



**Board of Health Meeting
October 11, 2016
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 1401 W. 122nd Avenue, Suite 200, Westminster, Colorado 80234, 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	Absent – Excused
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Present

Executive Management Team Members:

Michele Askenazi, Director of Emergency Preparedness and Response (EPR)	Absent – Excused
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
Mame Fuhrman, Director of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication (EPC)	Absent – Excused

Call to Order

Dr. Gallagher called the meeting to order at 4:30 p.m.

Introductions

Mr. Butts introduced Mame Fuhrman, TCHD's new Director of Human Resources; Sara Garrington, Emergency Preparedness Coordinator (attending on behalf of Ms. Askenazi); and Patty Boyd, Strategic Partnerships Manager (attending on behalf of Ms. Weinberg). Mr. Flores introduced Patty Buckle, Controller.

Approval of the Minutes of the August 9, 2016 Meeting

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

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

Approval of the Financial Statements Dated July 31, 2016

Mr. Flores presented the financial statements dated July 31, 2016 to the Board. He stated that year-to-date (YTD) revenue through the month of July totaled \$22.4 million, which was less than budgeted by \$1 million. YTD expenditures totaled \$23.1 million through July, which was over budget by \$319,000. Overall, the actual net operating deficit through the month of July is \$756,900. 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 expected to receive in September 2016. Once the tenant improvement allowance is received and recorded, cumulative revenue will exceed cumulative expenses by approximately \$470,000.

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

ACTION ITEM: Mr. Flores to determine whether he can make the financial statements less crowded and easier to read.

Public Hearing: Adoption of Supplemental Budget Appropriation

Dr. Gallagher opened the public hearing at 4:45 p.m. regarding the adoption of a supplemental budget appropriation for 2016. The public hearing was duly advertised in *The Denver Post* on September 25, 2016.

Mr. Flores explained that the supplemental budget appropriation resolution would amend TCHD's 2016 budget to reflect unanticipated revenue received since the fiscal year 2016 budget was adopted in December 2015. 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 majority of additional revenue is directly related to the start of the federal government's new fiscal year. At that time, federal departments are fully funded and, in turn, provide grant funding to state, county and non-profit organizations. The net result is a \$1,313,717 increase over our adopted 2016 budget.

Dr. Gallagher noted that no one from the public was present to speak on this issue and closed the public hearing at 4:57 p.m.

MOTION: Dr. Fawell moved to approve the proposed 2016 Supplemental Budget Appropriation and Resolution as presented. Ms. Joswick seconded and the motion was approved unanimously.

Public Hearing: Adoption of Special Event License Fee

Dr. Gallagher opened the public hearing at 4:58 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, September 18, 2016.

Mr. Hlavacek presented the proposed fee schedule to the board and explained that, with the passage of House Bill 16-1401 during the 2016 legislative session, Retail Food Licenses for special event vendors were excluded from state licensing requirements and are now under local control. Therefore, pursuant to C.R.S. 25-4-1607, C.R.S. 25-1-508(5)(j) and C.R.S. 25-10-107(1), the TCHD Board of Health may now assess fees equal to actual and direct costs. TCHD

recommends that this fee be set at \$330.00, which is at the low end of the range (\$330 to \$405). In subsequent years, TCHD would calculate this fee along with other Environmental Health fees using our standard fee calculation method. If adopted, the new fee would become effective October 12, 2016.

Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 5:06 p.m.

MOTION: Ms. Adducci moved to adopt the proposed \$330.00 Special Event Food Vendor License Fee and Ms. Brainard seconded. The motion was approved unanimously.

Determine Annual Board of Health Dinner Meeting Location

The Board members agreed to hold their annual dinner meeting on December 13, 2016 at Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016.

Appoint Board of Health Nominating Committee Members

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

ACTION ITEM: The Nominating Committee is to propose a slate of Board of Health Officers for 2017 at the December 13, 2016 Board meeting.

Current Infectious Disease Events

Dr. Douglas announced that surveillance for the 2016-2017 influenza season began October 1, 2016; provided an update on Zika virus activity; stated that the West Nile virus season has ended with a total of 19 cases in TCHD's jurisdiction; discussed a hantavirus case in a migrant worker in Adams County; and summarized a shigellosis outbreak in a child care facility in Douglas County. He also informed the Board that TCHD's new Syringe Exchange Program in North Aurora officially began on October 3, 2016. Finally, he stated that response efforts due to a single case of measles in an unvaccinated child in our jurisdiction this past summer cost \$50,000.

Update on the Retail Food Establishment Stakeholder Process

Mr. Hlavacek provided an update on the Retail Food Establishment (RFE) stakeholder engagement process, which was mandated to develop a state-wide Retail Food Establishment (RFE) rating system, including a method to make food establishment ratings publicly available. Stakeholders include representatives from local health departments, the Colorado Restaurant Association, grocery stores, Starbucks and one public citizen. To date, no system has been discussed. The group has until January 1, 2017 to select an RFE rating system, which would become effective July 1, 2017.

Report on Budget Study Sessions With County Commissioners and County Finance Staff

Dr. Douglas and Mr. Butts provided a recap of TCHD's budget study sessions with our Boards of County Commissioners and the County finance staff. Currently, it is unknown whether we will receive all or part of our requested per capita increase.

Per Mr. Butts, Adams County has asked us to link TCHD programs to the top five causes of death. We will also share this information with our Board of Health.

ACTION ITEM: Dr. Douglas to share with the Board of Health information provided to Adams County on how TCHD programs link to the top five causes of death.

Report on Annual NALBOH Conference

Dr. Fawell and Ms. Reyes relayed the highlights of the annual National Association of Local Boards of Health (NALBOH) Conference. Per Dr. Fawell, he was invited to represent Colorado at the State Association of Local Boards of Health (SALBOH) pre-meeting. Further, he has been asked to communicate with other local Boards of Health in Colorado and give a report at next year's annual NALBOH conference.

Presentation: "Marijuana: A Public Health Conundrum"

Dr. Fawell provided a truncated version of the presentation entitled, "Marijuana: A Public Health Conundrum" that he gave at the annual NALBOH Conference in August, 2016.

Space Update

Mr. Butts provided an update on TCHD's office space:

- TCHD plans to relocate its Iliff and Chambers office to the Hampden Villas Shopping Center, which is located at Hampden and Chambers in Aurora. The lease for the new space has been signed and space design plans are being developed.
- Arapahoe County is currently evaluating TCHD's Englewood office to determine whether to bring the building into ADA compliance, demolish it and rebuild, or move TCHD to a new location. They have asked us to determine our programmatic space requirements and overall space needs.
- Douglas County (DC) is anxious to acquire TCHD's Castle Rock space to centralize and expand its Human Services offices. They are working with us to identify an alternate location that will accommodate our space needs. TCHD's Lone Tree Office will remain open.

All-Staff Meeting Announcement

Dr. Douglas reminded the Board that TCHD's Annual All-Staff Meeting is scheduled for Thursday, October 13, 2016 and invited them to attend.

Strategic Plan Goal 8: Improve and Expand Efforts to Promote Healthy Human Environments

Mr. Hlavacek provided an update to the Board on Strategic Plan Goal 8: Improve and Expand Efforts to Promote Healthy Human Environments. The update focused on TCHD's efforts to promote and protect water quality use, supply, reuse, and conservation; outreach and public education to reduce exposure to indoor environmental pollutants; support of regional and statewide initiatives to improve outdoor air quality; establish high quality standards to assure an

effective retail food safety program; and promote and utilize a Health in All Policies approach to land use, transportation and built environment policy development.

Mr. Hlavacek also summarized the year-long Retail Food Establishment (RFE) Lean Quality Improvement Process undertaken by TCHD's Environmental Health Division to keep food safety as a top priority despite an increased number of retail food facilities, a limited increase in Environmental Health Staff, and insufficient funding from RFE licensure fees to cover costs associated with the RFE inspection program. Lean Process recommendations were to reduce follow-up inspections, increase educational inspections, change the RFE inspection frequency formula/RFE risk category, and update the retail food program policy. Inspections now focus on quality with an emphasis on training staff at high risk RFEs rather than on the number of inspections completed.

Executive Director's Report

TCHD Staff to Present at American Public Health Association National Meeting

The American Public Health Association's Annual Meeting and Exposition will be held in Denver from October 29, 2016 to November 2, 2016. Three TCHD staff, in conjunction with regional partners, have been invited to present at this single largest annual gathering of public health professionals.

EH Networks Panel

Mr. Butts was invited to participate in a National Association of County and City Health Officials (NACCHO) Expert Panel Meeting in Washington, D.C. to provide input on the feasibility of developing a national network for local Environmental Health (EH) Directors. Colorado's system of linkages among environmental health leaders is viewed as a possible model for use with a national audience.

Public Health Accreditation Update

As of this August, 150 health departments nationwide have achieved accreditation through the Public Health Accreditation Board (PHAB). TCHD's Accreditation Team has completed the documentation selection and review process for six of the 12 PHAB Domains. Domains 7 and 9 will complete the review process in October. The remaining four Domains are scheduled for review and completion in November and December. We are on track to submit our full documentation package to PHAB by January 31, 2017.

TCHD National Preparedness Month Activities

September marked National Preparedness Month, which is a nationwide, month-long effort that focuses on encouraging households, businesses and communities to prepare and plan for emergencies. TCHD promoted staff and community preparedness through a variety of activities including: 1) preparing and adopting Emergency Preparedness Month Resolutions in coordination with the Adams County and Douglas County Offices of Emergency Management; 2) challenging TCHD staff to prepare a home, car or pet emergency preparedness kit and develop a household communications plan; 3) sponsoring the Rocky Mountain Medical Reserve Corps (MRC) of Colorado "build a kit" drive to collect and donate items; and 4) promoting National Preparedness Month efforts via social media.

TCHD to Conduct Staff Mass Prophylaxis Exercise

TCHD Nursing and EPR staff are preparing for a Staff Mass Prophylaxis/Point of Dispensing (POD) Exercise, during which TCHD will be providing Annual Flu Shots to all of its employees

on October 10, 2016 from 2:00 to 6:00 p.m. at four office locations. This exercise will enable us to test agency plans to conduct rapid staff prophylaxis during incident response and concurrently provide all staff with their annual flu shots.

Zika Virus Update for Practitioners

TCHD's Office of Emergency Preparedness and Response received \$3,000 in supplemental funding from the Colorado Department of Public Health and Environment (CDPHE) and the CDC to support community education efforts related to Zika Virus. TCHD is partnering with the Arapahoe-Douglas-Elbert Medical Society to offer a CME-approved webinar to area practitioners on October 20, 2016 at 12:00 p.m.

CDPHE Radon Grant for Child Care Centers

TCHD's Environmental Health Division was recently awarded a \$20,000 CDPHE Indoor Radon Grant to purchase radon test kits for child care centers to help them meet new radon testing requirements. The recently revised *Regulations Governing the Health and Sanitation of Childcare Facilities* now requires licensed childcare facilities to test for radon by May 17, 2017. Currently, there are 802 licensed childcare facilities in TCHD's jurisdiction, serving an estimated 64,400 children.

Regional Health Connector Grant

In September 2016, TCHD received a grant to support participation in the Colorado Regional Health Connector (RHC) Program. TCHD will hire two employees to focus on system-level connections with health care providers and care coordinators; local public health; local, regional and state government entities; and local community-based organizations.

Update on the Syringe Exchange Program

TCHD and the Harm Reduction Action Center (HRAC) launched the Syringe Exchange Program in north Aurora on October 3, 2016 with It Takes a Village, Colfax Community Network and Aurora Mental Health's PATH program. Comitis/Mile High Behavioral Healthcare is working to secure a street outreach van next week and plans to begin services in November 2016. Additionally, the team has been working with HRAC to ensure law enforcement personnel receive training on the use of Naloxone and that certain TCHD staff can work as trainers in the future. Finally, a request for proposals was sent out on September 14, 2016 for a Behavior Health Navigator. Because of licensure requirements and other limitations to behavioral health services for addiction treatment, it may be a few months before this part of the program can be implemented.

Update on Opiate Partnerships

TCHD has been facilitating the Tri-County Overdose Prevention Partnership, a collaborative effort of public and private partners focused on addressing opioid use in our communities. In addition to its other activities, the group worked to promote International Overdose Awareness Day and is supporting a program through the Attorney General's Office to get Naloxone into the hands of first responders.

Additionally, on September 20, 2016, Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager, and Dr. Bernadette Albanese, Medical Epidemiologist, presented local data on the opioid epidemic in Adams County and provided an overview of the Partnership's goals and activities at a roundtable sponsored by the White House Rural Council and the U.S. Department of Agriculture (USDA). Other presenters included USDA officials, Adams County

Commissioner Steve O'Dorisio, representatives from mental health and rural districts in Colorado, and the justice system.

Invitation to TCHD's Annual 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 are invited to attend.

Other Items

Dr. Douglas announced that Tom Butts will retire in February 2017 after more than 31 years of service.

Set Agenda for the October 11, 2016 Meeting

The December 13, 2016 meeting agenda will include: 1) a public hearing to adopt TCHD's 2017 budget and 2) a report from the Board Nominating Committee.

Board Member Remarks

None.

Closing Remarks

None.

Board Executive Session

Dr. Gallagher announced that a closed Board executive session would follow the meeting to discuss 1) the results of the Executive Director's performance review, 2) a legal situation involving an electronic health record software vendor, 3) plans for a January 2017 communications meeting with CDPHE and the Public Information Officers for our three Counties, and 4) Board member attendance at the upcoming American Public Health Association Annual Meeting and Expo.

Adjournment

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

Kaia Gallagher, PhD, President

Paulette Joswick, Secretary