



**Board of Health Meeting
June 9, 2015
Minutes**

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

Introductions

Dr. Gallagher introduced Marsha Jaroch, NP, a new Board of Health member representing Douglas County.

Michele Askenazi, Director of Emergency Preparedness and Response, introduced Yushuan Chen, Syndromic Surveillance Epidemiologist.

Tom Butts, Deputy Director, introduced Sid Overton, legal counsel to TCHD and the Board of Health.

Mark Hoskins, Director of Administration and Finance, introduced Kurt Williams, Budget Analyst; Patty Buckle, Assistant Controller; Jordan Luke, Information Technology Supervisor; and Cheryl Wallace, Senior Partner with Rubin Brown.

Bernadette Albanese, M.D., Medical Epidemiologist, introduced Ciandra Jackson, Strategic Communication Manager; Alyson Shupe, Informatics, Epidemiology and Health Planning Manager; and Jana Smith, Ph.D., Public Health Accreditation Coordinator and Aging Initiatives Manager.

Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager, introduced Amy Winterfeld, Chronic Disease Prevention Policy Specialist.

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

Dr. Douglas introduced Gary Sky, TCHD's Public Information Officer.

Current Infectious Disease Events

Dr. Albanese summarized a recent investigation surrounding a rabid cat in Elbert County; a highly pathogenic avian influenza in migratory birds, its impact on commercial flocks in the central and pacific United States, and the theoretical concern for bird to human transmission; and discussed the Middle East respiratory syndrome coronavirus (MERS-CoV) outbreak in the Republic of Korea.

Nancy Jackson, Arapahoe County Commissioner, noted that most avian influenza outbreaks had occurred on large commercial poultry farms and inquired whether the densely packed bird

population in these types of facilities facilitated the spread of this disease. Dr. Albanese stated that these environments certainly facilitate disease transmission within the flock and that, although the potential for transmission to humans exists, avian influenza does not spread easily from bird-to-human or human-to-human.

Dr. Gallagher inquired whether there was any indication of influenza vaccine composition for the 2015-2016 flu season. Dr. Albanese stated that vaccine composition would remain the same as the 2014-2015 vaccine.

Budgetary Dynamics for FY 2016

Mr. Hoskins presented the fiscal year (FY) 2016 major budgetary dynamics to the Board. He summarized anticipated increases and decreases in revenue and expenditures for the upcoming fiscal year. Overall, TCHD has a projected net increase in revenue of \$1,031,122; however, this is dependent upon the Counties approving our request for a population increase and a \$.20 county per capita (CPC) increase for a total funding increase of \$525,581. Commissioner Jackson advised TCHD to list what we can't do without the requested funding increase.

ACTION ITEM: Dr. Douglas to compile a list of what we can't do without the requested funding increase and bring it to our budget study sessions with the Commissioners.

Update on TCHD's Investment Portfolio

Mr. Hoskins provided an update to the Board on TCHD's investment portfolio. TCHD currently has a total cash balance of \$17 million. We have invested \$6 million in a bond portfolio with Chandler Asset Management Group and \$3 million in laddered CDs with JPMorgan Chase. We are also pursuing individual \$250,000 CDs with various Colorado banks for a total of \$1 million. Finally, TCHD has \$5 million in CSAFE, a local government investment pool trust fund, as well as a separate account containing \$2 million in operating cash. Mr. Hoskins anticipates TCHD will realize a \$67,500 return on its investments in 2016.

Legislative Update

Mr. Butts provided both a written and oral summary of the 2015 legislative session to the Board. Of particular note to TCHD was the increase in state per capita funding as well as the allocation of \$300,000 for the Prescription Drug Take Back Program; \$1.8 million for local public health department electronic medical records and connectivity to the Health Information Exchange; and \$1.2 million to support increased operating and infrastructure needs for the Colorado Immunization Information System (CIIS).

House Bill 1226, which would have moved the authority for setting annual retail food establishment license fees from the state legislature to the State Board of Health, has been changed. Instead, the bill requires a regular stakeholder engagement process to inform the legislature on how a fee change would affect all interested parties. This process begins Monday, June 15, 2015 with 36 stakeholders. A report is due to the state legislature by the end of this year.

House Bill 1194, which would have appropriated \$5 million from the state general fund to continue expanded access to long-acting reversible contraception (LARC) for low-income women, did not pass. The Colorado Department of Public Health and Environment (CDPHE) is seeking other funding sources for this program.

House Bill 1108, which would have required each school to obtain written consent from parents in order for students to participate in a survey, assessment, analysis or evaluation, failed to pass. This is good news for public health since this bill would have crippled the Healthy Kids Colorado Survey.

Mr. Butts also briefly summarized the outcome of several other bills including those on cigarette taxing authority, marijuana, cottage foods, and naloxone for caregivers of opioid users.

The Board members discussed Senate Bill 14, which limits the number of marijuana plants a caregiver can have to 99. A question arose on whether this number was calculated by caregiver (99 plants total) or by the number of clients a caregiver has (99 plants per client).

ACTION ITEM: Mr. Butts to determine how the number of marijuana plants a caregiver can possess is calculated as well as the limits set by the counties and municipalities in TCHD's jurisdiction.

Update on Public Health Accreditation

Dr. Smith informed the Board that TCHD had just completed the self-study process, which is an important first step in addressing the readiness of the health department to begin the accreditation process. TCHD's Accreditation Team met three times between February and April 2015 to review the standards and measures in each of the 12 domains to generate a broad cross-agency perspective on how TCHD stands in relation to meeting each standard and measure.

TCHD submitted its Statement of Intent to pursue accreditation today. We will now begin step two, the application process. We plan to submit our application in the fall and will then have 12 months to submit our documents to the Public Health Accreditation Board, the entity that accredits public health departments.

Report on Meetings with County Commissioners

Dr. Douglas reported that he and Mr. Butts met with the Arapahoe and Douglas County Commissioners in May to provide an overview of important public health issues, TCHD's Strategic Plan and the County Health Rankings. Dr. Douglas also spoke with several Commissioners at the Colorado Counties, Inc. meeting in early June. Per Dr. Douglas, the County Commissioners have endorsed our strategic priorities and have encouraged us to seek opportunities to align with other county departments. Additionally, Wendy Holmes, Director of Public Affairs for Douglas County, suggested a joint meeting with TCHD and the Adams, Arapahoe and Douglas County Public Information Officers to discuss strategic communication strategies between our organizations.

ACTION ITEM: TCHD's Strategic Communication Manager to collaborate with county PIOs on coordinating communications between our organizations.

Report on Strategic Plan Implementation

Mr. Butts provided an update to the Board on Strategic Plan implementation. The Strategic Plan consists of nine Goals, which are supported by 36 strategies and 147 tactics. To date, TCHD has completed work on 14 tactics with another 101 tactics in progress. Work has not yet begun on

the final 32 tactics either because they are scheduled to begin later or work was delayed due to hiring or lead employee absence. A summary of progress made and pending priorities was covered for each goal. Next steps include developing targeted measurable outcomes for each strategy, identifying short-, intermediate- and long-term tactics, and aligning our implementation efforts with CDPHE's Public Health Improvement Plan, "Healthy Colorado, Shaping a State of Health," when applicable. As we update our Implementation Plan, we will consider specific tactics that will provide greater attention to health equity and disparate populations, identify additional capacities/positions needed to enhance Strategic Plan implementation, and ensure the Plan is aligned with our FY 2016 budget.

Ms. Reyes inquired on TCHD's use of social media platforms to address disparate populations such as the LGBT community. She stated that this information was easily found on Boulder County Public Health's website; however, this is not the case with TCHD. Mr. Butts explained that TCHD is in the process of developing a strategic communications plan and this is one of many issues we plan to address. Also, TCHD's Community Health Assessment will have a huge focus on health equity and disparities.

Dr. Gallagher inquired whether Strategic Plan implementation was an extra layer of work for staff. Dr. Douglas stated that we are taking advantage of obvious synergies as well as external opportunities that align with our Strategic Plan, such as the CCPD grant, that allow us to hire staff. We also try to take modest steps, such as forming focus groups, for work that is required in addition to staff's regular duties. Ms. Askenazi stated that the burden is variable. Some activities align with job duties while others take more time. Ms. Proser stated that her perspective is that the Strategic Plan drives our work.

Approval of the Minutes of the April 14, 2015 Meeting

The minutes of the April 14, 2015 meeting were presented to the Board for review.

MOTION: Ms. Adducci moved to approve the minutes of the April 14, 2015 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated March 31, 2015

Mr. Hoskins presented the financial statements dated March 31, 2015 to the Board for review. He noted that TCHD has spent 23% of its budget with 25% of the year completed.

MOTION: Dr. Fawell moved to accept the financial statements dated March 31, 2015 as presented and Ms. Adducci seconded. The motion was approved unanimously.

Final Auditor's Report for Fiscal Year 2014

Cheryl Wallace, senior partner with Rubin Brown, presented and summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2014. Ms. Wallace stated that no deficiencies were identified, all prior year recommendations had been implemented, and that her firm had no further best practice recommendations. She also reminded the Board that, beginning this year, Governmental Accounting Standards Board (GASB) Statement 68 requires 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.

Dr. Gallagher commented that this is the first time she's seen an audit report with no recommendations. She thanked Ms. Wallace and congratulated staff for this achievement.

MOTION: Dr. Fawell moved to accept the Financial Statements for the Year Ended December 31, 2014 and the Report to Governance. Ms. Adducci seconded and the motion was approved unanimously.

Public Hearing Request: Proposed Environmental Health Fee Changes

Mr. Hlavacek 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 2015 to review the majority of program fees (some are set by state statute). Mr. Hlavacek presented the proposed fees to the Board and summarized fee changes.

Per Mr. Hlavacek, TCHD has added a draft policy for waiving Environmental Health fees. TCHD's On-Site Wastewater Treatment Systems Regulation (OWTS) permits the Board of Health to make a provision for the waiver of any fee required for an OWTS. Having a Board-approved policy in place provides a clear and consistent approach for waiving fees.

MOTION: Dr. Fawell moved to approve the draft policy for waiving Environmental Health fees and to hold a public hearing on proposed Environmental Health fee changes at the August 11, 2015 Board meeting. Ms. Joswick seconded and the motion was approved unanimously.

Approval of the Amended and Restated Bylaws of the Board of Health

Dr. Fawell presented the Amended and Restated Bylaws of the Board of Health of Tri-County Health Department to the Board. Per Dr. Fawell, in addition to updating the principle office address and deleting Article 2, Section 3(k), Dr. Douglas inserted language in Article 6, Section 3, Paragraph 3 stating that "...the Public Health Director shall serve as the chief spokesperson for the Department..."

Ms. Reyes stated that some Board members travel further than others to attend meetings. She requested the Bylaws be changed to afford each Board member the choice of receiving a flat \$50 stipend per meeting or submitting an Expense Report to recover their actual costs. Ms. Reyes, and Ms. Adducci also requested that Board members be reimbursed for each TCHD event they attend, not just for Board meetings.

ACTION ITEM: TCHD's legal counsel to add language to Article 2, Section 4 of the Bylaws to permit Board members to decide whether to receive a flat \$50 stipend or submit an Expense Report to recover their actual costs for each meeting.

MOTION: Ms. Joswick moved that the Board adopt the Amended and Restated Bylaws of the Board of Health of Tri-County Health Department with all proposed changes. Dr. Fawell seconded and the motion was approved unanimously.

Executive Director's Report

Dietetic Intern Graduation Ceremony

Tri-County Health Department's 26th class of dietetic interns will graduate on Thursday, June 25, 2015. This year's graduates are Sarah Daurio, Jeng Liu, Jamie Moon, Lauren Muckley, Abby Seeb and Jessica Wrye. Board members are welcome to attend the graduation ceremony at TCHD's Administrative Office from 2:00-4:00 p.m.

TCHD Employee Receives "Recognized Young Dietitian of the Year" Award

Laura Yergler, Registered Dietitian at our Iliff WIC office, received the "Recognized Young Dietitian of the Year" award at the Annual Colorado Academy of Nutrition and Dietetics Conference on Friday, April 24, 2015. Award nominees had to demonstrate concern for the promotion of optimal health and nutritional status of the population and demonstrate leadership in legislation, research, education, or management.

TCHD Vital Records Office Receives Five Star Award

TCHD's Vital Records Office recently received the 2014 "5-Star Award" from the State Vital Records Office at CDPHE. This award is given to Vital Records offices that meet specific criteria including responsiveness, timeliness, completeness, training and confidentiality requirements and score 100% on Birth and Death Certificate Application audits.

TCHD Employee Presents at 2015 NACCHO Preparedness Summit

On April 17, 2015, Veronica Moody from TCHD's Office of Emergency Preparedness and Response and Karri Hobaica with Denver Public Health presented at the 10th Annual National Association of County and City Health Officials (NACCHO) Preparedness Summit in Atlanta, Georgia. The session entitled, "Expanding HealthCare Coalitions Beyond Hospitals: Engaging Home Health Agencies in Emergency Preparedness and Response Planning," centered on emerging practices and theories to improve community preparedness and resilience for home health agencies at all levels; specific challenges encountered by home health agencies and their clients during major emergency response events; and actions public health agencies and emergency management personnel can take to engage home health agencies in planning, training and participation in health care coalitions.

TCHD Receives Ebola Supplemental Funding

TCHD received Ebola supplemental funding to monitor individuals who arrive in our jurisdiction from Ebola-affected countries in West Africa and to address nationally designated public health preparedness capabilities. We will address required deliverables through ongoing planning efforts and joint exercises with our multidisciplinary partners.

Update on Commerce City Vital Records Office

On March 3, 2014, TCHD opened a second Vital Records office in Commerce City to better serve residents in the northern tier of our jurisdiction, primarily those residing Adams County. Given the short period of time that has elapsed since we opened the new office, we have received positive responses from hospitals, funeral homes, passport agencies and DMV offices. The new location has increased our capacity to efficiently serve our customers and has more than paid for itself during its first year of operation.

Can Food from School Gardens be Served in School Cafeterias?

TCHD Environmental Health staff reviewed the newly revised School Regulations which now permit schools to serve produce grown on site if school gardens and greenhouses conform to U.S.

Department of Agriculture Good Agricultural Practices. Denver Public Schools has an in-depth protocol for putting such a program together.

Can Eggs from School Chickens be Served in School Cafeterias? Eggs produced by school chickens cannot be used by school cafeterias. However, these eggs may be taken home by teachers, students and parents. TCHD recommends that the school develop a simple protocol to address time and temperature considerations (cold holding) and hand washing/general sanitation concerns.

Why did TCHD Partner with the Center for African-American Health to provide Diabetes Prevention Program Training?

TCHD partnered with the Center for African-American Health (CAAH) based upon our past interactions with them. Our original encounter, a diabetes prevention program (DPP) class for TCHD staff, was arranged by CDPHE to promote employee wellness. TCHD went on to partner with CAAH to host additional classes. During the past two years, we have hosted three community classes and provided a total of four TCHD employee classes.

We agree that it is ideal to have a cultural match between the instructor and the students for better efficacy of the DPP program. As the DPP program grows and the number of providers in our area increases, we will actively seek partnerships with organizations whose instructors are a better cultural match for both our employees and the communities we serve.

Does the Board Need to Approve the Year-End Financial Statements twice?

The Board of Health does not need to approve the year-end financial statements twice. The preliminary year-end financial statements will henceforth be presented for informational purposes each April and the final year-end financial statements will be presented by our auditors each June for Board of Health approval.

Other Items

TCHD Annual Report

Mr. Sky distributed copies of TCHD's 2014 Annual Report entitled, "Strategies for Health," to the Board. This year, the annual report is based on and is intended to be a companion piece to TCHD's Strategic Plan.

Nutrition, Environmental Health and Emergency Preparedness Division Reports

Annual division reports for Nutrition, Environmental Health, and Emergency Preparedness and Response were also distributed to the Board. Ms. North stated that the Nursing Division's annual report would be distributed at the August Board meeting.

Set Agenda for the August 11, 2015 Meeting

The August 11, 2015 agenda will include: 1) a public hearing on proposed Environmental Health fee changes; 2) a study session on TCHD's proposed FY 2016 budget; 3) and an overview on how TCHD developed measurable objectives for its Strategic Plan

Board Member Remarks

Ms. Joswick announced that she was retiring from Douglas County Schools within the next two weeks, but planned to remain on the Board of Health.

Dr. Douglas stated that, per Commissioner David Weaver, Don Parrot had resigned from the Board of Health.

Closing Remarks

None.

Adjournment

MOTION: Ms. Jaroch moved to adjourn the meeting at 7:00 p.m. Dr. Fawell seconded and the motion was approved unanimously.

Kaia Gallagher, PhD, President

Paulette Joswick, Secretary