

Tri-County Board of Health Meeting
October 10, 2006
Minutes

Following a closed executive session, the public meeting of the Tri-County Health Department (TCHD) Board of Health was officially called to order at 7:04 P.M. by Judy Robinson, Ph.D., President, at the Tri-County Health Department Administrative Office, 7000 E Belleview Avenue, Suite 370, Greenwood Village, Colorado, 80111. Other members comprising a quorum included: Ruth Fischhaber; Joseph Anderson, M.D.; Kaia Gallagher, Ph.D.; Thomas Fawell, M.D.; and Lois Tochtrop. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Anne Bennett, Director of Nutrition Services, introduced Heidi Fritz, Director of the Nutrition Internship. Ms. Fritz introduced: Felice Larsen, Nutrition Coordinator; Lacey Stroomer, Nutrition Intern; Michelle Guthrie, Nutrition Intern; Lindsay Strauss, Nutrition Intern; Nichole Poppie, Nutritionist; Savina Ross, Nutrition Intern; and Angela Hansen, Nutrition Coordinator. Dr. Robinson introduced Maureen Waller, Douglas County Special Projects.

Approval of the Minutes for the September 12, 2006 Meeting

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

Motion: Dr. Fawell moved to approve the minutes of the September 12, 2006 meeting with the following correction: change the spelling of Jim Myers last name to Miers. Dr. Gallagher seconded the motion and it was approved unanimously.

Approval of the Financial Statements Dated August 31, 2006

The financial statements dated August 31, 2006 were presented to the Board for review.

Dr. Robinson raised the question about the costs of Temporary/Hourly staff, which was 700% of budget. Robert Browning, Director of Administration and Finance, deferred to Jeanne North, Director of Nursing, who indicated that these costs reflected the use of hourly staff to meet the demands of new grants, many of which were in the Nursing Division. Dr. Vogt noted that the line item for these costs had been increased for 2007 to better reflect the anticipated usage of temporary/hourly staff.

Motion: Dr. Fawell moved to approve the financial statements dated August 31, 2006 and Ms. Fischhaber seconded. The motion was approved unanimously.

Public Hearing: Adoption of the Proposed 2006 Supplemental Budget and Appropriation Resolution

Dr. Robinson opened the public hearing at 7:09 P.M. regarding adoption of the proposed 2006 supplemental budget and appropriation resolution. It was noted that the public hearing was duly advertised in *The Denver Post* on September 24, 2006.

Robert Browning, Director of Administration and Finance, presented the proposed 2006 supplemental budget. He stated that this was the first time TCHD has held a public hearing to adopt a supplemental budget. He explained that unanticipated revenues had been received since the budget was adopted in December 2005 and discussed the difficulties of forecasting the budget several months in advance.

Dr. Fawell asked if the law indicates a specific percentage increase for a supplemental budget. Mr. Browning indicated that there is no minimum.

Dr. Gallagher inquired whether TCHD would be able to justify the eight full-time equivalents (FTE's) that would be funded with the restored per capita funds. Mr. Browning explained that TCHD is required to provide a report on the expenditure of this money to the Colorado Department of Public Health and Environment (CDPHE). This information will also be shared with the Joint Budget Committee (JBC). Dr. Robinson inquired whether TCHD ever provided this information to the County Commissioners. Dr. Vogt stated that we have not done this previously.

Dr. Vogt stressed that the restored per capita money is not being used for expansion. It is primarily going to be used to partially restore services that were cut in 2002 when state per capita funding was eliminated.

Dr. Anderson asked about the money from Emergency Preparedness for hospitals and why we were giving money to hospitals. Dr. Vogt indicated that it was very little money and it was specific to pandemic flu to provide contact information and to support surge capacity. The amount to each hospital is only \$3,000.

Dr. Robinson closed the public hearing at 7:30 P.M.

Motion: Ms. Tochtrop moved to approve the Proposed 2006 Supplemental Budget and Appropriation Resolution as presented and Dr. Fawell seconded. The motion was approved unanimously.

Finalize the 2007 Board Strategic Objectives

The Board reviewed and discussed select objectives developed for each Goal. These objectives were developed for priority work in 2007.

Strategic Direction #1 - Visibility

The following objectives have been developed for priority work in 2007:

Objective 1: By December 31, 2007, complete a “branding” process for Tri-County Health Department. (Measurement: Development of new logo and branding strategy)

Objective 2: By December 31, 2007, Board of Health members will secure a TCHD presence at each of the county’s regular (e.g., monthly) “staff meetings,” at which the major county departments are represented. (Measurement: TCHD representative at each meeting)

Dr. Gallagher asked about availability of funding to hire a consultant to achieve Objective 1. Stacy Weinberg, Director of the EPC Division, said that \$10,000 to \$15,000 had been dedicated to each objective to help with initial planning. Dr. Gallagher asked if there was flexibility to adjust the budget if additional funds were necessary. Ms. Weinberg noted that Objective 2 is funded in the 2007 budget which may leave additional monies available for Strategic Goals 1 and 3. Dr. Robinson looked in the 2007 budget and noted there is a \$40,000 Board of Health line item.

Strategic Direction #2 - Center of Excellence

The following objectives have been developed for priority work in 2007:

Objective 1: By the end of 2007, TCHD will achieve successful and innovative development of the GIS function and the integration of spatial technology into a minimum of two TCHD projects. (Measurement: Number of projects with integrated spatial technology)

Objective 2: Based on the interdivisional assessment and planning project completed in 2005, TCHD will establish and implement two innovative chronic disease prevention programs by the end of 2007. (Measurement: Number of innovative chronic disease prevention programs implemented)

Dr. Fawell noted that the proposed objectives differed from the objective “concepts” selected at the September Board meeting. Dr. Robinson stated that the concepts developed at the September meeting were not measurable. She suggested at her meeting with Dr. Vogt that staff select objectives geared towards moving one or two programs further along the path of excellence.

Dr. Fawell asked why under Objective 2 was chronic disease prevention selected rather than an infectious disease program. Ms. North responded that chronic disease is an area in which TCHD wants to focus its efforts; we already do cutting edge interventions in infectious disease control and she feels that the state is looking at TCHD as a role model in the area of chronic diseases.

Strategic Direction #3 – Funding Development

The following objectives have been developed for priority work in 2007:

Objective 1: To research the pros/cons of funding options used by other health departments nationwide. (Measurement: Completed report to the Board of Health)
Deadline: December 31, 2007

Objective 2: To develop and implement a strategy for the Board of Health to communicate with the County Commissioners for additional funding and/or free office/clinic space. (Measurement: Increased Board member participation and verified increase in funding and/or free space provided by the Counties above the 2006 baseline)
Deadline: Develop strategy for Board member participation for TCHD's 2008 Proposed Budget and implement it by June 1, 2007

Mr. Wilson explained the objectives and the rationale behind each.

Motion: Dr. Gallagher moved to approve the Tri-County Health Department Board of Health objectives as presented for all three goals; Dr. Fawell seconded. The motion was approved unanimously.

Dr. Robinson asked if the Board wanted to have another strategic planning work session at the December meeting. The Board members decided not to conduct strategic planning at the annual dinner meeting. That raised the question by Ms. Tochtrop as to why we were going outside of our jurisdiction for the dinner meeting. She indicated that she was not Ok with us meeting at the Wellshire Inn and that we should find a place in our jurisdiction. Consensus was that it was acceptable to have the meeting as planned this year; however, future dinner meetings would be held in TCHD's jurisdiction.

Action Item: Effective 2007 the Board of Health annual dinner meeting will be held within TCHD's jurisdiction.

Requests for Proposal for Auditor and Attorney Services:

Auditor Services:

The Request for Proposal (RFP) for auditor services was presented to the Board for comment and review. Mr. Browning explained that a similar RFP has been used in the past and we solicit for auditor services every three years. Mr. Browning inquired whether the Board wanted to be involved in the entire auditor selection process or only with the review of the final candidates.

Motion: Dr. Gallagher moved that the Board of Health have the opportunity to review the final three auditor candidates and have input in the decision as to whom should be hired; Dr. Fawell seconded. The motion was approved unanimously.

Legal Services:

The Request for Proposal (RFP) for attorney services was presented to the Board for comment and review. Dr. Robinson noted that Jim Miers, Board Member, wanted legal representation available to consult with the Board but she didn't think that they had resolved exactly what that representation was to be. Dr. Robinson stated that she was reluctant to proceed without Mr. Miers' input.

Motion: Ms. Tochtrop moved to table the Legal Services RFP to the February 2007 Board meeting; Dr. Anderson seconded. The motion was approved unanimously.

Action Item: The Board also agreed to discuss its legal counsel needs at a closed executive session.

Dr. Vogt distributed a list of services for which TCHD uses or plans to use its legal counsel.

Action Item: Dr. Robinson will check with NALBOH to determine whether Board's of Health usually have separate legal counsel.

Action Item: Dr. Vogt is to check with NACCHO regarding separate legal counsel for Boards of Health and also determine how often and under what circumstances the Board has utilized attorney services in the past.

TCHD All-Staff Meeting

Dr. Vogt invited the Board members to attend TCHD's annual all-staff meeting on Thursday, October 12, 2006. The meeting will be held from 8 am to noon at the Summit Conference and Event Center in Aurora. Dr. Vogt gave highlights of the agenda.

Colorado-Wide Boards of Health Gathering

El Paso County is hosting this event on October 25, 2006 and it includes dinner. It is an opportunity for Board Members to network.

Action Item: Board members to RSVP to Ronnae Brockman, Executive Assistant, no later than Friday, October 13, 2006; TCHD will pay for registration and dinner.

Report on TCHD Activities Related to Essential Public Health Service #7

Ms. North gave examples of programs/activities conducted by TCHD that address Essential Public Health Service Number 7: Link people to needed personal health services and assure the provision of health care when otherwise unavailable.

Dr. Gallagher asked to what extent does TCHD work on school health issues.

Ms. North responded that the challenge for TCHD is that there are 13 school districts in our jurisdiction, so what we do is work with the high-risk districts. TCHD has worked closely with Commerce City and some Aurora schools on teen parent programs, so this has been the focus. Ms. Bennett added that a nutritionist has been hired to work with the schools to better integrate nutrition services in the schools; over the next 3-5 years TCHD will be working diligently in this area.

Ms. Tochtrop asked how many of the schools districts have school-based clinics. Ms. Bennett responded that Cherry Creek and Aurora schools do not; Sheridan schools used to but do not at this time although they are trying to bring them back.

It was noted that TCHD also works with the schools related to pandemic flu response and tobacco prevention

Dr. Fawell asked how we are dealing with legal versus illegal citizens. Ms. Bennett noted that WIC is exempt, all that is required is proof of who they are. Ms. North said only two nursing programs are impacted: Cancer Screening and Chronic Disease Prevention. All other nursing programs are exempt.

Executive Director's Report

TCHD Receives Two New Grants Focusing on Healthy Aging

Tri-County Health Department has recently been awarded two grants from The Colorado Trust that focus on healthy aging. The Epidemiology, Planning and Communication Division will manage both grants.

TCHD received a six-month planning grant in January 2006 to undertake a community planning process to create a coordinated community system to prevent falls in the growing older adult population in Adams and Arapahoe Counties. We led a very successful planning process that resulted in a strategic plan that we submitted to The Colorado Trust in July for consideration for implementation funding. We were awarded the full amount of our implementation request – a two-and-a-half year grant totaling \$187,500, the maximum grant funded through this initiative. This grant runs from September 1, 2006 - February 28, 2009. This grant will focus on a work plan guided by three goals:

1. Create a coordinated system of community resources to prevent falls in older adults.
2. Increase access to effective, evidence-based and best practice interventions for older adult fall prevention.
3. Increase public awareness of older adult fall prevention in order to affect attitudes and social norms around the issue.

The second grant is part of The Colorado Trust's new four-year Healthy Aging Initiative (HAI). TCHD was selected to serve as the Statewide Coordinating Agency for the entire

HAI. Our role will be similar to the role we played as the Regional Coordinating Agency (RCA) in The Colorado Trust's three-year Colorado Healthy People 2010 Initiative but on a statewide scale – providing day-to-day grant management, grant monitoring and technical assistance to a group of community-based organization grantees. We were awarded the full amount of our grant proposal – a four-year grant totaling over \$1.1 million. This grant runs from September 1, 2006 - August 31, 2010.

This is a phenomenal accomplishment for a local health department! It is yet another opportunity for TCHD to make its mark as an innovator and a leader in both the state and the nation. The goal of the HAI is to enhance the capacity of senior-serving organizations to increase and improve service provision for the growing senior population. It will focus on five areas:

1. Information and referral services
2. Supportive services to older adults
3. Caregiver support
4. Residential needs of older adults
5. Healthy lifestyles and wellness

West Nile Virus (WNV) Activity Update

2006 represents what will be an “average” year for WNV activity in Tri-County Health Department's jurisdiction. Mosquito numbers started out slow in the spring. There was a significant spike in July; however, mosquito activity quickly returned to average by August with the season ending the last week of September. 522 mosquito pools were tested with 23 positive (16 Adams, 7 Arapahoe, 0 Douglas). The six birds and two equine samples submitted for testing were all negative. TCHD logged seven positive human cases (six fever and one meningitis), all of which were in Adams County.

Several hot spots existed throughout the State of Colorado during the 2006 season: Boulder, Delta, Larimer, Mesa, and Weld Counties. There are 253 human cases statewide with two deaths, one in Jefferson County and one in Mesa County.

NOTE: Summary data above is accurate as of 9/26/06

Colorado Public Health Association (CPHA) and Colorado Environmental Health Association (CEHA) Presentations

Tri-County was a major contributor to the content of this year's Colorado Public Health Association (CPHA) Meeting and Colorado Environmental Health Association (CEHA) Meeting in Vail, Colorado the week of September 18, 2006.

At CPHA, the keynote speaker, Dr. Andrew Dannenberg from the Centers for Disease Control and Prevention mentioned Tri-County Health Department's program on Land Use Plan Reviews and Thriving Communities as models for local health departments.

This was followed by a panel discussion about the activities of our **Thriving Communities** project led by two TCHD staff: Merrick Wright and Carol MacLennan.

Dr. Tista Ghosh presented on the **Katrina Refugee Needs Assessment Survey**; Lynn Trefren and Cheryl Kuebrich presented on **Improving Immunization Rates in Child Care Centers**; Nisha Alden presented on a **Meta Analysis of Norovirus Outbreaks in Long Term Care Facilities**; Dr. Tegan Boehmer (EIS Officer) presented on the **Lone Tree Cryptosporidium Outbreak**; Jennifer Daley-Vail presented on the **TCHD Open Access Scheduling** project; Jeanne North presented on **TCHD – Adams County Social Services Model Collaboration**; and Heidi Williams presented on **Intra-Agency Collaboration for Tobacco Prevention**.

Finally, at CPHA, Dr. Richard Vogt presented **Innovative TCHD Programs to Address Public Health Challenges** in a plenary session with three other local health department directors.

At CEHA, Cindy Brusco presented the **TCHD Civil Penalty Protocol** in a panel discussion, Tom Butts presented **Operation Safe Haven** in an Emergency Preparedness panel, and Jody Erwin presented **Implementation of a Model Code in Colorado**.

All sessions were well-attended and generated considerable interest and requests for further information.

TCHD Office of Vital Records Audit Results

TCHD's Office of Vital Records has done it again! The Legislature initiated an audit of the State's Vital Records Office a few years ago and local health departments were part of the larger State review. The Legislative Audit Committee subsequently recommended a frequent review of all authorities in the State who were deputized to issue Vital Records. As a follow up to the State mandate, TCHD's Vital Records Office has been audited twice in the past year. TCHD has received a "perfect" score on both audits. Congratulations to the Administration and Finance Division Office of Vital Records.

Dr. Robinson congratulated TCHD on getting two new grants and on the "perfect" score on Vital Records' Audit for the second time in two years.

Set Agenda for the December 12, 2006 Annual Board of Health Dinner Meeting

Agenda Items:

- Public Hearing to adopt the 2007 proposed Budget and Appropriation Resolution
- Auditor Selection
- Appointment of a Nominating Committee

Action Item: Mr. Browning is to provide the Auditor Selection information prior to the next meeting.

Action Item: Dr. Robinson asked that the Board be prepared to discuss this item

Closing Remarks

Dr. Robinson presented a gift to Ms. Brockman on behalf of the Board. Ms. Brockman and her husband are expecting their first child in December 2006.

Next Meeting

The next meeting is scheduled for Tuesday, December 12, 2006 at the Wellshire Inn, the Hunt Room, 3333 South Colorado Boulevard, Denver CO 80222. This is the Board's annual dinner meeting. Beverages will be served at 5:30 P.M., dinner at 6:00 P.M. and the public meeting will begin at 7:00 P.M.

Motion: Ms. Tochtrop moved to adjourn the meeting at 8:37 P.M.; Dr. Fawell seconded. The motion was approved unanimously.

Judy Robinson, President

Ruth Fischhaber, Secretary