

**Tri-County Board of Health Meeting
October 13, 2009
Minutes**

The Board of Health was officially called to order at 4:31 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. Dr. Richard Vogt, Executive Director, and several TCHD employees were also in attendance.

Introductions

Heidi Fritz, Nutrition Manager, introduced the Dietetic Interns: Kaitlin Wasik, Lisa Wingrove, Stephany May, and Lindsey Walters. Jeanne North, Director of the Nursing Division, introduced Melissa Spencer, Administrative Analyst. Michele Askenazi, Interim Director of Emergency Preparedness, introduced Ben Robison, Emergency Preparedness Planner. Tom Butts, Director of the Environmental Health Division, introduced Gary Hague, Environmental Health Supervisor.

Approval of the Minutes of the August 11, 2009 Meeting

The minutes of the August 11, 2009 meeting were presented to the Board for review.

MOTION: Ms. Brainard moved to approve the minutes of the August 11, 2009 meeting as written and Mr. Acree seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated August 31, 2009

The financial statements dated August 31, 2009 were presented to the Board for review.

Dr. Fawell inquired on nutrition class revenues. Anne Bennett, Director of the Nutrition Division, explained that we received a grant from COPAN to conduct building blocks classes. He also inquired on nursing donations in the amount of \$4,127. Jeanne North, Director of the Nursing Division, explained that these are donations from individuals.

Next, Dr. Fawell asked whether workshop costs for WIC staff were paid out of the Nutrition Division budget. Ms. Bennett explained that TCHD received additional money from WIC for staff training because there was no state meeting this year. Dr. Fawell asked why communication equipment maintenance expenditures were at 225 percent of budget. John Muske, Director of the Administration and Finance Division, explained that we incurred a one-time charge to update cabling at our Belleview East and Northglenn offices. Finally, Dr. Fawell inquired whether Albertson's reimbursed us for the hepatitis A clinics we conducted earlier this year. Dr. Vogt stated that Albertson's paid \$80,000, which covered our costs.

MOTION: Ms. Fischhaber moved to approve the financial statements dated August 31, 2009 and Ms. Joswick seconded. The motion was approved unanimously.

ISDS Variance Hearing

Dr. Fawell opened the Individual Sewage Disposal System (ISDS) variance hearing at 4:46 PM. He noted that the hearing was duly advertised in the *Denver Post* on September 13, 2009.

Warren Brown, Public Health Engineer, explained that a portion of one of the absorption area (leach field) trenches and the septic tank for the new ISDS constructed at 565 Madge Gulch Road in Douglas County do not meet the required setback distances from the house. The septic system was installed first with the understanding that the house would be constructed the proper distance from the ISDS elements; however, an unexpected geological structure encountered during excavation for the home's foundation made this impossible. Because of liability issues with the neighboring water well and houses, the home owner, Donald Hatch, and the general contractor, Rod DeVries, decided to reposition the house and move the septic tank instead of incurring the risk caused by blasting. They were unaware that the position of another rock encountered on the south side of the excavation when the tank was installed created a confined installation area for the tank. The leach field was also installed in the only location available. After a meeting with Mr. Brown at the site, it was determined that the best course of action was to apply for a variance since there was no other alternative.

The applicant elected to not make a statement. Dave Simon, a pediatrician and the applicant's neighbor, stated that he is comfortable with the variance request and believes that it poses no hazard. There were no further comments from the public and Dr. Fawell closed the variance hearing at 4:52 p.m.

Mr. Brown stated that he has carefully reviewed the variance request and visited the site and believes that granting the variance will result in no greater risk to public health and to the environment than that associated with compliance with the requirements of the Colorado Guidelines on Individual Sewage Disposal Systems.

MOTION: Ms. Joswick moved to approve the variance request and Dr. Anderson seconded. The motion was approved unanimously.

Appointment of a BOH Nominating Committee

Dr. Fawell stated that the Board members would discuss this topic during an executive session following the meeting.

COOP Presentation

Ben Robison, Emergency Preparedness Planner, gave a presentation on Continuity of Operations (COOP), which is an internal emergency plan. He explained that COOP is for extended emergencies or events that impact our resources and affect our services or activities. It identifies our most essential functions, what we need to perform those functions, who will perform them, and how we will ensure that they continue for the duration of the emergency.

Following the presentation, Dr. Fawell suggested that a Board member be included on the COOP team.

H1N1 Planning Presentation

Dr. Vogt gave a presentation on TCHD's H1N1 vaccination planning. He discussed TCHD's approach to priority group vaccination through in-reaching to our clients, school-based clinics and regional mass vaccination efforts with Kaiser and other local health departments.

Dr. Tista Ghosh, Medical Epidemiologist and H1N1 Task Force Chairperson, stated that the planned mass vaccination effort with Kaiser will be open to non-Kaiser patients. Also, TCHD has initially received much less vaccine than anticipated due to manufacturing issues. Our first shipment consisted solely of live attenuated influenza vaccine (LAIV), which cannot be administered to pregnant women, children under two, people with asthma, etc. We distributed a portion of the LAIV to hospitals in our jurisdiction,

which will enable them to vaccinate their staff and also plan to distribute some to emergency medical services (EMS). We expect to receive inactive vaccine soon.

Ms. Fischhaber inquired whether H1N1 vaccination consent forms would be required for adults and children. Dr. Vogt answered affirmatively. The Colorado Department of Public Health and Environment (CDPHE) has developed consent forms which must be used statewide. Downloadable consent forms will be posted on our website.

Ms. Fischhaber asked how H1N1 response activities would be funded. Dr. Vogt explained that TCHD expects to receive approximately \$4 million in federal funds for this purpose, which we anticipate will cover our costs.

Ms. Brainard expressed concern that people won't get vaccinated because they believe novel H1N1 activity is decreasing. Dr. Vogt stated that vaccination is still recommended because there will be pockets of individuals who have not been infected. Also, we're dealing with a pandemic strain that has been quite dramatic. We know from past experience that pandemics occur in waves and disease strains can return in current or mutated forms.

Dr. Fawell inquired whether novel H1N1 could be verified in a recovered patient. Dr. Vogt stated that this was possible; however, test accuracy is not the greatest. Current recommendations are that individuals who have tested positive for novel H1N1 should still be vaccinated. Ms. Joswick pointed out that initial vaccination clinic information does not state that individuals who have had an influenza-like illness should still be vaccinated. Dr. Ghosh agreed that this point should be added.

Dr. Fawell asked whether the rapid spread of H1N1 could be attributed to the fact that it is more contagious or more mobile. Dr. Vogt stated that the spread was due to both of those reasons and also because people are less immune to this particular strain of influenza.

Ms. Brainard inquired whether seasonal influenza vaccine and H1N1 vaccine could be administered concurrently. Dr. Ghosh stated that they could be UNLESS both vaccines were LAIV (nasal spray). In that case, individuals would have to wait four weeks between vaccinations.

Update on 2010 Budget Meetings with the County Commissioners

Dr. Vogt announced that TCHD will receive a population increase in 2010 from our counties, which equates to \$239,774. We will not receive a per capita increase. Additionally, TCHD will see a reduction of \$93,000 in Amendment 35 funding. Staff affected by these funding cuts will be reassigned to other areas. No layoffs or furlough days are planned. Staff will not receive a salary increase in 2010; however, we may be able to provide a mid-year bonus of two percent. This depends upon whether we receive additional budget cuts or lose our state per capita funding altogether.

Update from the Public Health Reauthorization Act Advisory Group

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, informed the Board that public health reauthorization planning is progressing. A draft public health improvement plan was prepared for the Public Health in the Rockies Conference at which an entire day was focused on obtaining feedback from public health officials. Close to 400 people participated. Advisory Group members are in the process of incorporating this feedback and plan to post an updated version on the CDPHE website for comment the beginning of November. The plan will go before the State Board of Health in December 2009.

Audit Services for Fiscal Year 2009

John Muske, Director of the Administration and Finance Division, informed the Board members that the Public Company Accounting Oversight Board (PCAOB) identified numerous violations of rules and auditing standards made by Jaspers + Hall, P.C. 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 consistently failed to perform the most basic functions and procedures required to evaluate financial statements including the following:

- Jaspers + Hall failed to perform adequate, or sometimes any, audit procedures in areas such as cash, deferred revenue, business acquisition accounting, equity, income taxes, related party transactions and using the work of specialists.
- Jaspers + Hall failed to plan the audits, prepare audit programs and prepare audit completion documents.
- Jaspers + Hall failed to identify and appropriately address departures from Generally Accepted Accounting Principles (GAAP) concerning contingencies.
- Jaspers + Hall failed to retain audit documentation for the required period of time.

In some cases, Jaspers + Hall continued to repeat the same infractions after the issues were brought to their attention as an auditing deficiency by PCAOB inspectors.

On October 21, 2008, the PCAOB issued a Disciplinary Order revoking the registration of Jaspers + Hall, P.C. and barring its two partners, Thomas M. Jaspers, CPA and Patrick A. Hall, CPA from being associated persons of a registered public accounting firm. (They may reapply for registration after five years from the date of the Order).

Based on the foregoing, it is the recommendation of TCHD not to retain Jaspers + Hall for future audits and to immediately draft and publish a Request for Proposal (RFP) for another reputable audit firm to perform TCHD audits. Part of the RFP would include having them perform an assurance level audit on TCHD financial statements for 2008 in conjunction with the 2009 audit.

The Board members agreed with TCHD's recommendation.

Space Planning Update - Space

Bruce Wilson, Deputy Director, informed the Board that potential TCHD Administrative Office locations have been narrowed down to three or four sites. TCHD's executive staff, in conjunction with our real estate and architectural firms, will meet on October 19, 2009 to analyze each of the sites. We plan to make a tentative decision by the end of October 2009.

The courts are moving out of Altura Plaza in Aurora. Dr. Vogt and Mr. Wilson plan to meet with Commissioner Noonan and Arapahoe County facilities personnel to discuss obtaining additional space at this location.

Board Member Meetings with the Commissioners

Ms. Joswick stated that she met with Vicky Starkey, Douglas County Facilities Manager, who was very interested in TCHD. She believes the meeting went well. Dr. Fawell is scheduled to meet with the Arapahoe County Commissioners. Ms. Brainard stated that her meeting with the Arapahoe County

Commissioners was canceled again. She is currently scheduled to meet with Commissioner Jim Dyer on October 30, 2009.

Board Dinner Meeting Reminder

Dr. Fawell reminded the Board members that the annual dinner meeting is scheduled for Tuesday, December 8, 2009 at 5:00 p.m. at Blackstone Country Club, 7777 South Country Club Parkway, Aurora, Colorado, 80016.

Executive Director's Report

Celebrating Ten Years of Temporary Assistance to Needy Families (TANF)

On September 22, 2009, Dr. Vogt along with 11 Nursing Division staff attended a recognition celebration hosted by the Adams County Department of Human Services (ACDHS). Tri-County Health Department (TCHD) was one of five agencies honored by ACDHS. Since 1999, TCHD nurses have worked with ACDHS staff, case managers and families assisting families to increase self-sufficiency, positive parenting and access to community resources. This program has been such a model of successful collaboration that Arapahoe County as well as other local health departments and county social services have developed similar programs with the goal of helping families receiving TANF to be successful.

Colorado Public Health Association (CPHA) and Colorado Environmental Health Association (CEHA) Presentations, Posters and Appointments

TCHD was well represented at this year's Colorado Public Health Association (CPHA) and Colorado Environmental Health Association (CEHA) meetings.

The CPHA meeting was held in Copper Mountain, Colorado from September 28 through September 29, 2009. Rita Beam, Nurse Manager, presented on **Creating Community Involvement to Conduct a Perinatal Periods of Risk Assessment**. Lola Ogunmodede, Public Health Nurse, presented a poster on **Breastfeeding Encouragement: Promoting Exclusive Breastfeeding for at Least the First Six Months of Life** and Vicki Swarr, Nurse Supervisor, presented a poster entitled **The Baby Mamas: A Wellness Group for Pregnant and Parenting Teens Implementing Perinatal and Infant Mental Health Collaborations**.

The CEHA meeting was held in Copper Mountain, Colorado from October 1 through October 2, 2008. Janine Bennett presented on **Developing a Collaborative Community-Based Mosquito Control Program** and Suzanne Wicklund participated on a panel entitled **Retail Food Inspection Panel: A Discussion Surrounding the Various Technologies Used for Field Inspections**. Additionally, two of our Environmental Health staff were elected to the CEHA Board: Dan Collins, Environmental Health Manager, is President-elect and Tom Butts, Environmental Health Director, is the Treasurer.

Many of these presenters had TCHD or outside agency co-authors, but in the interest of keeping things simple, they were omitted from this listing. All sessions were well-attended and generated considerable interest and requests for further information.

Produce and Health Fairs

The Nutrition Division completed the season of Produce and Health Fairs on August 28, 2009. We served 1,665 families at two sites from June through August. We estimate that we were able to provide fresh fruits, vegetables, breads and dairy products to over 5,000 residents in our counties.

West Nile Virus Update

TCHD is experiencing an “average” year for West Nile Virus (WNV) activity in 2009. Mosquito numbers started out low in the spring, made a quick spike in July due to precipitation and warm temperatures, then quickly returned to average by late July. As of September 25, 2009, a total of 217 mosquito pools had been submitted for testing and one tested positive in Adams County. Two horses also tested positive for WNV in Adams County. There were 14 confirmed human cases in our jurisdiction: five in Adams County with one death, nine in Arapahoe County and none in Douglas County.

Several hot spots existed along Colorado’s northern Front Range (Larimer, Weld, Boulder and Arapahoe Counties). There have been 71 human cases confirmed statewide with one death. This number is expected to increase until all human case investigations have been completed.

Plague Found in Castle Rock Squirrels

In September of 2009, plague was identified in tree squirrels in downtown Castle Rock. To date, three plague positive tree squirrels have been collected within two blocks of each other. TCHD is working with the City of Castle Rock and Douglas County to monitor reports of dead squirrels and collect a limited number of them for testing to help us assess the extent of the die-off. Plague activity was also identified in tree squirrels in the City and County of Denver in the spring and summer of 2007.

Household Chemical Roundup Summary

The Adams County Household Chemical Roundup program operated two, one-day events in 2009. These events disposed and recycled waste from an estimated 978 households in Adams County. Over 34 tons of hazardous materials were collected, including 2,780 gallons of hazardous liquids (oil, antifreeze, flammable liquids, and reactive chemicals), 6,130 pounds of pesticides, 65 pounds of mercury-containing devices and mercury-contaminated waste, and more than 21 tons of paint and paint products. In addition, 324 tires, 249 gas cylinders, and 163 automotive batteries were recycled. Metech Recycle (formerly GRX) collected 15,590 pound of electronics for recycling, about twice the amount of prior years.

The Douglas County Household Chemical Roundup Program operated three, one-day events in 2009. These events disposed and recycled waste from an estimated 2,185 households in Douglas County. Over 84 tons of hazardous materials were collected, including 5,243 gallons of hazardous liquids, 11,986 pounds of pesticides, 405 pounds of mercury-containing devices and mercury-contaminated waste, and more than 66 tons of paint and paint products. In addition, 545 tires, 435 gas cylinders, and 539 automotive batteries were recycled.

Other Items

Annual All-Staff Meeting

Dr. Vogt informed the Board members that TCHD’s Annual All-Staff Meeting is tentatively scheduled for Thursday, December 10, 2009. We plan to survey staff to determine whether they want to have a meeting in the midst of H1N1 vaccination response.

TCHD’s 2008 Annual Report

Gary Sky distributed and gave a verbal summary of TCHD’s 2008 Annual Report entitled “Tri-County Health Department 60 Years of Public Health.” Additional copies are available upon request.

Set Agenda for the December 8, 2009 Meeting

The following items will be on the agenda for the December 8, 2009 Board of Health meeting: 1) a public hearing to consider adopting TCHD's 2010 budget and appropriation resolution, 2) the auditor request for proposal, 3) an update on H1N1 vaccination response activities, and 4) an update on Public Health Reauthorization Act Advisory Group activities.

Board Member Remarks

Ms. Joswick stated that she is impressed with TCHD's collaborative efforts with schools for H1N1 response. Dr. Vogt stated that we appreciate the work our schools have done as well.

Closing Remarks

Dr. Fawell announced that there would be a closed executive session immediately following the Board meeting.

Next Meeting

The next meeting of the TCHD Board of Health will be held on Tuesday, December 8, 2008 at 5:00 p.m. at Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016.

Adjournment

The meeting was adjourned at 6:30 p.m. by general consent.

Thomas Fawell, M.D., President

Ruth Fischhaber, Secretary