD conducts so many evaluations.

Dr. Fawell inquired whether TCHD expected a change in the prevalence of West Nile virus (WNV) in 2007. Dr. Vogt stated that many variables contribute to WNV activity (i.e. weather, corvid population, etc.). He believes that WNV will be here for the duration.

Ms. Gallagher inquired about partnerships between TCHD and schools. Anne Bennett, Director of the Nutrition Division, discussed the contacts/efforts TCHD has made with schools in our jurisdiction. She stated that a nutritionist has been hired to work with schools to better integrate nutrition services. TCHD plans to work diligently in this area over the next three to five years. Ms. Weinberg informed the Board that TCHD has completed an assessment of infectious disease control with key health providers in the schools. This resulted in a training module for school health personnel that we will be rolling out to all school districts in our jurisdiction. TCHD's tobacco staff also just completed a resource and activity manual for middle and high schools. Jeanne North, Director of the Public Health Nursing Division, stated that TCHD has worked with school nurses on issues such as immunizations. School nurses have also participated in some of our emergency preparedness exercises.

Ms. Fischhaber asked about TCHD's interactions with school lunch program staff. Ms. Bennett stated that we are trying to improve the health of meals offered in schools as well as acceptance by the students.

Dr. Anderson spoke on the childhood obesity issue. Mr. Robinson stated that TCHD might want to look at the correlation between childhood obesity and a lack of a physical education program in schools as well as obesity on closed campuses versus obesity on open campuses. Ms. Bennett stated that there are studies out there. Mr. Robinson recommended TCHD take them into consideration when evaluating programs.

Executive Director's Report

Dr. Vogt gave an overview of the Executive Director's Report articles:

Record Revenues for Vital Records Office

The Office of Vital Records, part of the Division of Administration and Finance, recently completed tallying 2006 calendar year revenues. These revenues increased by \$143,945 or 23.4% over the 2005 calendar year.

Foodborne Illness Investigations

In November 2006, the Rocky Mountain News published two articles that discussed national and state investigations of foodborne illness (FBI) outbreaks. Specifically, the percentage of FBI outbreaks where an agent is actually identified was disappointingly low. One article noted that from 2000–2004, nationally 36% of FBI outbreaks have a known agent, and statewide in Colorado 46% of FBI outbreaks have a known agent. Comparatively, for foodborne outbreaks investigated by TCHD, we had 25 outbreaks in the time period 2004–2006 and were able to identify an agent in 88% of them. The one caveat is that the national and state data is from 2000–2004 and TCHD data is 2004–2006.

December Emergency Preparedness Exercise Summaries

On December 7, 2006, TCHD and 26 other state and local organizations participated in “Operation Breakdown.” This exercise focused on local, regional, and state coordination/control during distribution of the assets of the Strategic National Stockpile in the North Central Region. The scenario led to discussions of incident command, coordination and communication plans, and resource management strategies within each county/city and between state and local emergency management and health agencies. The effectiveness of a short focused and timed tabletop exercises was also evaluated.

The second exercise, “Squawk Talk II,” was held on December 12 and involved state and local public health organizations statewide responding to a human case of avian influenza. TCHD focused its activities towards meeting three goals:

- Rapidly activate and operate the Department Operations Center
- Establish regional communications within the North Central Region
- Develop public health messages and participate within a regional or state joint information system

Objectives were based on areas of improvement identified from previous exercises or ongoing preparedness tasks. The exercise was useful in continuing to improve staff emergency operations knowledge and in identifying additional areas for improvement.

Nursing Division Computer Conversion

On December 27, 2006, the Nursing Division finished converting the Patient Care Management System software and database to a new Windows-based application. This conversion took 2½ years of planning, hardware purchases, and system upgrades prior to the actual event. The new data and software are critical for future division growth and will provide the division and the agency with valuable patient and program data.

Belleview Remodel

The Belleview Office has recently been remodeled. Purchasing, Human Resources, Maintenance and Printing, and Warehouse functions were moved to a new suite on the first floor. This enabled TCHD to remodel the Vital Records Office, which resulted in a larger customer waiting room, an expanded records storage room, an additional staff office area, and enhanced security. These changes will permit TCHD to meet new security and operational requirements and provide improved customer service.

Blizzards of 2006

TCHD was affected by the two blizzards just before and after Christmas. Consistent with the practice in our counties, our 11 offices were closed for a total of 17 hours during the first snowstorm and ten hours during the second. TCHD employees were paid for this time. Additionally, Dr. Vogt made an executive decision to slightly modify the office closure policy over the holidays. Since many individuals were planning on taking their earned paid time off during that time and would have lost this time under our current policy, Dr. Vogt allowed staff to retain that paid time off during the office closures. This meant that several individuals would have exceeded their maximum paid time off balance for the year, therefore Dr. Vogt also extended the time period that this earned time off could be taken into next year. Finally, staff who worked during the office closures will be permitted to take this time off in the future. TCHD made every attempt to accommodate its clients during these extraordinary weather events.

Media Report for 2006

Dr. Vogt reported that during 2006 TCHD was featured in 257 newspaper articles, received 144,005 visits to its website, and received 59,570 visits to the Fight the Bite website.

Other Items

Tom Butts, Emergency Preparedness Director, distributed Ready Colorado pamphlets to Board members in accordance with their request at the December 12, 2006 meeting. Ms. Fischhaber thanked Mr. Butts for providing the pamphlets.

Agenda for the April 10, 2007 Board Meeting

Agenda items for the April 10, 2007 Board meeting will include: 1) Public Health Hero of the Year Awards, 2) a public hearing to consider adoption of the proposed Environmental Health fee changes, 3) recognition of the outgoing Board President, 4) recognition of Kim Gordon, 5) determine a strategic planning schedule, and 6) a report on Essential Public Health Service #10: Research for new insights and innovative solutions to health problems.

Board Member Remarks

None.

Closing Remarks

Dr. Vogt invited Board members to see the newly remodeled lobby at the Belleview office following the meeting.

Next Meeting

The next regularly scheduled meeting of the TCHD Board of Health will be held on Tuesday, April 10, 2007 at 4:00 PM at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

Adjournment

The meeting was adjourned at 5:35 PM by general consent.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary