

**Tri-County Board of Health Meeting
June 10, 2008
Minutes**

Board of Health was officially called to order at 4:01 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, and Joseph Anderson, M.D. Kaia Gallagher, Ph.D. arrived later. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Anne Bennett, Director of the Nutrition Division, introduced Colleen Domer, Weight Management Specialist.

TCHD Executive Director Receives National Award

Dr. Fawell announced that Dr. Vogt earned top national recognition when the Council of State and Territorial Epidemiologists (CSTE) awarded him with their 2008 "Pump Handle" Award in acknowledgement of his extraordinary contributions to the field of applied epidemiology and outstanding professional achievements on the local, state, national and international levels.

The Pump Handle Award presentation is part of the CSTE 2008 Annual Conference, currently underway in Denver. It commemorates the actions of Dr. John Snow, a 19th century physician and the "Father of Applied Epidemiology," who ended a cholera epidemic in an English village by removing the pump handle from a contaminated well.

Approval of the Minutes of the April 8, 2008 Meeting

The minutes of the April 8, 2008 meeting were presented to the Board for review.

MOTION: Ms. Brainard moved to approve the minutes of the April 8, 2008 meeting as written and Mr. Acree seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated April 30, 2008

Dr. Fawell noted that TCHD is at 31.9% of its budget with 33.3% of the year complete. He inquired whether TCHD had planned for increased vital statistics sales due to the new hospitals located in Adams County on the Fitzsimons campus. Dr. Vogt answered affirmatively and stated that it is helpful to have the additional revenue.

Dr. Vogt noted that the budget pages were out of order and that pages one through three were labeled "expenditure" instead of "revenue." Dr. Vogt asked the Board members to pencil in this correction.

Ms. Brainard inquired whether TCHD's turnover was higher than normal this year. Nancy Allen, Human Resources Director, stated that turnover is at approximately 14%, which is normal.

MOTION: Ms. Fischhaber moved to approve the financial statements dated April 30, 2008 as relabeled (revenue pages were incorrectly marked "expenditure"). Ms. Joswick seconded and the motion was approved unanimously.

Set Date for 2009 Proposed Budget Study Session

Dr. Vogt inquired whether the Board members wished to schedule a 2009 Proposed Budget study session in advance of the August 12, 2008 meeting. Following discussion, the Board members decided to review TCHD's 2009 Proposed Budget during the August 12, 2008 meeting.

2007 Draft Auditor's Report

Pat Hall, a Certified Public Accountant with Jaspers and Hall, P.C., presented the draft management letter, the draft Single Audit Report and the draft Independent Auditor's Report for the year ended December 31, 2007 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, 2007 and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Mr. Hall pointed out that Page 21 of the Independent Auditor's Report shows an over-expenditure because in-kind expenditures were not included in the amended budget. He explained that in-kind expenditures are really "money in/money out" and that this oversight is not of concern. Mr. Hall stated that he has contacted the State Auditor's Office to determine how they want the over-expenditure to be presented; however, he has not yet received a response. Mr. Hall will impart the State Auditor's response to Dr. Fawell who will convey this information to the Board of Health Audit Committee.

ACTION ITEM: Mr. Hall to let Dr. Fawell know how the State Auditor's Office wants the over-expenditure to be presented. Dr. Fawell will convey this information to the Board of Health Audit Committee.

Mr. Hall stated that all prior audit findings have been corrected and that no new findings were noted. Dr. Vogt asked Mr. Hall to correct the numbers in the "prior findings" section of the management letter. It should state that there were discrepancies in four out of 60 personnel files reviewed, not 11 out of 60. Mr. Hall agreed to make this correction.

ACTION ITEM: Mr. Hall to correct the numbers in the "prior findings" section of the management letter to state that there were discrepancies in four out of 60 personnel files, not 11 out of 60 files.

Dr. Vogt recognized and thanked Judie Willden, Controller, for all of her hard work. He informed the Board that Ms. Willden has done double duty since the departure of the former Director of Administration and Finance.

Presentation: Space Planning Report

Amy Tabor with RNL summarized the findings contained in the Facilities Master Plan. The report included current facility conditions; a summary of staff and space needs; leases and occupancy by county; and current and optimal office locations. The optimization model reduces the total number of TCHD offices to eight: three in Adams County, three in Arapahoe County and two in Douglas County. Nutrition and nursing services would be available at all locations while Environmental Health personnel and Vital Statistics would be located at one office in each county. A real estate analysis will be the deciding factor on whether to relocate offices from their current sites. Finally, Ms. Tabor discussed relocation phasing and cost estimates.

Ms. Joswick inquired why the Pecos office, a facility that is in very poor condition, would not be relocated until 2011. Ms. Tabor explained that this decision was driven by the lease expiration date versus the cost of terminating the lease early. It was concluded that it is more cost-effective to remain until the lease expires.

Ms. Joswick inquired about the impact of the lack of public transportation in Castle Rock. Dr. Vogt explained that TCHD had conducted a client transportation study as part of the space planning process. He stated that, overall, six percent of TCHD's clientele came via public transportation; however, Aurora was higher at 15 percent and some locations were as low as two to three percent. The vast majority of our clients arrived by car (i.e., in their own car, carpooled, or borrowed a car) even though most of our offices are on bus routes.

Dr. Gallagher asked about how TCHD could obtain equitable "free" space from each of our counties. Dr. Vogt asked the Board for guidance on how to approach the counties. Dr. Fawell suggested that TCHD send RNL's space planning report to the Commissioners and then have Board members schedule county-by-county meetings with them. Bruce Wilson, Deputy Director, suggested that Ms. Tabor attend these meetings with the Commissioners. Ms. Tabor stated that a real estate analysis needed to be performed to determine available inventory, costs, etc. Dr. Gallagher agreed that it would be better to have the real estate analysis completed prior to meeting with the Commissioners.

ACTION ITEM: The Board members will discuss how to approach the Commissioners about obtaining equitable free-space at their executive session following this meeting.

ACTION ITEM: Ms. Tabor to provide a copy of her PowerPoint presentation to the Board members.

Major Budgetary Dynamics for 2009

Dr. Vogt presented the 2009 major budgetary dynamics to the Board. He summarized anticipated increases and decreases in general fund revenues, general fund expenditures and grant funding for the upcoming fiscal year. He announced that TCHD plans to request a four percent or \$345,532 increase from the counties to cover increased costs for services. TCHD's total proposed budget will be \$29,342,083 for fiscal year 2009.

Branding Process Update

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, announced that our branding workshop is scheduled for Monday, June 16, 2008 from 9:00 A.M. to noon. It will be led by Vermilion and will include TCHD's executive staff and some Board members. Ms. Weinberg will provide another update to the Board at the August 12, 2008 meeting.

Democratic National Convention Preparation Update

Michele Askenazi, Emergency Preparedness Coordinator, gave a Democratic National Convention (DNC) preparation update to the Board. She summarized TCHD's planning efforts with Denver Public Health and discussed the roles of the Public Health Branch.

ACTION ITEM: TCHD's Office of Emergency Preparedness is to provide another update on DNC preparation at the August 12, 2008 Board meeting.

TCHD's 2007 Annual Report

Gary Sky, Public Information Officer, presented TCHD's 2007 Annual Report entitled "Innovation! Bright Ideas with a Twist" to the Board.

National Association of Local Boards of Health 16th Annual Conference

Ronnae Brockman, Executive Assistant, informed the Board members that the registration deadline for the National Association of Local Boards of Health (NALBOH) 16th Annual Conference was June 30, 2008. Ms. Fischhaber stated that she might be interested in attending.

ACTION ITEM: Board members to let Ms. Brockman know if they want to attend the NALBOH conference by June 13, 2008.

Executive Director's Report

Summary of TCHD Benefit Changes

TCHD negotiated a renewal with CIGNA Health Care with minor benefit changes resulting in an eight percent overall premium increase to the CIGNA HMO and CIGNA POS plans effective June 1, 2008. Enrolled employees are responsible for two percent of the premium increase. TCHD also negotiated a renewal with Delta Dental of Colorado with enhanced benefit changes and a slight decrease in premium cost on the Premier/PPO plan and no change in premium to the EPO plan for enrolled employees effective June 1, 2008. Finally, TCHD negotiated an enhanced eye care plan for employees enrolled in the CIGNA Health Care Plan. Employees do not pay a premium for this benefit. This eye benefit is provided through Vision Service Plan (VSP). Employees now have a \$150 frame allowance every 24 months and lenses (single vision, lined bifocal, lines trifocal and progressive lenses, scratch-resistant and antireflective coatings) at no cost every 12 months. A \$135 allowance is provided for contact lenses. Other benefit options remained the same.

CSTE Conference Presentations by TCHD Staff

The Council of State and Territorial Epidemiologists (CSTE) holds an annual scientific conference every year for epidemiologists from around the country. This year, the conference is being held in Denver from June 8-12, 2008. TCHD will be very well represented there. Dr. Tista Ghosh will be giving a presentation on a **Comparison of Internet-Based Versus Phone-Based Outbreak Investigations Conducted at the Local Level**. Dr. Tegan Boehmer will be discussing **Organic Dust Toxic Syndrome Among Urban Landscape Workers — Colorado, 2007**. Jenna Patnaik will be presenting on **Epidemiologic Methods, Space-Time and Epidemiologic Analysis of Environmental Positives as Predictors of Human West Nile Virus Infections**, and Leslie Smith will be giving a poster presentation on **A Communicable Disease Tool for Schools: A Local Public Health Agency Communicable Disease Program Addresses the Needs of 15 School Districts Surrounding Infectious Disease Prevention and Response through an Interactive CD-ROM**. Finally, Dr. Richard Vogt will be presenting on our **Fight the Bite Campaign** at the opening local health department reception.

Report on the First Two Household Chemical Roundups for 2008

The first 2008 Household Chemical Roundup was held on April 26, 2008 in Parker. A total of 801 vehicles participated in the Roundup, which is the second highest number of participants since these events were started in 1996. TCHD staff and volunteers collected a total of 79,741 pounds (40 tons) of hazardous materials, including 24 tons of paint, 1,788 gallons of fuel, oil and antifreeze, 3,975 pounds of

pesticides, 2,310 pounds of acids and bases and 75 pounds of mercury and mercury-containing items. In addition, 135 tires, 126 propane tanks, and 201 automotive batteries were taken out of the domestic waste stream.

The following week, a second Household Chemical Roundup event was held at Water World in Federal Heights on May 3, 2008. A total of 407 vehicles participated at this event. The activity at this event has been declining since 2004; however, there was still a total of 48,810 (24.4 tons) pounds of hazardous materials collected. This figure includes 9.86 tons of paint, 1,657 gallons of fuel, oil and antifreeze, 2,500 pounds of pesticides, 1,210 pounds of acids and bases, and 40 pounds of mercury-containing items. In addition, 67 tires, 73 propane tanks, and 109 automotive batteries were also collected.

West Nile Virus Forecast for 2008

It is very difficult to forecast the intensity of West Nile virus (WNV) activity in the upcoming 2008 mosquito season. We do know for certain that the virus is here and we do expect some level of WNV activity. The prevalence of WNV will be dependent upon weather conditions; particularly moisture and temperature. For example, a very wet spring followed by an unseasonably hot summer could result in increased WNV activity. Continuous monitoring of the virus will occur from June through September. This will be done through human, bird, equine and mosquito surveillance activities. TCHD will also continue to use the "Fight the Bite" campaign to educate citizens on how to protect themselves against mosquitoes. Finally, TCHD is working diligently in a cooperative effort with our counties and municipalities. We will plot WNV activity through the use of GIS technology and will recommend increased mosquito control efforts to appropriate local control agencies should we see elevated activity. As always, TCHD will heighten surveillance activities in the vicinity of all human cases and recommend control procedures to our local partners. In summary, WNV will be present in Colorado for the foreseeable future.

TCHD Participation in 9Health Fairs

Tri-County Health Department was invited to participate in six 9Health Fairs in April 2008 at locations across the Tri-County region including Brighton, Aurora, Littleton, Westminster and Parker. Overall, these six locations drew over 5,000 people. TCHD had a table at each event manned by staff from various TCHD divisions. Staff reported talking with approximately 970 people over the course of the six events. The most popular topics of inquiry were our Peak Wellness program, travel immunizations, children's immunizations, household chemical roundups, West Nile virus and smoking cessation. This year, staff distributed the TCHD "syringe pens" which were very popular and prompted many questions about adult immunizations and booster shots. Also, the new travel clinic wallet cards were very popular. We had laptops displaying the TCHD website as well as the TCHD "lobby commercial," which prompted a great deal of interest.

Recycling Committee Update

The TCHD Recycling Committee, or "Green Team," is made up of representatives from all TCHD Divisions and was formed in response to Governor Ritter's 2007 "Greening of State Government Executive Order," which charges state departments, agencies and offices to take a position of leadership that will reduce energy consumption, increase renewable energy sources, implement environmental purchasing, reduce waste and increase recycling. Green Team members have reviewed existing recycling efforts and have taken steps to address identified challenges. A new paper management contract was implemented with Cintas for records destruction and paper recycling services. This is a significant improvement because this service was previously unavailable at some TCHD offices. We also have a solid electronic waste management contract in place to assure appropriate recycling of old PC's and

monitors. Additionally, IT is using more energy efficient power supplies for new computers. Our vendors (existing and new) have also begun offering a much greater array of competitively priced recycled items. Finally, recycled materials are always used whenever we print large amounts of public outreach materials. Future efforts will look at reducing paper use by eliminating some multiple page forms and switching to electronic, paperless systems when feasible.

Set Agenda for the August 12, 2008 Meeting

The following items will be on the agenda for the August 12, 2008 Board of Health meeting: 1) the 2009 Proposed Budget; 2) the final Auditor's Report; 3) an update on the branding process; 4) an update on DNC preparation; and 5) a summary of NALBOH's 16th Annual Conference.

Other Items

None.

Board Member Remarks

None.

Closing Remarks

None.

Next Meeting

The next meeting of the TCHD Board of Health will be held on Tuesday, August 12, 2008 at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111.

Adjournment

The meeting was adjourned at 5:57 P.M. by general consent. A Board strategic planning session and an executive session followed the meeting.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary