



**Board of Health Meeting  
April 11, 2017  
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	Absent – Excused
Paulette Joswick, RN, Secretary, Douglas County	Absent – Excused
Zachary Nannestad, Douglas County	Present
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	Absent – Excused
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Patty Buckle, Interim Director of Administration and Finance	Present
John M. Douglas, Jr., MD, Executive Director	Present
Sara Garrington, Emergency Preparedness Coordinator (for Michele Askenazi)	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Mame Fuhrman, Director of Human Resources	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 4:38 p.m.

**Introductions**

Mr. Hlavacek introduced Michael Weakley, Water Program Supervisor; and John Bergstrom, Environmental Health Specialist. Ms. Bonczynski introduced Katie Painter and Danielle Zold, Dietetic Interns.

Dr. Douglas shared the sad news that Bob Flores, TCHD's Director of Administration and Finance, passed away unexpectedly on March 30, 2017. Per Ms. Ludwig, the family will be hosting a celebration of Mr. Flores' life on Saturday, April 22, 2017 at 10:30 a.m. at Ellis Family services, 13436 W. Arbor Pl., Littleton, CO 80217. In lieu of flowers, the family

requests that you contribute to a charity close to your heart in his memory. Ms. Buckle will serve as the Interim Director of Administration and Finance.

**Approval of the Minutes of the February 14, 2017 Meeting**

The minutes of the February 14, 2017 meeting were presented to the Board for review.

**MOTION: Mr. Nannestad moved to approve the minutes of the February 14, 2017 meeting as written and Ms. Brainard seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated January 31, 2017**

Ms. Buckle presented the financial statements dated January 31, 2017 to the Board. She stated that revenue for the month of January totaled \$4.3 million which was greater than budgeted by \$656,000 due to the fact that the TCHD's Environmental Health Division receives the majority of its annual retail food establishment license fees in January and February each year. Environmental Health expenses will eventually catch up with revenue as the fiscal year progresses. Expenditures totaled \$3.1 million in January which was under budget by \$156,000. TCHD continues to invest a portion of the fund balance with Chandler Asset Management in a \$6 million bond portfolio and has \$5 million invested with JPMorgan Chase in a laddered CD portfolio. TCHD also has approximately \$3.8 million invested with CSafe which operates similarly to a money market account.

Ms. Brainard asked whether the "Total 2017 Budget" and the "Percent of Total Budget" columns could be restored to the Board financial statements. She stated that she found those columns helpful when comparing TCHD's year-to-date revenue/expenses to its annual budget.

**ACTION ITEM: Ms. Buckle to restore the "Total 2017 Budget" and the "Percent of Total Budget" columns to the Board financial statements.**

**MOTION: Ms. Brainard moved to accept the financial statements dated January 31, 2017 as presented and Ms. Steenson seconded. The motion was approved unanimously.**

**Review of 2016 Year-End Financial Statements**

Ms. Buckle presented the preliminary 2016 year-end financial statements to the Board. She explained that the final audited 2016 financial statements would be presented by the auditor at the June 13, 2017 Board meeting.

For fiscal year 2016, revenue totaled \$38.0 million which was under budget by \$1.8 million and expenditures totaled 37.8 million which was lower than budgeted by \$2.0 million. This was largely due to: 1) vacancy savings of \$602,000; 2) construction costs for our Westminster and South Aurora locations were less than budgeted by \$573,000 primarily due to the Westminster office tenant improvement allowance of \$1.2 million; 3) planned capital software purchases in the amount of \$400,000 were deferred to 2017; 4) consulting and subcontracted services were less than budgeted by \$386,000; and 5) operating costs were under budget by \$169,000 primarily due to rent savings for the Administrative Office. Ms. Buckle explained that savings related to construction costs and the tenant improvement allowance will be added to the fund balance. The other unspent funds were included in the fiscal year 2017 budget.

**MOTION: Mr. Nannestad moved to accept the preliminary 2016 year-end financial statements dated January 31, 2017 as presented and Ms. Brainard seconded. The motion was approved unanimously.**

### **2018 Budget Development**

Dr. Douglas reminded Board members that the first of two 2018 budget development meetings with the Board of Health Budget Subcommittee would be held in late May/early June. The following Board members volunteered to participate on the Subcommittee: Ms. Adducci, Ms. Brainard, Dr. Fawell, Dr. Gallagher, Mr. Nannestad, and Ms. Steenson. Per Dr. Gallagher, Ms. Jaroch would also like to serve on the Subcommittee.

### **Public Hearing Request: Onsite Wastewater Treatment Systems (OWTS) Regulation Changes**

Mr. Hlavacek requested the Board hold a public hearing at their regular meeting on August 8, 2017 to consider adopting TCHD's On-Site Wastewater Treatment Systems (OWTS) Regulation O-17, which incorporates significant changes made by the Colorado Department of Public Health and Environment's (CDPHE's) Water Quality Control Division to their OWTS Regulation 43. TCHD is also proposing the following additional changes to align with other local health departments: 1) requiring practitioner training for site evaluators, system designers, installers, cleaners and maintenance professionals; 2) not allowing additional bedrooms to be added to a home without expanding the OWTS; and 3) adjusting the number of assumed occupants per bedroom.

**MOTION: Ms. Adducci moved to hold a public hearing to consider adopting OWTS Regulation O-17 at the Board's August 8, 2017 meeting. Dr. Fawell seconded and the motion was approved unanimously.**

### **Current Infectious Disease Events**

Dr. Bernadette Albanese, Medical Epidemiologist, summarized TCHD's response to the mumps outbreak, discussed the 2016-17 influenza season, and provided an update on rabies activity both statewide and in TCHD's jurisdiction.

### **Update on New Commissioner Orientation Sessions and other Important Meetings**

Dr. Douglas informed the Board that TCHD held two sessions with our new County Commissioners to orient them to TCHD and public health. The first session was held at our Westminster office on February 15, 2017 for Adams County Commissioner Mary Hodge. The second session was held at TCHD's Administrative office on March 2, 2017 for Arapahoe County Commissioners Kathleen Conti and Jeff Baker and Douglas County Commissioner Lora Thomas. Dr. Douglas thanked the Board members who attended their county-specific session.

Dr. Douglas relayed that TCHD and Adams County Board of Health members were scheduled to meet with the Adams County Commissioners on April 25, 2017 to discuss TCHD activities and issues of public health importance. We are working to schedule similar meetings with our Arapahoe and Douglas County Commissioners.

Finally, Dr. Douglas, Ms. Ludwig and Ms. Buckle will meet with Arapahoe County Citizen Budget Committee members on April 26, 2017.

Ms. Reyes inquired on the outcome of Dr. Douglas's effort to meet with Adams County Youth Initiative, which administers its own student survey. Dr. Douglas stated that TCHD and Adams County Youth Initiative are still trying to broker a common denominator between their survey and the Healthy Kids Colorado Survey (HKCS).

### **Benefits Update**

Ms. Fuhrman informed the Board that TCHD is currently conducting annual benefits enrollment. TCHD's medical premiums will increase by 2.77% for the June 1, 2017 – May 31, 2018 plan year. TCHD will pass 13% of this increase on to employees and will absorb the remaining 87%. Additionally, the primary care physician (PCP) co-payment will decrease from \$20 to \$10 and the generic drug copayment will decrease from \$15 to \$5. Finally, benefits enrollment will be conducted via an on-line system rather than a paper system for the first time.

### **Facilities Update**

Ms. Ludwig informed the Board that the move to TCHD's new South Aurora office went smoothly. Also, Douglas County has signed a ten-year lease for TCHD's future Castle Rock office. Douglas County will take the lead on project management and construction. Our anticipated move-in is late summer/early fall.

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

Mr. Hlavacek provided an update on the retail food establishment (RFE) stakeholder process. The most recent stakeholder meeting was held in March 2017 and discussions have occurred regarding a proposed RFE ratings model. Next steps include Colorado Restaurant Association discussions with their membership and convening consumer focus groups. A statewide ratings system must be in place by July 1, 2017.

### **Legislative Update**

Dr. Douglas provided updates on various state and federal bills of interest. He informed the Board that he met with Congressman Mike Coffman on February 24, 2017 and that he and the other Metro Denver local public health directors have been actively sending letters to our congressional delegates to emphasize issues of key importance such as the Affordable Care Act; family planning services and resources; funding for the Centers for Disease Control and Prevention; suicide and opioid overdoses; and climate change.

### **Annual NALBOH Conference**

Dr. Douglas reminded the Board that the National Association of Local Boards of Health (NALBOH) Annual Conference would be held in Cleveland, Ohio from August 2-4, 2017. Dr. Fawell stated that he would be attending this conference and planned to represent Colorado at the national meeting of state local boards of health representatives.

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

### **TCHD Strategic Plan Goal 1: Improve and Expand Informatics and Technology Capacity**

Alyson Shupe, TCHD's Informatics, Epidemiology and Health Planning Manager, provided an update on progress related to TCHD Strategic Plan Goal 1: Improve and Expand Informatics and Technology Capacity. To date, TCHD has: 1) developed and deployed a web page for data dissemination; 2) updated and distributed our Community Health Assessment; 3) compiled, stored, annotated and updated data sets containing millions of data points; 4) implemented a robust data and service request system for staff; 5) shared data, products and information with Metro Denver regional partners through web-based shared work space; 6) collaborated with Arapahoe County Government on "Align Arapahoe," the County's performance management system; 7) established an internal Informatics Governance Group; 8) created framework and supporting documents to evaluate and adjudicate requests for TCHD informatics investments; and 9) developed and implemented an Information Technology Master Plan.

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

#### **TCHD Employee Receives Leadership Award at WIC National Conference**

Jill Bonczynski, TCHD's Director of Nutrition, received the National WIC Association Leadership Award for outstanding achievement in the areas of advocacy, leadership, management and services to WIC.

#### **TCHD Programs Designated as 2017 NACCHO Model and Promising Practices**

This year, TCHD will receive two National Association of County and City Health Officials (NACCHO) Model Practice Awards for: 1) implementing a noncompetitive funding process to engage school district partners in tobacco prevention and 2) for its multijurisdictional rabies prevention collaborative between public health and community partners. Initiatives – including programs, resources and tools – designated as Model Practices demonstrate exemplary and replicable qualities in response to a local public health need.

Additionally, two TCHD programs have been designated as Promising Practices: 1) TCHD's retail food program quality improvement process; and 2) the Metro Denver Partnership for Health, which is a formal collaboration between five local health departments that serve the seven counties in the metro Denver area. Initial focus areas include behavioral health, healthy eating/active living, data sharing, and partnerships. A Promising Practice meets the following criteria: local health department role, collaboration, innovation, and responsiveness in addition to some qualitative and quantitative evidence that the practice improves health outcomes. A Promising Practice exhibits the potential to become a Model Practice.

#### **Medical Reserve Corps Challenge Award**

The Rocky Mountain Medical Reserve Corps of Colorado (RMMRCCO) will receive a \$13,000 National Association of County and City Health Officials (NACCHO) Medical Reserve Corps (MRC) Challenge Award. The RMMRCCO will focus on building and sustaining community resiliency by meeting with community navigators in immigrant and refugee communities, attending cultural events, providing emergency preparedness training, and supporting communities' health needs. They will also deploy an education and training campaign to raise awareness and provide tools to senior citizens and will collaborate with the University of Colorado Denver, Assistive Technology Partners to provide emergency preparedness training in American Sign Language for the deaf community.

### **Project Public Health Ready Exemplary Practice**

TCHD has officially been designated as a Project Public Health Ready (PPHR) Exemplary Practice by NACCHO. PPHR is a criteria-based public health preparedness program that assesses local health department (LHD) capacity and capability to plan for, respond to, and recover from public health emergencies.

### **TCHD Staff Present at CEMA Conference**

TCHD Emergency Preparedness and Response staff participated on two panels at the 2017 Colorado Emergency Management Association Conference. Sara Garrington, Emergency Preparedness Coordinator, represented TCHD on a panel of persons involved in the response to the Aurora Theater shooting. Ms. Askenazi and Ms. Garrington also presented alongside agency partners on the process and outcomes used to update the Emergency Support Function #8 Operational Annex of TCHD's Public Health Emergency Operations Plan, specifically focusing on the resource mobilization process.

### **Public Health Accreditation Update**

Since reaching the major milestone of submitting our documentation package to the Public Health Accreditation Board (PHAB) on January 31, 2017, TCHD has moved onto step four of the accreditation process—preparing for and participating in a site visit from the PHAB site visit team. We anticipate that this two-day visit will occur in September 2017.

### **TCHD Creates Healthy Pantry Toolkit**

TCHD has created a Healthy Food Pantry Tool Kit, which contains guidance for conducting a healthy food drive, advice on healthier choices, and handouts that address chronic health needs. It also includes reproducible "A Healthier Choice" cards to place with applicable foods. The toolkit can be found on TCHD's Access to Healthy Food webpage: <http://www.tchd.org/301/Access-to-Healthy-Food>.

### **2017 Household Chemical Round-up Dates and Information**

TCHD's Household Chemical Roundup (HCR) Program provides an outlet for wastes that might otherwise end up in our creeks, stormwater systems, sanitary sewers, and septic systems, or be disposed of illegally on public or private property. These collected materials are recycled when possible and carefully managed and disposed of in all cases. TCHD organizes spring and summer Household Chemical Roundup events for Adams and Douglas Counties. Information on these events can be found on TCHD's website: <http://www.tchd.org/250/Home-Chemical-Waste>.

### **TCHD School Focus Group Report**

TCHD created the School Task Force to coordinate communication efforts with the 15 school districts in our jurisdiction. In November 2016, the School Task Force contracted with John Snow, Inc. (JSI) to conduct focus groups to determine which types of information and which communication methods were most valuable to our school districts. The School Health Task Force then met and prioritized recommendations for the 2016-17 and 2017-18 school years.

### **Health Powers Life Campaign**

The City of Aurora's Office of International and Immigrant Affairs, in collaboration with TCHD, has developed the "Health Powers Life" campaign, which is focused on improving the lives of Aurora's immigrants and refugees. Stimulated by a TCHD report on the health of refugee communities in the Aurora area in 2015, Health Powers Life encourages healthy living through five core areas: annual medical checkups, healthy diet, exercise, rest and balance between physical and behavioral health. One of the key components will be community outreach featuring

culturally competent, multi-lingual representatives at various events who will offer information and resources about key health issues. Also, a mobile health clinic will be available at multiple events in Aurora, courtesy of the consulate of Mexico.

The “Health Powers Life” campaign was officially launched at an event on April 7, 2017 featuring remarks by Aurora Mayor Steve Hogan, Aurora City Manager Skip Noe, Office of International and Immigrant Affairs Coordinator Ricardo Gambetta, and Dr. Douglas. Additional information is available on the Health Powers Life website: [HealthPowersLife.com](http://HealthPowersLife.com).

### **Mental Health Stigma Campaign**

If we can’t talk about it, we can’t get the help we need. That’s the message (in English and in Spanish) that TCHD, in partnership with the Metro Public Health Behavioral Health Collaboration, is planning to launch during Mental Health Month beginning in May. This grassroots media campaign, called “Let’s Talk Colorado”, aims to break down the stigma associated with mental health issues so that those who need help will access it. More information is available at [www.LetsTalkCO.org](http://www.LetsTalkCO.org).

### **Other Items**

None.

### **Set Agenda for the June 14, 2016 Meeting**

The June 13, 2017 meeting agenda will include: 1) the final FY 2016 Auditor’s Report; 2) Budgetary Dynamics for FY 2018; 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**

Dr. Gallagher congratulated Ms. Bonczynski for receiving the National WIC Association Leadership Award.

### **Closing Remarks**

None.

### **Adjournment**

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

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Kaia Gallagher, PhD, President

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Paulette Joswick, Secretary