



**Board of Health Meeting
April 12, 2016
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
Zachary Nannestad, Douglas County	Present
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Present

Executive Management Team Members:

Nancy Allen, Director of the Office of Human Resources	Present
Michele Askenazi, Director of Emergency Preparedness and Response	Absent – Excused
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Patty Buckle, Acting Director of Administration and Finance	Present
Tom Butts, Deputy Director	Present
John M. Douglas, Jr., MD, Executive Director	Present
Bob Flores, Director of Administration and Finance	Present
Sara Garrington, Emergency Preparedness Coordinator (for Michele Askenazi)	Present
Brian Hlavacek, Director of Environmental Health	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 4:28 p.m.

Introductions

Ms. North introduced Penny Grande, Associate Director of Nursing, and Masayo Nishiyama, Nurse Manager. Ms. Bonczynski introduced Jessica Salus, Nutrition Division Program Assistant. Mr. Hlavacek introduced Keith Homersham, Environmental Health Manager in TCHD's Castle Rock Office; Steve Chevalier, Environmental Health Manager in TCHD's Aurora Office; Laura DeGolier, Environmental Health Manager in TCHD's Administrative Office; Michael Weakley, Water Program Supervisor; and Mike Vincent, Environmental Health Specialist. Ms. Weinberg introduced Patty Boyd, Strategic Partnerships Manager, and Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager. Mr. Butts introduced Bob Flores, TCHD's new

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Director of Administration and Finance, and Jeanne Shreve, Adams County's liaison to TCHD. Ms. Brainard introduced Amanda Reff, a student enrolled in Regis University's Master of Science in Nursing Program.

Approval of the Minutes of the February 9, 2016 Meeting

The minutes of the February 9, 2016 meeting were presented to the Board for review.

MOTION: Ms. Adducci moved to approve the minutes of the February 9, 2016 meeting as written and Ms. Jaroch seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated January 31, 2016

Ms. Buckle presented the financial statements dated January 31, 2016 to the Board. She stated that revenue for the month of January totaled \$3.9 million, which was greater than budgeted by \$614,000. Expenditures totaled \$3.3 million in January, which was over budget by \$467,000. TCHD continues to invest a portion of the fund balance with Chandler Asset Management in a \$6 million bond portfolio. TCHD also has \$5 million invested with JPMorgan Chase in a laddered CD portfolio.

Ms. Joswick inquired on the reason for the excess \$614,000 in revenue. Mr. Butts explained that TCHD's Environmental Health Division receives the majority of its annual retail food establishment license fees in January and February. Environmental Health expenses will eventually catch up with revenue as the fiscal year progresses. Dr. Douglas stated that January 2016 revenue also includes reimbursements for the cost of long-acting reversible contraception (LARC).

MOTION: Dr. Fawell moved to accept the financial statements dated January 31, 2016 as presented and Ms. Brainard seconded. The motion was approved unanimously.

Review of 2015 Year-End Financial Statements

Mr. Butts presented the preliminary 2015 year-end financial statements to the Board. He explained that the final audited 2015 financial statements would be presented by the auditor at the June 14, 2016 Board meeting.

For fiscal year 2015, revenue totaled \$35.3 million, which was under budget by \$2.7 million and expenses totaled 35.5 million, which was lower than budgeted by \$2.5 million. This was largely due to fund balance usage of \$264,273 in 2015, which was far less than anticipated. Planned and approved fund balance usage was budgeted at \$2.3 million for fiscal year 2015: \$500,000 for the new electronic health record system and \$1.8 million for facilities; however, the majority of the expenses for these items will be incurred in 2016.

Request Related to Fund Balance Usage

Mr. Butts explained that the 2016 budget adopted by the Board on December 8, 2015 included \$1,160,617 of Assigned Fund Balance monies to cover planned project expenses in fiscal year 2016. The original budget projection for the Park Centre build out was \$1.6 million with \$800,000 to be spent in fiscal year 2015 and the remaining \$800,000 to be spent in fiscal year 2016. However, due to construction-related delays, only \$500,000 was spent in fiscal year 2015.

with the balance of \$300,000 being needed in fiscal year 2016. Additionally, project costs have increased by another \$300,000 due to unanticipated expenses related to electrical design, security, site-specific conditions, and changes to accommodate TCHD's needs. Finally, necessary tenant finishes for the upcoming Iliff Office relocation are expected to cost approximately \$500,000.

Mr. Butts asked the Board to approve a Supplemental Budget Appropriation Resolution permitting TCHD to use an additional \$1.1 million from the Facilities Master Plan Projects portion of the Assigned Fund Balance in fiscal year 2016. Of this amount, \$600,000 is for the Park Center build-out and \$500,000 is for the Iliff Office relocation for a total 2016 Assigned Fund Balance usage of \$2,260,617.

MOTION: Ms. Joswick moved to approve the Supplemental Budget Appropriation Resolution permitting TCHD to use an additional \$1.1 million from the Facilities Master Plan Projects portion of the Assigned Fund Balance, of which \$600,000 is for the Park Centre build-out and \$500,000 is for the Iliff Office relocation for a total Fund Balance usage of \$2,260,617 in fiscal year 2016. Mr. Nannestad seconded and the motion was approved unanimously.

PUBLIC HEARING: Proposed Adoption of a Syringe Exchange Program in Aurora

Dr. Gallagher opened the public hearing to consider the adoption of a proposed clean syringe exchange program in Aurora, Colorado at 5:03 p.m. The public hearing notice was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, March 27, 2016.

Dr. Douglas stated that, pursuant to C.R.S. 25-1-520, the Board of Health could approve the implementation of a clean syringe exchange program in its jurisdiction. He informed the Board that TCHD staff had conducted consultations with applicable law enforcement and interested stakeholders as required by C.R.S. 25-1-520(1).

If approved, TCHD would subcontract with the Harm Reduction Action Center (HRAC) to provide services to persons who inject drugs (PWID) to include: education about clean injection equipment and proper disposal of used needles; provision of an SEP ID card and education on the legal rights of SEP participants; HIV and hepatitis C testing and prevention counseling; referrals to health care and community resources; vein and wound care; and Naloxone and overdose death prevention education. Program personnel would include HRAC staff, TCHD nursing staff and behavioral health staff (i.e., a Certified Addiction Counselor). Services would be provided each week from 1:30-3:30 p.m. at the following locations:

- Monday – Program to Assist the Transition out of Homelessness (street outreach)
- Tuesday – Colfax Community Network (motel outreach via bus along E. Colfax Avenue)
- Wednesday – It Takes a Village (fixed site)
- Thursday – Comitis Crisis Center (street outreach and fixed site)

TCHD will work with HRAC and the participating organizations to market the program through a variety of appropriate channels. Program effectiveness will be assessed by a variety of measures.

Dr. Douglas stated that, if the proposed clean SEP is approved by the Board, TCHD will secure funding, establish a contract with HRAC, develop specific program protocols, develop and implement training materials for Aurora Police Department staff, train TCHD staff and purchase

supplies. He anticipates actual program implementation and evaluation will occur approximately three to four months post approval.

Ms. Joswick inquired on the funding source for the proposed SEP. Dr. Douglas stated that funding would be provided by the Colorado Department of Public Health and Environment (CDPHE) via an addendum to the existing HIV contract.

Ms. Jaroch asked whether county funds would be used to support the proposed SEP. Dr. Douglas stated that he plans for the program to be completely grant-funded; however, if the grant money disappears and the SEP is working as intended, he would approach the Board with a request to use county funds. Ms. Jaroch also inquired whether the TCHD nursing position for the program would be a new position or an existing one. Dr. Douglas stated that this would be a new part-time (50%) position.

Ms. Brainard inquired whether the contract had been signed with CDPHE. Dr. Douglas explained that a contract had not been signed; however, CDPHE conveyed continued intent to provide funding for the proposed SEP last week.

Ms. Brainard stated that she thinks this is a great program; however, she felt that she should be more knowledgeable about it. She explained that she was unable to attend the stakeholder meeting in Aurora on April 5, 2016 and pointed out that Board members were not invited to the meetings with law enforcement personnel. She stated that, for these reasons, she could not in good conscience vote on whether or not to approve the proposed SEP tonight. Dr. Douglas reminded Ms. Brainard that, at the February 9, 2016 Board meeting, he had discussed the rising epidemic of drug and opioid users and the subsequent increase in death rates and HIV and hepatitis C virus (HCV) infection rates; evidence-based benefits of syringe exchange programs; statutory requirements; program considerations; and steps taken to date as well as a possible timeline moving forward. Additionally, the Board passed a resolution at that meeting authorizing TCHD to investigate the establishment of an SEP, conduct initial consultations with applicable law enforcement and interested stakeholders, and prepare a proposal for an SEP that would be reviewed by the Board at a later date.

Ms. Reyes stated that she attended the stakeholder meeting and that the response was overwhelmingly positive.

Dr. Fawell stressed the importance of having data to back up the preventive reasons for the program.

Dr. Gallagher inquired whether anyone from the public wished to speak. Ms. Lisa Raville, Executive Director of HRAC, spoke in favor of the proposed SEP. She stated that HRAC is currently serving 995 PWID in TCHD's jurisdiction (400 of these individuals reside in Aurora). Ms. Raville also introduced Teresa Hogan, the HRAC staff member who would be running the afternoon SEP with TCHD.

Dr. Gallagher noted no one else from the public wished to speak and closed the public hearing at 5:38 p.m.

MOTION: Dr. Fawell moved to approve the resolution to implement a Clean Syringe Exchange program in Aurora, Colorado and Ms. Jaroch seconded. All Board members were in favor of the motion with the exception of Ms. Brainard who abstained.

ACTION ITEM: Ms. Brockman to e-mail information given at the April 5, 2016 SEP Stakeholder meeting to the Board members.

Current Infectious Disease Events

Dr. Bernadette Albanese, Medical Epidemiologist, summarized the 2015-16 influenza season, provided an update on rabies activity both statewide and in TCHD's jurisdiction, and discussed Zika Virus transmission and geographic distribution. Although vector-borne Zika virus transmission is not expected to occur in TCHD's jurisdiction due to the lack of mosquito species that spread the disease, we do expect to see travel-related cases.

Ms. Brainard inquired on Zika virus testing for asymptomatic individuals with a travel history to a Zika endemic area who want to become pregnant. Dr. Albanese stated that testing recommendations, which are very specific, do not include a test in that regard. Rather, the recommendation would be to delay becoming pregnant and consult with their physician.

Ms. Joswick inquired on communication methods used by TCHD to educate the public about rabid skunks. She stated that she had heard nothing on this topic outside of our Board of Health meetings and recommended that TCHD use school districts as one method to get the educational message out to the communities.

Discussion on County Questions/Issues of Concern that Could Impact the FY 2017 Budget

Mr. Butts provided an update on TCHD's FY 2017 budget development progress and stated that he has not yet received any indication from our three Counties regarding their projected financial status. Dr. Gallagher stated that the meeting TCHD hosted on April 4, 2016 with the Adams, Arapahoe and Douglas County Commissioners and other county staff was well-attended and that Dr. Douglas provided a good overview of TCHD programs and public health issues. Mr. Butts stated that he has been working closely with Jeanne Shreve, Adams County's Intergovernmental Relations Manager, to address issues with county-provided space and to align TCHD's budget development process with Adams County's. Mr. Butts is also working with Adams and Arapahoe Counties on the tax abatement issue and is working with all three counties to ensure we are included in their facility master plans. Ms. Shreve stated that she is working towards having TCHD meet with the Adams County Commissioners on a quarterly basis.

Dr. Gallagher cited a concern raised earlier this year by one member of the Arapahoe County Citizen's Budget Committee during a site visit at TCHD that staff salaries haven't kept up with inflation. Mr. Butts stated that this is one element TCHD leadership is actively scrutinizing this year.

Ms. Jaroch stated that the Douglas County Commissioners are inquiring how implementation of the Affordable Care Act has impacted TCHD and whether there are programs or services that could be performed by another agency. Dr. Douglas stated that TCHD is currently conducting an analysis to answer this question.

Finally, Ms. Shreve mentioned that the new Director of the VA Hospital was open to working with groups like TCHD to determine where synergies exist. Ms. Shreve stated that she will invite TCHD to the planning meeting once it's been scheduled.

Body Art Regulation

Pursuant to the authority granted by C.R.S. 25-4-2101, Mr. Hlavacek requested that the Board hold a Public Hearing at their August 9, 2016 meeting to consider the adoption of TCHD Body Art Regulation Number BA-16. Although the current regulation, CDPHE 6CCR 1010, Rules and Regulations for Body Art Establishments, provides strong, well-defined, safe and sanitary practices in body art facilities, it does not provide the authority to issue licenses, collect fees, describe compliance procedures or note penalty procedures. The lack of authority in the CDPHE regulation could be rectified by the adoption of a regulation at the local level that would include a licensing structure and requirement as well as compliance and penalty procedures. Mr. Chevalier summarized the regulation approval process and timeline, which includes stakeholder outreach.

CONSENSUS: The Board members agreed to hold a public hearing at their August 9, 2016 meeting to consider the adoption of TCHD Body Art Regulation Number BA-16.

Benefits Update

Ms. Allen informed the Board that TCHD's medical premiums will increase by nine percent for the June 1, 2016 – May 31, 2017 plan year. Employees will bear six percent of the increase on their portion of the premiums and TCHD will absorb the remaining three percent of the employees' share as well as the nine percent on the agency's share of premiums. This is the first medical premium increase for TCHD since 2009. Premiums for all other employee benefits will remain the same.

Ms. Allen also announced her impending retirement. Her last day in the office will be May 5, 2016, then she will be on paid time off through July 31, 2016.

Space Update / Facilities Meeting with Three-County Staff

Mr. Butts informed the Board that TCHD's Northglenn office will be moving to the new Park Centre location at 122nd and Huron in Westminster on April 18, 2016. We are also working on a lease renewal for our current North Broadway location and have received bids for potential new locations for our Iliff and Chambers office in Aurora. Finally, we have been working closely with our Counties on the issues of tax abatement and inclusion in their facility master plans.

Legislative Update

Mr. Butts provided updates on various bills of interest including retail food establishment licensing fees, tobacco laws, rabies vaccination for dogs and cats, radon, local air programs, marijuana tax funding for local health departments statewide, and long-acting reversible contraception (for which \$2.5 million is currently included in the Long Bill).

Annual NALBOH Conference

Dr. Douglas reminded the Board that the National Association of Local Boards of Health (NALBOH) Annual Conference would be held in St. Louis, Missouri from August 10-12, 2016.

ACTION ITEM: Board members to contact Ms. Brockman if they want to attend the NALBOH Annual Conference.

TCHD Strategic Plan Goal 9: Reduce the Health Burden of Mental Health Issues

Patty Boyd, Strategic Partnerships Manager, provided an update to the Board on Strategic Plan Goal 9: Reduce the Burden of Mental Health Issues. The update focused on progress, successes and next steps in relation to reducing mental health stigma, prevention and early intervention for mental health issues, access to mental health care, and enhancing existing population-level data collection efforts.

Ms. Reyes asked whether TCHD collaborated with organizations that specifically target the Hispanic community. She also recommended that TCHD partner with food banks and youth services organizations.

ACTION ITEM: Ms. Boyd to share her partner database with Ms. Reyes.

Executive Director's Report

Public Health Accreditation Update

Jana Smith, TCHD's Accreditation Coordinator, and Meghan Prentiss, Program Assistant, attended the Public Health Accreditation Board's (PHAB) Accreditation Coordinator Training in February 2016. TCHD was then assigned a PHAB Accreditation Specialist who will provide technical assistance throughout the process. We were also granted access to the e-PHAB system, which is the electronic means for completing all aspects of the accreditation process. TCHD Domain Leads are currently assembling required documentation and are on-track to submit the completed documentation package to PHAB in January 2017.

Household Chemical Roundup Dates and Related Information

2016 Household Chemical Roundup Program events are scheduled for the following dates:

- Water World (Adams County) – May 7, 2016
- Parker Joint Services Center (Douglas County) – May 21, 2016
- Shea Stadium (Douglas County) – August 13, 2016
- Thornton IMC Facility (Adams County) – September 17, 2016
- Town of Castle Rock Utilities (Douglas County) – October 1, 2016

All events are open to the public from 9:00 am to 3:00 pm. Proof of residency is required and cost is \$25 per vehicle.

Ms. Reyes asked why the \$25 per vehicle fee is the same across Adams County. She pointed out that disparities exist in Federal Heights and other areas. Mr. Hlavacek explained that \$25 is the recommended donation, but nobody is turned away if they are unable to pay. Ms. Weinberg stated that TCHD should clearly define that \$25 is the "suggested donation" in the Household Chemical Roundup materials. Ms. Joswick also suggested TCHD advertise that there are paint stores that accept and recycle used paint for free.

Update on Oil and Gas Issues in Adams County

On February 9, 2016, the Adams County Board of County Commissioners (BOCC) enacted a six-week moratorium on new oil & gas Memorandums of Understanding (MOU) and on new applications for oil and gas special use permits for proposed developments within Adams County's designated municipal growth boundaries that are within 1,500 feet of a home or public building. The County also hired outside legal counsel to review their regulations and MOU process, conduct a stakeholder input process, and create a proposal for the BOCC's consideration.

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The six-week moratorium ended on March 22, 2016 when the BOCC approved amendments to the county's regulatory process with a 3-2 vote. The updated regulations and policy solutions include an enhanced administrative review process for operators who share a Memorandum of Understanding (MOU) with the county. A site-specific review of any oil and gas permit application is embedded in the administrative review process.

Septage Application to Land in Arapahoe County

Land application of septage is regulated by the EPA under Title 40 CFR Part 503. Although TCHD has very limited authority to enforce the EPA 503 Regulation, we do respond to nuisance complaints. On March, 7, 2016, TCHD issued a Cease and Desist Order to a company we have been attempting to work with for several years. We first entered into an agreement with the operator in 2008. Since that time, we have investigated several complaints against the company, which revealed practices in violation of the 2008 Operations Agreement. Additionally, Arapahoe County is considering banning the land application of septage. Proposed amendments to the County's Land Development Code will be heard by the Planning Commission on April 19, 2016.

Legislative Update

Mr. Butts provided updates on various bills of interest including retail food establishment licensing fees, tobacco laws, rabies vaccination for dogs and cats, radon, local air programs, and long-acting reversible contraception.

Other Items

None.

Set Agenda for the June 14, 2016 Meeting

The June 14, 2016 meeting agenda will include: 1) the final FY 2015 Auditor's Report; 2) Budgetary Dynamics for FY 2017; 3) an annual progress update on TCHD's Strategic Plan; and 4) a public hearing request for proposed Environmental Health fee changes.

Board Member Remarks

None.


Closing Remarks

None.

Adjournment

MOTION: Ms. Brainard moved to adjourn the meeting at 7:05 p.m. Ms. Jaroch seconded and the motion was approved unanimously.


Kaia Gallagher, PhD, President


Paulette Joswick, Secretary