

**Tri-County Board of Health Meeting**  
**June 14, 2011**  
**Minutes**

The Board of Health was officially called to order at 4:30 p.m. by Janice Brainard, Board President, at Tri-County Health Department, 6162 S. Willow Drive, Suite 100, Greenwood Village, Colorado 80111. Other members comprising a quorum included Carole Adducci; Joseph Anderson, M.D; Thomas Fawell, M.D.; Ruth Fischhaber; Kaia Gallagher, Ph.D.; Rick Hale; and Paulette Joswick. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

**Introductions**

Jeanne North, Director of Nursing, introduced Penny Grande, Special Program Manager for the Nursing Division, and Amy Miller, a nursing student attending Indiana State University.

**Recognition of Ruth Fischhaber's Service**

Ms. Brainard presented a plaque and resolution to Ms. Fischhaber in recognition of her dedicated service on the Board of Health from January 2003 to June 2011.

**Approval of the Minutes of the April 5, 2011 Meeting**

The minutes of the April 5, 2011 meeting were presented to the Board for review.

**MOTION: Ms. Fischhaber moved to approve the minutes of the April 5, 2011 meeting as written and Ms. Addicci seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated April 30, 2011**

Dr. Vogt presented the financial statements dated April 30, 2011 to the Board for review. He noted that expenditures were at 31.5% of budget with 33.3% of the year completed.

Dr. Fawell noted that the contracted security services line item was at 460% of budget. Ms. North reminded him that TCHD had to procure its own security services when the courts moved out of Altura Plaza in Aurora.

Mr. Hale inquired why child care fee revenue was only at 6.9% of budget. Tom Butts, Director of Environmental Health, explained that annual invoices for child care license fees will be sent out July 1, 2011.

Mr. Hale also noted that Prenatal Plus program revenue was at 10.7% of budget. Ms. North explained that this was due to decreased Medicaid rates and patient volume.

**MOTION: Mr. Hale moved to accept the financial statements dated April 30, 2011 as presented and Dr. Fawell seconded. The motion was approved unanimously.**

**Appointment of New Board of Health Secretary**

Ms. Brainard informed the Board of the need to appoint a new Secretary due to Ms. Fischhaber's resignation. Ms. Adducci was nominated and agreed to serve as Board Secretary. There were no other nominations from the floor.

**MOTION: Ms. Fischhaber moved to approve Ms. Adducci's appointment to Board Secretary and Ms. Joswick seconded. The motion was approved unanimously.**

**Public Hearing: Proposed Environmental Health Fees**

Ms. Brainard opened the public hearing at 5:27 PM regarding the adoption of the proposed Environmental Health fee changes. The public hearing was duly advertised in *The Denver Post* on May 15, 2011.

Mr. Butts explained that, pursuant to C.R.S. 25-1-508(5)(j) and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. A fee calculation formula previously adopted by the Board of Health is used annually to adjust Environmental Health fees. Mr. Butts presented the proposed fees to the Board and summarized the major changes. If adopted, the new fees would become effective July 1, 2011.

Dr. Gallagher inquired whether TCHD informed the public regarding the new individual sewage disposal system (ISDS) "Use Permit" fee. Mr. Butts stated that we have notified stakeholders across all three of our counties and will post this information on our website prior to July 1, 2011. We also plan to post a list of approved ISDS inspectors on our website.

Ms. Brainard noted that no one from the public wished to speak on this issue and closed the public hearing at 5:43 p.m.

**MOTION: Dr. Fawell moved to adopt the proposed Environmental Health fees and Ms. Fischhaber seconded. The motion was approved unanimously.**

**Public Hearing Request: 2011 Revised Budget Appropriation**

Dr. Vogt explained that, when given direction to reduce county per capita by five percent, TCHD utilized a formula that reduced the 2010 per capita rate of \$6.79 by five percent to obtain a new per capita rate of \$6.45. This rate was used to calculate the 2011 budget appropriation which was subsequently approved by the Board at the December 14, 2010 meeting. It was later discovered that our counties had used a different methodology to calculate the five percent per capita decrease: they reduced the total 2010 per capita allocation by five percent then divided it by total population which resulted in a per capita rate of \$6.43. This equates to \$27,000 less than the figure we calculated. TCHD also received additional revenue in the form of grants and contracts following budget adoption. Finally, we would like to allocate monies in our fund balance to specific categories. Dr. Vogt requested the Board hold a public hearing at the August 9, 2011 meeting to adopt a revised 2011 budget and appropriation resolution.

**MOTION: Ms. Adducci moved to hold a public hearing to adopt a revised 2011 budget and appropriation resolution at the August 9, 2011 Board meeting. Mr. Hale seconded and the motion was approved unanimously.**

### **Draft Auditor's Report**

Bert Bondi and Karissa Childs, Certified Public Accountants with Bondi and Company, distributed draft financial statements to the Board for the year ended December 31, 2010. Mr. Bondi stated that, in their opinion, TCHD's financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of TCHD as of December 31, 2010.

Dr. Vogt informed the Board that the auditors would not present the Report to Governance until the August 9, 2011 meeting because there were still some points to be resolved.

Ms. Brainard inquired whether TCHD would work with the same audit staff once the sale of Bondi and Company was concluded. Mr. Bondi answered affirmatively.

Dr. Fawell inquired whether Bondi and Company made recommendations on process changes that could save TCHD money. Mr. Bondi responded that they do make process-oriented recommendations and that these would be included in the Report to Governance at the August 9, 2011 Board meeting.

Mr. Hale inquired whether the bank reconciliation finding was continued from last year. Mr. Bondi answered affirmatively. Dr. Vogt stated that he and Mark Harkleroad, Interim Director of Administration and Finance, were working diligently on processes to correct this and other findings. He stated that none of the audit findings were acceptable and the change in Director of Administration and Finance was part of the correction process.

Mr. Bondi stated that the final 2010 Audit Report would be presented to the Board at their August 9, 2011 meeting.

### **Budgetary Dynamics for 2012**

Dr. Vogt presented the 2012 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. To address the budget shortfall, there will be no salary increases for staff in 2012, we will keep positions vacant and make program modifications as necessary, and try to identify alternate funding sources (e.g., grants).

***ACTION ITEM: Ronnae Brockman, Executive Assistant, to send the 2012 budget development timeline to the Board members.***

### **CPPW Update**

Stacy Weinberg, Director of Epidemiology, Planning and Communication, invited the Board members to attend the Communities Putting Prevention to Work (CPPW) Celebration on June 15, 2011 at 8:30 a.m. at Infinity Park in Glendale, Colorado. The purpose of the Celebration is to build momentum for year two of the grant and beyond.

On June 21, 2011, TCHD will present Youth Risk Behavior Survey (YRBS) data to school coordinators, superintendents and staff. The workshop will also touch on using YRBS data to pursue grants to continue work begun under the CPPW grant.

### **CPPW Public Service Announcements**

Ms. Weinberg showed several of the “Let’s Play, Let’s Grow Strong” public service announcements. They are running on Channel 12 and in all WIC clinics in Colorado. PBS is currently working on distributing them to all PBS stations in the United States.

### **Older Adult Fall Prevention Grant**

Ms. Weinberg informed the Board that the Colorado Department of Public Health and Environment (CDPHE) applied for and received core injury prevention funding from the Centers for Disease Control and Prevention (CDC). CDPHE has contracted with TCHD to administer the older adult fall prevention portion of this grant, which will enable us to continue our work in this area for the next five years.

### **Talking Points for Board of Health Members**

Dr. Vogt informed the Board that he attended the Colorado Counties, Inc. (CCI) Conference June 6-8, 2011 and was able to speak to our County Commissioners about our financial position. He was informed by Adams County that TCHD may receive another county per capita decrease in 2012.

Dr. Vogt presented talking points to Board members to assist them in their meetings with their County Commissioners. The talking points focus on the increased demand for TCHD services and the cost savings benefits of public health prevention efforts. Dr. Gallagher inquired whether we could make these numbers more local in terms of cost. Dr. Vogt stated that obtaining local data will incur a great deal of staff time and may not be possible, but agreed to have staff look for useful data.

***ACTION ITEM: Dr. Vogt to have staff look for other useful data and forward it to the Board of Health.***

### **NALBOH 19<sup>th</sup> Annual Conference**

Ronnae Brockman, Executive Assistant, reminded the Board members that the National Association of Local Boards of Health (NALBOH) 19<sup>th</sup> Annual Conference would be held September 7-9, 2011 in Coeur d'Alene, Idaho. Ms. Brainard, Dr. Fawell, and Ms. Adducci plan to attend.

### **Space Update**

#### **Pecos Office**

TCHD plans relocate its Pecos office to 70<sup>th</sup> and Broadway by the end of November 2011. Lease negotiations are underway.

#### **Altura Plaza**

TCHD won't know whether Arapahoe County can fund the build-out of our space until they have finalized their 2012 budget.

#### **Administrative Office**

The United States Air Force is building out the north half of the third floor.

### **ED Report**

#### **EIS Officer Appointed to TCHD**

TCHD has successfully recruited its fourth CDC Epidemic Intelligence Service (EIS) Officer. Dr. Neena Jain will be joining us in August. She is an Emergency Room physician who has worked at Denver Health and Swedish Hospitals. She has extensive clinical international experience with organizations like Save the Children and Doctors Without Borders, and has worked in countries such as Haiti, India, Nepal, Kenya, Indonesia, and Pakistan.

#### **TCHD Benefits Renewal**

TCHD's Medical Trust Board approved medical, dental, and vision insurance renewals from Cigna Health Care Plans, Delta Dental of Colorado, and Vision Service Plans. The medical insurance renewal was favorable with a 4.8% premium increase, which was absorbed solely by TCHD. There was no increase for dental or vision insurance premiums

#### **TCHD Staff Presentations at National WIC Meeting**

The Nutrition Division had two presentations at the National WIC Association meeting held May 1-4, 2011 in Portland, Oregon. Anne Bennett, Director of TCHD's Nutrition Division, presented, "Tri-County Health Department Community Gardens: WIC's Role in Fresh food Access" and Heidi Fritz, Nutrition Manager, presented a poster session highlighting WIC's Produce and Health Fairs.

#### **Household Chemical Roundup Update**

On May 7, 2011, an Adams County Household Chemical Roundup was held in the Hyland Hills Water World parking lot and on May 14, 2011, the Douglas County Household Chemical

Roundup was held in Parker at the Joint Services Facility. Several thousand pounds of household hazardous waste was collected at both events.

### **CALBOH Meeting**

Dr. Vogt informed the Board that he attended the Colorado Association of Local Boards of Health (CALBOH) meeting while at the CCI conference. Few local board members were present due to lack of notification about the meeting. Per Dr. Vogt, the Colorado Public Health Alliance thought the CALBOH Executive Board would notify members and vice versa.

Meeting attendees expressed concern that public health issues are not addressed by the CCI Health and Human Services (HHS) Committee. CALBOH plans to send a letter to Commissioner Susan Beckman, the Committee Chairperson, urging this group to address public health issues. Dr. Vogt and Jeff Zayach have scheduled a lunch meeting with Commissioner Beckman to discuss this issue.

### **TCHD 2010 Annual Report**

Gary Sky, Public Information Officer, distributed a draft version of TCHD's 2010 Annual Report entitled, "Making the Healthy Choice the Easy Choice."

### **Environmental Health Division Annual Report**

Tom Butts, Director of Environmental Health, distributed copies of the Environmental Health Division 2010 Annual Report.

### **Set the Agenda for the August 9, 2011 Board Meeting**

The agenda for the August 9, 2011 Board of Health meeting will include: 1) A public hearing to adopt a 2011 Supplemental Budget Appropriation; 2) the final 2010 Auditor's Report; and 3) a study session on TCHD's 2012 proposed budget.

### **Other Items**

#### **Board of Health Vacancies**

Ms. Joswick inquired whether the two Board of Health vacancies had been filled. Dr. Vogt informed her that Douglas County plans to make a decision soon. It is unknown where Adams County is in the appointment process.

### **Board Member Remarks**

The Board members wished Ms. Fischhaber well and agreed that she will be missed.

### **Closing Remarks**

Ms. Brainard thanked everyone for their participation.

**Adjournment**

**MOTION: Mr. Hale moved to adjourn the Board meeting at 7:05 p.m. and Dr. Gallagher seconded. The motion was approved unanimously.**

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Janice Brainard, President

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Carole Adducci, Secretary