

**Tri-County Board of Health Meeting
February 9, 2010
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, 7000 E. Bellevue Avenue, Suite 370, Greenwood Village, Colorado 80111. Other members comprising a quorum included Kaia Gallagher, Ph.D.; Micheal Acree; Ruth Fischhaber; Janice Brainard; Carole Adducci; Paulette Joswick and Joseph Anderson, M.D. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

Introductions

Dr. Fawell introduced Carole Adducci, a new Adams County Board of Health member. Ms. Adducci replaced Lois Tochtrop, who resigned from the Board of Health.

Dr. Fawell announced that Richard Hale of Douglas County has also been appointed to the Board. Mr. Hale will replace Nick Robinson, who completed his term.

Approval of the Minutes of the December 8, 2009 Meeting

The minutes of the December 8, 2009 meeting were presented to the Board for review.

MOTION: Dr. Gallagher moved to approve the minutes of the December 8, 2009 meeting as written and Ms. Fischhaber seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated December 31, 2009

Dr. Vogt presented the financial statements for the year ended December 31, 2009 to the Board for review. He stated that the numbers were preliminary. John Muske, Director of the Administration and Finance Division, stated that there will be a final version in approximately one month.

Mrs. Fischhaber noted that TCHD spent more on storage than was budgeted in 2009 and inquired on the types of items TCHD was storing. Jeanne North, Director of the Nursing Division, explained that we store a vast quantity of medical and WIC records. We are required to retain children's records for 21 years. Ms. Fischhaber asked whether we could obtain office space with incorporated storage. Bruce Wilson, Deputy Director, explained that it is more cost efficient to use a storage facility than it is to pay the cost per square foot for office space.

Ms. Joswick inquired whether TCHD has ever priced the cost to convert paper files to electronic records. Tom Butts, Director of the Environmental Health Division, stated that they scanned their individual sewage disposal system (ISDS) records last year and plan to make this information available on line. They are currently scanning land fill documents with the same intent.

Dr. Gallagher pointed out that the comments "Usage less than budgeted" and "H1N1 additional cost" are present for many line items. She asked whether we anticipated having similar H1N1-related expenses in 2010 and whether less money was spent than budgeted for several line items due to good financial management. Dr. Vogt stated that it is difficult to peg the exact amount we will spend for many line items one year in advance. The largest H1N1-related expenditures occurred in 2009 during the H1N1 vaccination effort. TCHD vaccinated over 63,000 individuals

at 62 community vaccination clinics. H1N1 expenditures will decrease in 2010 as the vaccination effort continues to wane. TCHD plans to reimburse certain expenses to schools and other community partners who assisted us in the vaccination effort. We received over \$4 million in federal funding and have spent approximately \$1.5 million to date.

MOTION: Ms. Fischhaber moved to accept the financial statements dated February 28, 2010 as presented and Ms. Joswick seconded. The motion was approved unanimously.

Auditor Selection

At the October 13, 2009 meeting, Board of Health members instructed TCHD to not retain Jaspers + Hall, PC for future audits and to immediately draft and publish a Request for Proposal (RFP) for another reputable audit firm. This action was prompted by the discovery that the Public Company Accounting Oversight Board (PCAOB) had identified numerous violations of rules and auditing standards made by Jaspers + Hall, PC in auditing the financial statements of four issuer clients from 2005-2007 (TCHD was not involved in the PCAOB report). During the course of these audits, Jaspers + Hall, PC consistently failed to perform the most basic functions and procedures required to evaluate financial statements.

Mr. Muske summarized the process used to solicit and review proposals from audit firms. He presented the three finalists: Bondi & Company, Clifton Gunderson, and Eide Bailly as well as highlights of references for each, the Audit Committee scoring summary and cost.

Dr. Fawell stated that his CPA works for one of the three top scoring audit firms and recused himself from comment.

Ms. Fischhaber inquired why additional costs were incurred for single program audits. Mr. Muske explained that there is an additional cost because additional work is involved.

Ms. Brainard inquired whether the Audit Committee was comprised of people in TCHD's Administration and Finance Division. Mr. Muske answered affirmatively.

Ms. Brainard asked whether the Audit Committee had checked with the Colorado Accountancy Board to determine whether there were any issues with the three firms. Mr. Muske stated that there were no unresolved material issues.

Ms. Joswick stated that she was impressed with the line of resumes presented by Bondi and Company. Dr. Anderson agreed that Bondi did seem to stand out and noted that their price for a basic audit plus three single audits was less than the other two firms. He inquired whether there would be additional costs that weren't reflected in the estimate provided to the Board. Mr. Muske explained that the costs provided were an average of the contract term (three years with a two-year extension option); therefore, costs for all firms would be somewhat higher. It was also noted that Clifton Gunderson's basic audit was priced \$30,000 higher than the other two firms.

Dr. Gallagher inquired whether TCHD would be working with senior audit firm partners. Mr. Muske explained that a partner usually oversees the entire process. Intermediate staff with the requisite qualifications would most likely be conducting the audit. Susan Motsco, Controller, stated that she believes competent individuals would be conducting our audit regardless of which firm was selected.

The Board voted with five members in favor of Bondi and Company. No votes were given for Eide Bailly or Clifton Gunderson. Dr. Fawell abstained.

MOTION: Ms. Brainard moved to contract with Bondi and Company for basic and single audit services for three years with a two-year extension option and Mr. Acree seconded. All Board members were in favor with the exception of Dr. Fawell who abstained from voting due to a conflict of interest.

Nominating Committee

On behalf of the Nominating Committee, Dr. Gallagher recommended that the following individuals serve as Board officers for 2010: Ruth Fischhaber as President, Janice Brainard as Vice-President, and Paulette Joswick as Secretary. Dr. Fawell agreed to serve as Immediate Past President.

MOTION: Mr. Acree moved to accept the slate of officers and Dr. Gallagher seconded. The motion was approved unanimously.

H1N1 Response

Michele Askenazi, Director of Emergency Preparedness, provided an overview of TCHD's 2009 H1N1 Influenza Vaccination Response. She explained that we were responsible for managing all vaccine allocation in Adams, Arapahoe and Douglas Counties. This task included approval of all direct shipments to registered providers from the Centers for Disease Control and Prevention (CDC) as well as direct allocation to other providers from our own vaccine supply. In all, more than 341,000 doses of H1N1 vaccine were allocated in our jurisdiction. Additionally, TCHD administered 63,137 doses of H1N1 vaccine at 62 points of dispensing (POD) sites from November 5 to December 19, 2009. This process involved practically every TCHD staff member, whether directly in the field or behind the scenes. TCHD also received support from hundreds of volunteers. Ms. Joswick stated the process was beautifully executed and that nine of the 62 clinics were held at Douglas County schools.

Dr. Gallagher inquired whether we could compile POD vaccination numbers by county instead of by school. Ms. Askenazi explained that the data wouldn't be completely accurate because some residents live in one county but were vaccinated in another. TCHD also vaccinated Broomfield and Elbert County residents at these POD's.

Ms. Askenazi also explained that TCHD used a multifaceted approach to communicate with the public and its stakeholders. There was continued utilization of the Health Alert Network and other standard messaging channels as well as new approaches to manage public information, including an H1N1 phone tree and call center. The TCHD phone tree managed 6,341 calls between September 14, 2009 and January 12, 2010. Additionally, COHELP, a hotline and information resource funded by the Colorado Department of Public Health and Environment and operated from the Rocky Mountain Poison and Drug Center, received over 6,000 calls from residents in our jurisdiction.

TCHD is currently offering free H1N1 vaccinations by appointment at our Aurora, Englewood, Lone Tree and Northglenn offices. Anyone may call to make an appointment.

Future expenditures of H1N1 funding may include:

- Placing a thank you to community partners in community newspapers
- Outfitting a top-notch Department Operations Center in our new building
- Hiring a consultant to facilitate a hot wash and to compile the After Action Report
- Allocating funding to hospitals for the purchase of personal protective equipment
- Enhancing vaccine refrigeration and monitoring equipment at TCHD offices
- Exploring options to better compensate employees for H1N1-related work

Next, Dr. Vogt stated that there has been a sustained series of accusations from within some European governments that the H1N1 pandemic is a contrived event and that the World Health Organization (WHO) has been an accomplice in the pharmaceutical industry's efforts to promote this lie for their own profits. Dr. Vogt distributed an e-mail containing the statement made by Dr. Keiji Fukada on behalf of WHO at the Council of Europe hearing on 2009 pandemic H1N1 influenza.

Public Health Act Advisory Group Update

Dr. Vogt stated that there was nothing new to report and that an update would be given at the next Board meeting.

Space Planning Update

Mr. Wilson provided a brief history leading up to our decision to relocate TCHD's administrative office. He explained that remaining in our current location is not an option because the landlord is unwilling to accommodate our space requirements as we continue to expand (our staff is currently split between two buildings). We are in the process of negotiating a lease with the owners of Atrium III which is located at 6162 S. Willow Street in Greenwood Village. We will occupy 50,000 square feet on the first floor with room for expansion.

Dr. Gallagher inquired whether we were considering relocating some of our other offices since real estate rates are favorable. Mr. Wilson stated that our portion of the Adams County Government Center would be completed in five years. We plan to consolidate and reduce the number of offices in Adams County at that time. Douglas County currently provides us with two rent-free sites that have been constructed within the past ten years. Arapahoe County has recently granted us a rent reduction at Altura Plaza. We hope to gain additional space at that location once the courts have moved out. We would like to improve this site and remain for an extended period of time. Our Englewood office is provided to us rent free; however, the building is in poor condition and is non-ADA compliant. Our real estate broker has been unable to locate a suitable replacement site. We need to remain in the area because this is where our clients are.

Anne Bennett, Director of the Nutrition Division, stated that the landlord for our Brighton location has another office nearby. We were able to negotiate a favorable rate and will be moving in six to eight weeks. Our WIC caseload has doubled; therefore, we needed a larger space. We also plan to provide some nursing services there.

Mr. Wilson explained that our Pecos office is in extremely poor condition and requires the most attention. We have asked our real estate broker to scour the area for suitable locations. Our lease isn't up until November 2011.

Executive Director's Report

TCHD Employee Receives CityMatCH Award

Rita Beam, Perinatal programs nurse manager, received one of two promising practices awards at the 2009 CityMatCH National Leadership Conference in New Orleans, LA. Each year, CityMatCH hosts an awards luncheon to recognize the contributions that local professionals have made to the field of Maternal Child Health. Ms. Beam received her award for her outstanding presentation of her community initiative entitled, "Creating Community Involvement to Conduct a Perinatal Periods of Risk Assessment."

Increased Peer Counselor Program Budget

The Nutrition Division's Breastfeeding Peer Counselor budget has increased from \$42,000 in 2009 to \$232,000 in 2010. This is the first budget increase we have received since the program was implemented. The additional funding will enable us to hire eight more Peer Counselors and increase the time Peer Counselors spend each week with our clients. Additionally, we will be contracting with an International Board Certified Lactation Consultant to assist high-risk breastfeeding women and to address breastfeeding problems in our ten WIC offices. TCHD's Peer Counselor program is one of only a few in the state and is being used as a model to promote breastfeeding in other Colorado WIC programs. Heidi Williams, RD will assist in training and support for these other agencies.

Set Agenda for the April 13, 2010 Meeting

Items that will be included on the April 13, 2010 agenda are: 1) a public hearing for environmental health fee changes, 2) a Public Health Act Advisory Group update, 3) a briefing on legislative actions and state budget cuts and their impact on local health agencies, 4) an update on the Prescription Drug Disposal Program, and 5) a medical marijuana update.

Board Member Remarks

18th Annual NALBOH Conference

Dr. Fawell reminded the Board that the 18th Annual NALBOH Conference will be held August 5-7, 2010 in Omaha, Nebraska.

ACTION ITEM: Board members to notify Ronnae Brockman, Executive Assistant, if they wish to attend the 18th Annual NALBOH Conference.

Colorado SALBOH

Dr. Gallagher stated that a State Association of Local Boards of Health (SALBOH) may be forming in Colorado. Dr. Vogt stated that there are current discussions surrounding the merit of this.

Prescription Drug Disposal Program

Dr. Fawell inquired on the status of the Prescription Drug Disposal program. Mr. Butts stated that TCHD has two prescription drug disposal sites. Information is posted on our website. Ms. Bennett stated she received notification about this program in her water bill.

Communities Putting Prevention to Work Grant

Ms. Joswick inquired on the status of the stimulus grant. Dr. Vogt stated that there were 300 applicants and approximately 40 of those will receive funding. Grant recipients are expected to be announced by the end of February, 2010. If selected, TCHD will focus on sustainable policy, systems and environmental changes to support healthy eating and physical activity in school and community settings.

Closing Remarks

Dr. Fawell stated that it has been an honor and a privilege to be the Board President for the past three years. Dr. Vogt stated that he has appreciated Dr. Fawell's leadership.

Adjournment

The meeting was adjourned at 6:05 p.m. by general consent.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary