

**Tri-County Board of Health Meeting
June 10, 2014
Minutes**

The Board of Health was officially called to order at 4:30 p.m. by Paulette Joswick, Board Vice President, at Tri-County Health Department, 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111. Other members comprising a quorum included Carole Adducci; Joseph Anderson, M.D.; Janice Brainard; Kaia Gallagher, Ph.D.; Rick Hale; Don Parrot; and Naomi Steenson. John M. Douglas, Jr., M.D., Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

Introductions

Michele Askenazi, Director of the Office of Emergency Preparedness and Response, introduced Julie Ross, Emergency Preparedness and Response Program Support.

Stacy Weinberg, Director of Epidemiology, Planning and Communication, introduced Christine Demont-Heinrich, Health Planner; Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager; and Jennifer Chase, Disease Intervention Program Manager.

Brian Hlavacek, Acting Director of Environmental Health, introduced Keith Homersham, Environmental Health Manager.

Mike Belieu, Acting Director of Administration and Finance, introduced Patty Buckle, Accounting Manager and Assistant Controller.

Approval of the Minutes of the April 8, 2014 Meeting

The minutes of the April 8, 2014 meeting were presented to the Board for review.

MOTION: Ms. Brainard moved to approve the minutes of the April 8, 2014 meeting as presented and Mr. Parrot seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated March 31, 2014

Mr. Belieu presented the financial statements dated March 31, 2014 to the Board for review. Ms. Brainard asked when money would be transferred from the fund balance to cover approved facilities and information technology expenses. Mr. Belieu stated these funds would be transferred halfway through the fiscal year only if they are needed. Mr. Parrot inquired on the method used to determine which line items required clarification in the "Comments" column of the financial statements. Mr. Belieu stated that the revenue variance threshold is \$25,000 *and* ten percent under budget or \$50,000 over budget. Conversely, the expense variance threshold is \$25,000 *and* ten percent over budget or \$50,000 under budget.

MOTION: Ms. Adducci moved to accept the financial statements dated March 31, 2014 as presented and Ms. Steenson seconded. The motion was approved unanimously.

Final Audit Report for FY 2013

Cheryl Wallace, senior partner with Rubin Brown, presented and summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2013. Ms. Wallace stated that no deficiencies were identified, all prior year recommendations had been implemented, and summarized her firm's best practice recommendations. She also informed the Board that

Governmental Accounting Standards Board (GASB) Statement 68 will require TCHD to report a pension liability for its share of the underfunded portion of PERA's pension plan in 2015. TCHD's share of the plan's liability will be determined by PERA.

Mr. Parrot asked what would happen should PERA become insolvent. Ms. Wallace stated that this was a legal question; however, typically the plan would be dissolved and another plan put in its place.

Ms. Brainard inquired whether participation in PERA was mandatory. Ms. Wallace stated that, while PERA participation is mandatory for state organizations, TCHD elected to join PERA.

Dr. Douglas asked what would happen if the market improved. Ms. Wallace explained that our liability would decrease. Mr. Parrot inquired whether the plan could become an asset. Ms. Wallace answered affirmatively.

MOTION: Mr. Parrot moved to accept the Financial Statements for the Year Ended December 31, 2013 and the Report to Governance. Ms. Brainard seconded and the motion was approved unanimously.

Strategic Planning Update

Gurudev Khalsa, Director of Integration Strategies with the Spring Institute for Intercultural Learning, summarized TCHD's strategic planning process; Tom Butts, Deputy Director, discussed TCHD's proposed mission, vision, values and guiding principles; and Dr. Douglas introduced TCHD's identified goals and strategies and discussed our approach to plan implementation.

Mr. Hale stated that, while he likes the proposed Strategic Plan in general, every goal is written to "improve," "expand" or "reduce," which is hard to measure. Mr. Khalsa explained that objectives, which will have the specificity Mr. Hale desires, would be developed for each goal. Mr. Butts informed the Board that over the next two to six months, designated goal leaders will develop measurable objectives for each strategy, define activities and identify resources.

MOTION: Ms. Steenson moved to approve the Strategic Plan as presented and Dr. Anderson seconded. The motion was approved unanimously.

Public Hearing: Proposed Environmental Health Fees

Ms. Joswick opened the public hearing at 5:30 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, May 11, 2014.

Brian Hlavacek, Acting Director of Environmental Health, 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 was used in 2014 to perform an annual review of program fees. He presented the proposed fees to the Board and summarized the major changes. If adopted, the new fees would become effective July 1, 2014.

Ms. Joswick inquired whether TCHD has received any public comment on the proposed fees, which have been posted on TCHD's website. Mr. Hlavacek stated that Environment Health

received a phone call from a consultant who stated they were happy the fee for methamphetamine laboratory inspections would decrease.

Dr. Gallagher asked whether marijuana-infused food items were considered retail food. Mr. Hlavacek stated that they are not and explained that there are many questions to work through with each of our cities and municipalities. There has been no movement at the state level towards food safety enforcement of marijuana-infused products. Mr. Butts stated that Denver Environmental Health conducts these inspections; however, no other local health departments besides Pueblo have moved toward this. Funding for this type of program would have to be obtained via a Board-set fee or by contracting with each city and municipality in our jurisdiction.

Ms. Joswick noted no one from the public was present to speak on this issue and closed the public hearing at 5:45 p.m.

MOTION: Mr. Parrot moved to adopt the proposed Environmental Health fees and Dr. Gallagher seconded. The motion was approved unanimously.

Mr. Parrot inquired whether Environmental Health fees had to be used for the purpose for which they were collected. Mr. Hlavacek stated that fees collected for a service remain in that program.

2015 Budgetary Dynamics

Mr. Belieu presented the 2015 major budgetary dynamics to the Board. He summarized anticipated revenue increases and potential new positions to support core services and strategic priorities in the upcoming fiscal year. He informed the Board that it was too early to summarize projected changes in expenditures.

Mr. Parrot inquired whether the projected \$92,000 decrease in Environmental Health fee revenue was tied to the fees the Board passed earlier in the meeting. Mr. Hlavacek stated the fee decrease was tied to a Health Impact Assessment grant that ends March 2015.

Dr. Douglas pointed out that the two new Environmental Health Specialist positions would enable TCHD to make some progress toward the recommended Food and Drug Administration ratios which will enable us to work more closely with regulated facilities. He also discussed the rationale for the other proposed new positions.

Current Infectious Disease Events

Dr. Douglas summarized the *legionella* outbreak at Bally Total Fitness in Aurora, two U.S. cases of Middle East Respiratory Syndrome, a *Mycoplasma pneumoniae* outbreak in Adams and Douglas County schools, and an article in *Morbidity and Mortality Weekly Reports (MMWR)* on norovirus outbreaks.

ACTION ITEM: Dr. Douglas to e-mail the MMWR article on norovirus outbreaks to the Board.

Dr. Gallagher asked whether there had been any early indication of which influenza strains would be circulating during the next flu season. Dr. Douglas stated no information was currently available.

Public Health Improvement Plan Update

Ms. Weinberg announced the Public Health Improvement Plan (PHIP) Leadership Team, which is comprised of TCHD and community partner organizations, met for the first time on April 30, 2014. The team is working to implement a collective impact approach to address mental health issues. The next meeting will occur in August or September 2014.

Report on Meetings With Boards of County Commissioners

Dr. Douglas summarized his meetings with the Adams, Arapahoe and Douglas County Commissioners. Content included county-specific trends; strategic planning; collaboration with other county departments; emerging priorities such as marijuana use and regulation; and county-specific issues such as office space, water quality, nutrition and prescription drug abuse.

Annual NALBOH Conference

Ronnae Brockman, Executive Assistant, informed the Board that the National Association of Local Boards of Health (NALBOH) Annual Conference would be held August 13-15, 2014 in Milwaukee, Wisconsin. Interested Board members should contact Ms. Brockman.

Executive Director's Report

Dietetic Intern Graduation Ceremony

TCHD's 25th class of dietetic interns will graduate on Thursday, June 26, 2014. This year's graduates are Stacey Bennett, Marissa Donovan, Adele Lee, Lauren Oswald and Jonathan Padia. Board members are welcome to attend the graduation ceremony at TCHD's Administrative Office from 2:00-4:00 p.m.

Colorado Regional Emergency Preparedness and Response Staff Person of the Year

Veronica Moody, TCHD's Emergency Preparedness Planner, was named Colorado Regional Emergency Preparedness and Response Staff Person of the Year for her contributions at both the local and state levels.

Colorado Clinical and Translation Sciences Institute Grant

TCHD and partners from the Colorado School of Public Health (CSPH) were awarded a grant from the Colorado Clinical and Translational Sciences Institute focusing on the interrelatedness of mental and physical health in schools. During this one-year planning grant, we will work with our 15 school districts to explore opportunities to implement evidence-based curricula that integrate social and emotional health strategies with physical health strategies in a physical education context.

TCHD and Partners Awarded Colorado Department of Transportation Grant

TCHD has been awarded a \$47,500 grant from the Colorado Department of Transportation's (CDOT) Office of Traffic Safety to participate in a statewide pedestrian safety awareness campaign. TCHD, in partnership with Swedish Medical Center, South Metro Fire Rescue, and Littleton Fire Rescue, will utilize CDOT's campaign materials and implement advertising in high-risk areas in Western Arapahoe and Northern Douglas Counties. We will also reach out to law enforcement to garner support in campaign promotion and encourage increased enforcement of pedestrian safety laws in targeted areas.

Household Chemical Roundup Events Summary

To date, there have been two Household Chemical Roundup events in 2014. The first event, held at the Parker Joint Services Center on April 12, 2014, collected paint, tires, oil, antifreeze, propane cylinders and batteries from 619 vehicles. The second event, held on May 3, 2014 at Water World in Federal Heights, collected paint, tires, oil, antifreeze, propane cylinders, batteries and electronics from 576 vehicles.

The next Household Chemical Roundup is scheduled for August 16, 2014 at Shea Stadium in Highlands Ranch (Douglas County). One additional event will be held in Castle Rock on September 13, 2014 at the Town of Castle Rock Utilities. The last Adams County Roundup will be held at the Thornton Infrastructure Maintenance Center on September 20, 2014.

TCHD and Marijuana

TCHD has engaged in initial conversations with the City of Aurora and Adams County regarding inspection of retail and manufacturing facilities that produce marijuana-infused edible products. Many details, including funding, still need to be resolved. Also, TCHD, in conjunction with the Colorado Department of Public Health and Environment (CDPHE), is planning to survey WIC participants regarding marijuana use and their concerns. Data collected will be used to determine clients' educational needs and will prepare our staff to respond appropriately to questions and concerns about marijuana use. Finally, TCHD staff attended a CDPHE-led meeting of local metro area health departments to discuss marijuana messaging strategies. Overall, we are continuing to evaluate our role, gather data, and identify areas in which we should be involved.

Outbreak of Legionnaires' Disease Associated With Bally Total Fitness

TCHD has been investigating an outbreak of Legionnaires' disease associated with the use of pool and spa facilities at a Bally Total Fitness in Aurora. Interviews revealed both cases used the hot tub at Bally during their exposure periods. An inspection of the facility revealed improper chlorine and pH levels in the hot tub and pool and samples of hot tub water, scum along the deck drain by the hot tub, and scum on the top of the hot tub skimmers tested positive for *Legionella*. The hot tub and pools are undergoing remediation and will remain closed until testing confirms *Legionella* bacteria are no longer present.

TCHD Emergency Preparedness and Response Alternate Care Facility Exercise

On April 17, 2014, TCHD conducted an Alternate Care Facility (ACF) functional exercise to test our ability to serve as the ESF #8 lead and activate the ACF Functional Annex, which is an annex to our Public Health Emergency Operations Plan. The exercise, which was based on a pandemic influenza and medical surge scenario, was designed to overwhelm local healthcare facilities and require activation of three alternate care facilities in TCHD's jurisdiction. TCHD's Public Health Incident Management Team (PHIMT), local hospitals, behavioral health, coroner offices, EMS/Fire, and Offices of Emergency Management (OEM) participated in the exercise.

2014 Legislative Summary

A legislative summary discussed several bills pertinent to public health that were either passed or defeated by the state legislature. Major topics included K-12 and higher education, child care, marijuana, tax credits, flood recovery, and economic development.

Other Items

Regulation O-14, Onsite Wastewater Treatment Systems (OWTS)

Mr. Hlavacek informed the Board that the State Board of Health has approved TCHD's Onsite Wastewater Treatment Systems Regulation O-14.

Division Annual Reports

Gary Sky, Public Information Officer, summarized and distributed TCHD's 2013 Annual Report entitled, "The Future is Here" to the Board. TCHD's Nutrition Division and Environmental Health Division Annual Reports were also distributed to the Board.

Set Agenda for the August 12, 2014 Meeting

The August 12, 2014 agenda will include: 1) a study session on TCHD's 2015 Proposed Budget and PowerPoint presentation; 2) an update on Public Health Accreditation and Public Health Improvement Plan implementation; 3) an update on TCHD activities related to marijuana; 4) an update on strategic planning; and 5) a fracking update if a special legislative session is held.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

The Board meeting was adjourned at 6:34 p.m. by general consent.

Paulette Joswick, Vice President

Carole Adducci, Secretary