



**Board of Health Meeting  
October 13, 2015  
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111, there were:

**Board of Health Members:**

Carole Adducci, RN, Adams County	Present
Janice Brainard, RN, Arapahoe County	Present
Thomas Fawell, MD, Arapahoe County	Present
Kaia Gallagher, PhD, President, Arapahoe County	Present
Marsha Jaroch, NP, Douglas County	Present
Paulette Joswick, RN, Secretary, Douglas County	Present
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Absent - Excused

**Executive Management Team Members:**

Nancy Allen, Director of the Office of Human Resources	Present
Michele Askenazi, Director of Emergency Preparedness and Response	Present
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Tom Butts, Deputy Director	Present
John M. Douglas, Jr., MD, Executive Director	Present
Brian Hlavacek, Director of Environmental Health	Present
Mark Hoskins, Director of Administration and Finance	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Present

**Call to Order**

Dr. Gallagher called the meeting to order at 4:33 p.m.

**Introductions**

Ms. Bonczynski introduced TCHD's Dietetic Interns: Elise Boretz, Sarah Burkett, Sarah Edstrom, Toni Lopez, Brooke Piraino, and Emily Sabin-Bash

Ms. Weinberg introduced Jillian Jaskunas, Disease Intervention Specialist, and Meghan Prentiss, Accreditation and Performance Improvement Program Assistant.

Ms. Askenazi introduced Yushiuan Chen, Epidemiologist, and Michael Perret-Gentil, Emergency Preparedness and Response Planner.

Dr. Gallagher introduced Zachary Nannestad and announced that the Douglas County Board of County Commissioners plans to appoint him to the vacant position on the Board of Health effective October 27, 2015.

### **Current Infectious Disease Events**

Dr. Bernadette Albanese summarized zoonotic disease numbers including West Nile virus, tularemia, plague, hantavirus and rabies. She also discussed a Centers for Disease Control and Prevention (CDC) report on influenza vaccination trends among pregnant individuals and health care workers and stated that, although there is no way to predict the severity of the 2015-2016 influenza season, this year's vaccination, per the CDC, is a good match for circulating strains.

### **Update on Retail Food Establishment Stakeholder Process**

Mr. Butts provided an update on the Retail Food Establishment (RFE) stakeholder engagement process, which was mandated to produce a report on how a fee change would affect all interested parties. Annual license fees for retail food establishments have not been increased in six years and do not cover inspection program costs (there's a shortfall of approximately \$3.7M statewide). Local health departments are proposing a fee increase to help offset program costs, a decrease in the number of license categories, and changes to the civil penalty process. The Colorado Restaurant Association wants no scoring or posting of restaurant inspections and a uniform statewide system for the release of information or statistics on health department inspections. Per Mr. Butts, the next stakeholder meeting is scheduled for October 20, 2015 and the final report on the findings and conclusions of the process is due December 1, 2015.

### **Healthy Kids Colorado Survey and the Douglas County School District**

Dr. Douglas informed the Board that Douglas County School District (DCSD) leadership has decided not to participate in the Healthy Kids Colorado Survey. Per Dr. Douglas, data from middle and high school students provided by Healthy Kids Colorado have emerged as one of our gold standard sources of unbiased data in adolescents and has been key in our prevention campaigns involving smoking, healthy eating and active living, and sexual reproductive health and has enormous potential to inform our efforts in emerging areas such as marijuana and e-cigarette use. Dr. Douglas is scheduled to meet with DCSD Superintendent Elizabeth Celandia-Fagan on October 26, 2015 to discuss the importance of this survey.

### **Report on Budget Study Sessions with County Commissioners**

Dr. Douglas provided a summary of TCHD's Budget Study Sessions with our County Commissioners and stated that we've received unofficial notification that we will receive our requested population increase and part of our requested per capita increase. We plan to proceed with computer network upgrades and acquire human resources management software in 2016 and will revisit our budget to balance it accordingly.

### **Update on TCHD Space**

TCHD's Northglenn office will be moving to 122<sup>nd</sup> and Huron on or around March 31, 2016. The benefits to this location include a lower rental rate, increased square footage, good public transportation access, and close proximity to Adams County Human Services. Projected tenant improvement costs are approximately \$1.8 million.

TCHD is extending its Administrative office lease from 2018 to 2026, which will keep us below market rate. The building owner is also providing \$465K for tenant improvements, which will

enable us to make much-needed modifications to our space, and four months of lease abatement, which is an approximate savings of \$333K.

The Douglas County Clerk and Recorder will be taking over our space at the Lone Tree facility and Human Services will be acquiring almost all of our space in the Castle Rock office. The County is looking at potential new locations for TCHD in the City of Lone Tree. Because there is no public transportation between Castle Rock and Lone Tree which would make it difficult for clients to access our services, we are contemplating using the small space that will be left in Castle Rock to provide alternating Nursing and WIC clinics.

#### **TCHD All-Staff Meeting Announcement**

Dr. Douglas announced that TCHD's annual All-Staff Meeting would be held on Wednesday, October 28, 2015 from 8:00 a.m. until noon at the Summit Conference and Event Center, 411 Sable Blvd., Aurora, Colorado 80011. He invited all Board members to attend.

#### **Annual Board of Health Dinner Meeting Location**

Dr. Gallagher announced that the annual Board of Health dinner meeting would be held on December 8, 2015 at Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016.

#### **TCHD Strategic Plan: Year Two Implementation Plan**

Mr. Butts presented the Implementation Work Plans for the second year of TCHD's five-year Strategic Plan. This document identifies targeted strategy outcomes, measures, and targeted completion dates. He also presented the Annual Action Plan showing the status of each Strategic Plan tactic.

Dr. Gallagher inquired whether implementation plan work was divided up across divisions and whether there was another layer denoting the person or persons responsible for each tactic. Mr. Butts answered affirmatively and explained that oversight of each Goal was assigned to one of the Executive Management Team members with staff teams, many of which are cross-divisional, doing the work.

Ms. Jeroch asked how success for each tactic would be measured and noted that there were no specific steps outlining how each strategy would be accomplished. Dr. Douglas explained that the "Targeted Strategy Outcome" column in the Implementation Plan contains the vision for where we want to be and that the "Measures" column states what needs to occur for successful completion.

Mr. Butts also presented TCHD's revised Mission Statement which now includes "the pursuit of health equity" as well as a diagram that depicts how our Strategic Plan, Public Health Improvement process, Community Health Assessment, Performance Improvement Plan, and Public Health Accreditation all tie in with each other and are linked to our foundational core public health services and our commitment to promoting health equity.

**TCHD Strategic Plan Goal 2: Improve and Expand Strategic Communication Capacity**

Ciandra Jackson, Strategic Communication Manager, presented TCHD's Strategic Communication Plan to the Board. This is an agency-wide plan that identifies audiences, messages, communication channels and evaluation of approaches to address TCHD strategic communication priorities. Upcoming projects include increasing TCHD's on-line presence, developing TCHD's brand platform and developing an agency-wide internal communications plan.

Ms. Joswick inquired whether TCHD planned to use local government broadcasting stations, such as Channel 8, and radio to reach traditional audiences, such as the elderly, who do not typically use social media. Ms. Jackson answered affirmatively.

Dr. Gallagher noted that this was an excellent time to think strategically about all of the potential ways to reach non-traditional audiences. Dr. Douglas agreed that we need to go beyond broad audience platforms and devise communication/marketing approaches specifically targeted at the populations we need to reach. Ms. Jackson stated that she utilized County Citizen Survey data to determine how residents prefer to receive information. Ms. Reyes pointed out that County-level surveys are not representative of all populations and that there is a large percentage of individuals who are not reached. Ms. Joswick agreed with Ms. Reyes and stated that there are pockets of poor people in Douglas County who would not have had access to the survey.

Ms. Reyes inquired whether TCHD used professional translators. Ms. Bonczynski stated that we have internal staff who translate simple materials which are always back-translated to ensure the message conveyed is what we intended. External professional services are always utilized for complex jobs such as the translation of medical and legal materials.

**BioSense (Syndromic Surveillance)**

Yushuan Chen provided an overview of the National Syndromic Surveillance Program (NSSP), which uses real-time data from emergency departments to improve early outbreak detection and response. TCHD, in partnership with Denver Public Health, receives regular syndromic surveillance data via electronic health records systems from 15 hospital emergency departments throughout Adams, Arapahoe, Denver and Douglas Counties.

Dr. Fawell inquired whether the program provided two-way communication (i.e., from local health departments back to hospitals). Ms. Chen stated that the data only flows one way; however, we have the capacity to provide reports to the participating hospitals.

Ms. Reyes asked whether data from freestanding emergency departments was included. Ms. Askenazi explained that we receive their data if they're part of one of our acute care hospitals. Some free-standing, independent emergency departments lack the resources to participate in the program.

**Approval of the Minutes of the August 11, 2015 Meeting**

The minutes of the August 11, 2015 meeting were presented to the Board for review.

**MOTION: Dr. Fawell moved to approve the minutes of the August 11, 2015 meeting as written and Ms. Brainard seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated July 31, 2015**

Mr. Hoskins presented the financial statements dated July 31, 2015 to the Board for review. He noted that TCHD has spent 55.86% of its budget with 58.33% of the year completed. Current projections show us ending the year with a \$600K to \$700K surplus.

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

**Public Hearing: Adoption of Supplemental Budget Appropriation**

Dr. Gallagher opened the public hearing at 6:24 p.m. regarding the adoption of a supplemental budget appropriation for 2015. The public hearing was duly advertised in The *Denver Post* on September 20, 2015.

Mr. Hoskins explained that the supplemental budget appropriation resolution would amend the 2015 budget to reflect unanticipated revenue received since the fiscal year 2015 budget was adopted in December 2014. TCHD cannot spend additional funding received during the year unless it is identified by the Board of Health and the supplemental budget appropriation resolution is approved. The net result is a \$654,776 (6.81%) increase from our adopted 2015 budget.

Dr. Gallagher noted that no one from the public was present to speak on this issue and closed the public hearing at 6:47 p.m.

**MOTION: Ms. Joswick moved to approve the proposed 2015 Supplemental Budget Appropriation and Resolution as presented. Ms. Jaroch seconded and the motion was approved unanimously.**

**Adoption of Resolution Redesignating and Supplementing the Reserve Fund Balance**

Mr. Hoskins reviewed Reserve Fund Balance classification amounts and proposed changes to the Committed Fund Balance. This resolution adopts changes identified by the audit and includes changes to support TCHD's plans to use \$1,047,000 in 2015 for the build out of the new Northglenn facility and \$500,000 to purchase an electronic health records software system. Additional amounts will be used in 2016 since these projects break across two different fiscal years.

**MOTION: Ms. Adducci moved to approve the Resolution Redesignating and Supplementing the Reserve Fund Balance. Dr. Fawell seconded and the motion was approved unanimously.**

**Board of Health Letter of Support for Public Health Accreditation**

Dr. Douglas informed the Board that a letter of support from our Board of Health was a prerequisite for public health accreditation.

**MOTION: Ms. Adducci moved to approve the draft Board of Health letter of support for public health accreditation. Ms. Brainard seconded and the motion was approved unanimously.**

### **Appointment of Board of Health Nominating Committee Members**

Dr. Gallagher appointed Ms. Brainard, Ms. Reyes and Ms. Joswick to the Board of Health Nominating Committee.

**ACTION ITEM: The Nominating Committee is to propose a slate of Board Officers for 2016 at the December 8, 2015 Board meeting.**

### **Executive Director's Report**

#### **TCHD Receives Award from Kids In Need of Dentistry**

TCHD was presented with the "Expressions of KINDness" award, recognizing us for the space we provide for the Kids in Need of Dentistry (KIND) operation in our Commerce City office.

#### **TCHD Staff Present at Statewide Conferences**

TCHD was well-represented at this year's Public Health in the Rockies and Colorado Environmental Health Association conferences. A combined total of 20 TCHD staff gave 17 oral presentations and two poster presentations at these events.

#### **TCHD Staff Participation on NACCHO Workgroups**

Several members of TCHD's Executive Management Team participate on National Association of City and County Health Officials (NACCHO) workgroups: Dr. Douglas serves on the Immunization, Health Care Reform, and Human Papillomavirus (HPV) Advisory Committees; Mr. Butts serves on the Environmental Health Committee; and Ms. Askenazi serves on the Preparedness Policy Advisory Group and the Surge Management Workgroup. Additionally, in October 2015, Ms. Askenazi was appointed to the CDC Office of Public Health Preparedness and Response Board of Scientific Counselors (BSC), which is an advisory committee chartered under the Federal Advisory Committee Act. As the NACCHO-designated liaison to the BSC, Ms. Askenazi brings our local perspective to the national level.

#### **Back-to-School Immunization Clinic Partnerships**

On August 8, 2015, TCHD operated immunization clinics at Aurora Public Schools' Annual Back-To-School Kickoff at the Aurora Mall and at the Aurora Shots for Tots and Teens Clinic at Aurora Fire Station #2 and, on August 14, 2015, held another school-based clinic at Adams County 12 School District's sixth grade orientation event at Thornton Middle School. These three clinics provided a combined total of 909 immunizations to 358 patients.

#### **Office of Behavioral Health Grant**

TCHD was recently awarded a \$119,000 grant from the Office of Behavioral Health to conduct targeted work on youth substance abuse prevention in Douglas County, with the goal of reducing youth and young adult use of alcohol, marijuana and prescription drugs. Similar grants were awarded to two of our mental health partners in Adams and Arapahoe Counties and we will play an active role in their planning processes as well.

#### **Syndromic Surveillance Grant**

TCHD, in a joint application with Denver Public Health, was awarded a four-year grant totaling \$153,260 per year to continue efforts related to Syndromic Surveillance.

**TCHD Collaborates with the City of Aurora on Marijuana Inspections**

On September 1, 2015, TCHD's Environmental Health (EH) Division entered into an agreement with the City of Aurora to conduct plan reviews of new marijuana-infused product manufacturing facilities and perform annual inspections following each manufacturer's business license renewal with the City. TCHD will assess fees to cover all direct and indirect costs associated with the program.

**Ebola Monitoring Update**

As of September 18, 2015, TCHD discontinued monitoring travelers from Liberia based upon the CDC's determination that the risk of Ebola importation into the United States is low. We will continue to monitor travelers from Sierra Leone and Guinea.

**Fall 2015 Point of Dispensing (POD) Exercise**

TCHD will conduct a full-scale mass influenza vaccination exercise on October 15, 2015 from 8:00 a.m. until noon at Rangeview High School in the City of Aurora.

**Other Items**

None.

**Set Agenda for the December 8, 2015 Meeting**

The December 8, 2015 agenda will include: 1) a public hearing to adopt TCHD's 2016 Proposed Budget, and 2) a report from the Nominating Committee on the proposed slate of Board officers for 2016.

**Board Member Remarks**

None.

**Closing Remarks**

None.

**Adjournment**

**MOTION: Dr. Fawell moved to adjourn the meeting at 6:53 p.m. Ms. Brainard seconded and the motion was approved unanimously.**

A closed Board of Health Executive Session was held following the meeting.

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Kaia Gallagher, PhD, President

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Paulette Joswick, Secretary