



**Board of Health Meeting
August 9, 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	Absent – Excused
Kaia Gallagher, PhD, President, Arapahoe County	Present
Marsha Jaroch, NP, Douglas County	Present
Paulette Joswick, RN, Secretary, Douglas County	Present
Zachary Nannestad, Douglas County	Absent – Excused
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Absent – Excused

Executive Management Team Members:

Michele Askenazi, Director of Emergency Preparedness and Response (EPR)	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
Bob Flores, Director of Administration and Finance	Present
Brian Hlavacek, Director of Environmental Health	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication (EPC)	Present

Call to Order

Dr. Gallagher called the meeting to order at 4:31 p.m.

Introductions

Mr. Hlavacek introduced Steve Chevalier, Environmental Health Manager; Laura DeGolier, Environmental Health Manager; Sherry Lucero, Environmental Health Specialist; Joshua Skeggs, Environmental Health Trainee; and Hayden Wailes, Environmental Health Specialist. Mr. Flores introduced Sue Bettermann, Administrative Analyst; Patty Buckle, Controller; Jeff Epilu, Information Technology Analyst; and Kurt Williams, Budget Analyst. Ms. Weinberg introduced Dr. Bernadette Albanese, Medical Epidemiologist; Dr. Grace Marx, Epidemic Intelligence Service Officer; Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager; and Alyson Shupe, Informatics, Epidemiology and Health Planning Manager. Ms. North introduced Penny Grande, Associate Director of Nursing. Finally, Dr. Gallagher noted that Nancy Jackson, Arapahoe County Commissioner, was present.

Approval of the Minutes of the June 14, 2016 Meeting

The minutes of the June 14, 2016 meeting were presented to the Board for review.

MOTION: Ms. Jaroch moved to approve the minutes of the June 14, 2016 meeting as written and Ms. Joswick seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated May 31, 2016

Mr. Flores presented the financial statements dated May 31, 2016 to the Board. He stated that year-to-date (YTD) revenue through the month of May totaled \$16.1 million, which was less than budgeted by \$1.3 million. YTD expenditures totaled \$17.1 million through May, which was over budget by \$441,000. Notable expense variables include the purchase of furniture for the new Westminster (Park Centre) office, construction costs for the Westminster office, the purchase of nursing laptops for use with the electronic health records system, and the purchase of Brocade switches and checkpoint firewall equipment earlier in the year than planned to take advantage of huge discounts offered by the vendor. Overall, the actual net operating deficit through the month of May is \$992,700. This deficit will be positively impacted once we receive the \$1.2 million tenant improvement allowance for the Westminster office. TCHD's real estate brokers are working with the landlord to expedite this payment, which we expect to receive in late August/early September.

MOTION: Ms. Joswick moved to approve the financial statements dated May 31, 2016 as presented and Ms. Adducci seconded. The motion was approved unanimously.

Public Hearing: Proposed Environmental Health Fee Changes

Dr. Gallagher opened the public hearing at 4:47 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, July 24, 2016.

Mr. Hlavacek presented the proposed fee schedule to the board and 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 2016 to review the majority of program fees (some are set by state statute). If adopted, the new fees would become effective September 1, 2016.

Mr. Hlavacek stated that we would need to hold a separate public hearing at the October 11, 2016 Board meeting to set fees for temporary food events. TCHD is currently working with other local health departments in our region to standardize temporary food event fees and services.

Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 5:00 p.m.

MOTION: Ms. Jaroch moved to adopt the proposed Environmental Health fees and Ms. Brainard seconded. The motion was approved unanimously.

Public Hearing: Adoption of TCHD Body Art Regulation Number BA-16

Dr. Gallagher opened the public hearing at 5:01 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, July 24, 2016. Mr.

Chevalier explained that, pursuant to C.R.S. 25-4-2101 as well as C.R.S. 25-1-506, C.R.S. 25-1-508 and C.R.S. 25-1-509, the TCHD Board of Health may adopt rules and regulations which establish standards for body art establishments and the practice of body art. He presented proposed Regulation Number BA-16, Tri-County Health Department Rules and Regulations for Body Art Establishments, which rectifies the lack of authority in the current Colorado Department of Public Health and Environment (CDPHE) body art regulation (6 CCR 1010) by adding sections that address disease reporting, licensing and enforcement activities.

Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 5:15 p.m.

MOTION: Ms. Joswich moved to adopt Regulation Number BA-16, Tri-County Health Department Rules and Regulations for Body Art Establishments. Ms. Jaroch seconded and the motion was approved unanimously.

Study Session: Fiscal Year 2017 Proposed Budget

Dr. Douglas presented TCHD's fiscal year (FY) 2017 proposed budget to the Board. He explained that overall, TCHD's proposed FY 2017 budget of \$38,980,869 reflects an increase of \$1,559,912 (4.17%) compared to our FY 2016 budget. From our counties, we are requesting a population-based increase of \$240,297 (2.5%) and a per capita increase of \$0.15 (2.3%) from \$6.51 to \$6.66 or \$224,347 for a total increase of \$464,644 (4.9%). The additional county funding would support a five percent salary merit pool increase for general fund-supported employees (\$175,000), the general-funded portion of the health insurance premium increase (\$92,000), the general-funded portion of office rent increases (\$75,000) and a new full-time position for a Senior Network Security Administrator to enhance agency security and efficiency (\$115,000).

Dr. Douglas also provided a walk-through of the budget presentation for the upcoming study sessions with our Boards of County Commissioners. Feedback from the Board of Health members and Commissioner Jackson on content and delivery was positive.

Mr. Butts informed the Board members that a budget meeting with County Finance staff from all three counties has been scheduled for August 12, 2016.

Tobacco Tax Resolution

Dr. Douglas presented a proposed resolution to the Board that:

- Endorses efforts to increase the unit price of tobacco products, through such measures that include, but are not limited to, increasing Colorado's state tax on tobacco products;
- Endorses the adoption and expansion of smoke-free policies within TCHD's jurisdiction;
- Endorses evidence-based comprehensive tobacco control programs within TCHD's jurisdiction;
- Endorses efforts to ensure compliance with policies to prevent youth tobacco purchases, such as licensing tobacco retailers;
- Supports affordable and accessible tobacco cessation services that utilize evidence-based strategies and utilize only tobacco cessation products approved by the United States Food and Drug Administration; and
- Supports local authority to enact tobacco prevention and control policies that are stricter than state or federal tobacco prevention and control policies.

Dr. Douglas informed the Board that per Mark Overton, TCHD's legal counsel, the Board has the authority to pass this resolution; however, TCHD cannot disseminate it over and above our norm (e.g., post it on our website).

MOTION: Ms. Joswick moved to adopt the proposed Board of Health resolution entitled, "A Resolution Statement in Support of Evidence-Based Tobacco Prevention Public Health Policies" as written and Ms. Adducci seconded. The motion was approved unanimously.

Assess Board of Health Interest in a Work Session on Communication

Dr. Gallagher summarized the interest Board members have in external communications targeted towards the general public. Specifically, Ms. Reyes wants to ensure that TCHD's communications are available and accessible to everyone in the community, including those who speak different languages. Mr. Nannestad is interested in the mechanisms by which TCHD communicates and wants to ensure that we are using all of the tools available. Finally, many BOH members are interested in what TCHD is communicating, particularly the importance and value of public health.

Dr. Gallagher noted that TCHD is currently recruiting a Communications Coordinator. Ms. Weinberg stated that the position has been posted and anticipates that we will have someone on board in approximately two months. Additionally, Ms. Weinberg is making some minor revisions to TCHD's Strategic Communications Plan to better align it with our Strategic Plan. Dr. Gallagher suggested that, once the new Communications Coordinator is on board, that he/she give a presentation at a future Board of Health meeting on TCHD's communications approach.

Finally, Dr. Gallagher stated that there is broader interest among some of the Board members. She suggested that they discuss possible next steps in TCHD communications planning in a closed Board executive session.

Current Infectious Disease Events

Dr. Bernadette Albanese, Medical Epidemiologist, summarized TCHD's response to a confirmed case of measles in a 14-month-old and provided an update on Zika virus.

Healthy Kids Colorado Survey Update

Ms. Shupe provided an overview of the Healthy Kids Colorado Survey (HKCS), which is administered to high school students in the fall of each odd year. Beginning in 2013, the survey expanded from approximately 1,000 high school students to approximately 14,000, which made data available by region (by county in TCHD's jurisdiction).

Ms. Shupe discussed results in the areas of substance abuse, mental health, bullying, and motor vehicle safety (i.e., driving while under the influence of alcohol/marijuana or texting/e-mailing while driving). Per Ms. Shupe, although we only have two data points for Adams and Arapahoe Counties (2013 and 2015), several indicators are moving in directions that warrant watching. Unfortunately, with only one data point for Douglas County (2013) due to their school district's decision to opt out of the survey in 2015, we can't measure any trending.

Dr. Gallagher inquired whether middle school students are surveyed in the State of Colorado. Ms. Shupe explained that the survey was administered to approximately 20,000 middle school students in 2013; however, only a very small number of students were surveyed in 2015. She doesn't know what is planned for 2017, but she will find out when the advisory committee meets in two weeks and will advocate for including the middle schools in the survey.

Additionally, the proposed HKCS survey questionnaire for 2017 is under development and TCHD has the opportunity to provide input. School sample selection and recruitment for the survey will begin in early 2017.

MOTION: Ms. Reyes moved that the Board of Health of Tri-County Health Department recommend that the HKCS Steering Committee choose to administer the survey to middle school students in 2017. Ms. Jarach seconded and the motion was approved unanimously.

ACTION ITEM: Ms. Shupe to urge the HKCS Steering Committee to administer the 2017 HKCS survey to middle school students.

TCHD Division Annual Reports

Ms. Weinberg distributed each Division's Annual Report to the Board and noted that the format for these reports has been standardized across the agency. She also pointed out that this is the first year that the Administration and Finance Division and the EPC Division have created annual reports.

Ms. Weinberg directed the Board members to an article in the Administration and Finance Division Annual Report on a performance improvement assessment survey that was conducted by TCHD's Information Technology (IT) Department in May 2015. By making simple changes, customer satisfaction with IT rose from 58% to 90% as evidenced by a follow-up survey conducted in May 2016.

Executive Director's Report

TCHD Receives NACCHO Model Practice Award

TCHD's program, "Assessing and Providing Marijuana Education to WIC Clients Following Legalization of Recreational Marijuana in Colorado", was selected as a Model Practice by the National Association of County and City Health Officials (NACCHO). This program resulted from the survey TCHD conducted to determine the prevalence of marijuana use and the educational needs of WIC clients.

TCHD Staff Present at NACCHO Annual Conference

Adam Anderson, a Population Health Epidemiologist in TCHD's Epidemiology, Planning and Communication Division, gave a presentation at the NACCHO Annual Conference in Phoenix, Arizona entitled, "Developing Local Level Behavioral Risk Factor Surveillance System (BRFSS) Outcome Data Using Social Determinants of Health in Colorado." In the session, he presented work that he did while employed by CDPHE which involved developing a reusable, small-area estimate model from the BRFSS data set in order to analyze survey data at a much smaller geographic area level. These local estimates increase the understanding of the distribution of health/behavioral outcomes and can facilitate a more focused approach in prevention programs.

TCHD Staff to Present at Annual Public Health in the Rockies Conference

This year, 17 TCHD staff will be giving 21 presentations at the annual Public Health in the Rockies Conference in Breckenridge, Colorado, September 14-16, 2016.

Public Health Accreditation Update

TCHD's Accreditation Team has initiated a formal Domain Review Process that is structured to provide an unbiased second look at all documents to ensure they meet Public Health Accreditation Board (PHAB) requirements. As each Domain clears this step, the Domain Lead will present the final documentation package to the Executive Management Team for approval. To date, all steps in the selection and review process have been completed for Domain 6. Moving forward, three Domains are scheduled to be completed in August and two additional Domains are scheduled to be completed each month from September through December. We plan to submit our documentation package to PHAB on January 31, 2017.

Communicable Disease Outbreak Response Updates

Measles Outbreak

On July 15, 2016, TCHD began response efforts related to a suspected, and later confirmed, case of measles in a child. This patient, recently returned from international travel, was seen at various medical facilities and also visited multiple community establishments. Upon notification, TCHD began coordinated efforts with multiple facilities to identify exposed individuals. In all, staff conducted 255 interviews, provided 36 people with post exposure prophylaxis; and placed one person under quarantine.

Pho 75 Foodborne Illness Outbreak

In June 2016, TCHD investigated a foodborne illness outbreak due to *E. coli* O157:H7 associated with a Vietnamese restaurant in Aurora. In total, there were four laboratory confirmed cases with a matched *E. coli* strain and one case was hospitalized. A survey administered to restaurant patrons did not pinpoint a particular food item, although the environmental health assessment revealed concerning deficiencies in food safety practices at the restaurant. TCHD Environmental Health staff continue to work with the owner to ensure compliance with food safety regulations as violations continue to be noted during follow-up inspections.

WIC Co-locates With Rocky Mountain Youth in Thornton

On June 27, 2016, TCHD began co-locating a Registered Dietitian at the Rocky Mountain Youth Clinic (RMYC) in Thornton to provide nutrition and breastfeeding counseling to their patients and enroll qualified families in the WIC program. We believe that co-locating our services will decrease barriers to WIC enrollment, such as transportation, stigma and time constraints and plan to expand the collaborative model to other RMYC clinic locations as well as partner with other providers in our jurisdiction.

LAUNCH Together Grant

In late 2015, TCHD, Arapahoe County Early Childhood Council, Aurora Mental Health Center, and many additional partners received the Early Milestones Colorado-funded LAUNCH Together Phase I planning grant to support families in Aurora Mental Health Center's service area (i.e., Aurora, Byers, Bennett, and Strasburg). During the seven-month planning grant which concluded at the end of June, the partnership completed a community readiness assessment, environmental scan and strategic plan to enhance or expand programming in five areas. In mid-July, the partnership submitted an application for the four-year, \$2 million implementation grant. Awardees will be announced in early September.

Cancer, Cardiovascular, and Pulmonary Disease (CCPD) Grant Updates

Metro Healthy Beverage Partnership

The Healthy Beverage Partnership (HBP) is a regional effort to prevent obesity and chronic disease through education, environment and policy change. TCHD is assessing the availability of healthy food and beverages, including free drinking water, in public venues as well as organizational policies that promote access to healthy foods and beverages. Municipalities and organizations involved to date include: City of Northglenn, City of Westminster, Commerce City, Community College of Aurora, and the Boys and Girls Club of Metro Denver. Three youth coalitions have also been developed. A regional educational campaign will begin in early 2017.

Worksite Wellness

This project's objective is to engage and build employers' capacity to implement best practices in worksite wellness to improve employees' physical and mental health and lower risk factors for chronic disease within our communities. To date, three chamber-based coalitions (i.e., Aurora, South Metro Denver and Castle Rock) have been established to connect local employers with training, resources and funding opportunities. Additionally, direct assistance was provided to our counties and other government employers such as schools, municipalities and libraries to increase their capacity to deliver evidence-based wellness programs to public employees. Discussions are underway to establish additional chamber-based coalitions in the Adams County area.

Radon

TCHD's Environmental Health Division is partnering with Boulder County and three other Denver Metro health departments on a three-year regional radon grant to promote adoption and implementation of evidence-based methods to reduce radon exposure. In year one, focus groups were conducted to understand the barriers and attitudes of policy makers and stakeholders. Then outreach materials on radon testing and mitigation were developed and social mobilization strategies were piloted with three of the above stakeholder groups. The second year of the grant will focus on refining messaging and outreach strategies, developing incentive strategies to encourage radon mitigation system implementation by home construction and repair industry businesses, and continuing outreach efforts with real estate professionals, home buyers and sellers.

Community Health Teams

TCHD's Community Health Team (CHT) finished the first year of this three-year grant to provide chronic disease prevention and management services. Working closely with primary care practices, CHT's primary strategies include diabetes prevention, diabetes self-management education, blood pressure self-monitoring with supplemental medication therapy management, and behavioral health specialist care coordination. The CHT is currently partnered with two primary care practices and expects to partner with an additional four by the end of June 2017.

Human Papillomavirus Immunization Promotion

Denver Public Health, TCHD and Jefferson County Public Health finished up the first year of the Human Papillomavirus (HPV) grant in June. They have successfully completed a number of deliverables including: 1) establishing a community-based HPV Advisory Council to help develop strategies to improve HPV vaccination rates among adolescents; 2) building a tool to analyze immunization data from the Colorado Immunization Information System and display HPV rates at county and sub-county levels; 3) developing a toolkit to mentor health providers in increasing HPV vaccination rates; and 4) designing a media campaign to compliment the rollout of the practice intervention toolkit.

Project Public Health Ready

In January 2012, the Office of Emergency Preparedness and Response (EPR) received national recognition through the Project Public Health Ready (PPHR) certification process. Each of the three PPHR project goals—all-hazards preparedness planning, workforce capacity development and demonstration of readiness through exercises or real events—has an extensive and comprehensive list of standards that agencies must meet to achieve PPHR recognition. The certification is sustained for five years. TCHD is currently working to become PPHR recertified by January 2017.

TCHD Staff Participate in Annual Bike to Work Day

TCHD hosted its 4th annual community breakfast station at the Administrative office on Bike to Work Day and served a total of 57 riders. Additionally, 21 TCHD employees rode their bikes to work. Finally, TCHD's Worksite Wellness staff hosted a week-long alternative transportation challenge following Bike to Work Day. Ninety-four employees utilized transportation methods besides driving solo in a car during the challenge and many (35%) indicated that they were very likely to increase use of alternative transportation methods in the near future.

FY 2017 Budget Study Session Dates with Commissioners

Budget study sessions have been scheduled for August 23, 2016 at 10:30 a.m. with Adams County and August 30, 2016 at 1:30 p.m. for Arapahoe and Douglas Counties. All Board members were encouraged to attend the study session with their respective Commissioners.

TCHD's 2016 All-Staff Meeting

TCHD's Annual All-Staff Meeting has been scheduled for Thursday, October 13, 2016 from 8:15 a.m. to noon (breakfast will be served from 7:30-8:15 a.m.). It will be held at the Summit Conference and Event Center, 411 Sable Blvd., Aurora, CO 80016. All Board of Health members were invited to attend.

Other Items

Dr. Gallagher encouraged all Board members to attend TCHD's budget study sessions with their respective Commissioners.

Dr. Douglas thanked the Board members for their input on TCHD's FY 2017 budget development process.

Set Agenda for the October 11, 2016 Meeting

The October 11, 2016 meeting agenda will include: 1) a public hearing to set a temporary food event fees and 2) a public hearing to adopt a supplemental budget appropriation resolution for FY 2016. Ms. Brainard suggested that Dr. Fawell give the presentation on marijuana that he developed for the National Association of Boards of Health annual conference.

Board Member Remarks

None.

Closing Remarks

None.

Board Executive Session

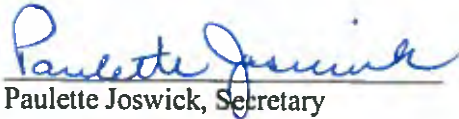
Dr. Gallagher announced that a closed Board executive session would follow this meeting to discuss 1) whether to hold the October 11, 2016 Board of Health meeting at TCHD's new Westminster office and 2) discuss possible next steps in TCHD's external communication planning.

Adjournment

MOTION: Ms. Jaroch moved to adjourn the meeting at 7:25 p.m. Ms. Reyes seconded and the motion was approved unanimously.



Kaia Gallagher, PhD, President



Paulette Joswick, Secretary