



**Board of Health Meeting
June 13, 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	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	Absent – Excused

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
Penny Grande – Associate Nursing Director (for Jeanne North)	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	Absent – Excused
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Present

Call to Order

Dr. Gallagher called the meeting to order at 4:32 p.m.

Introductions

Ms. Buckle introduced Roslyn Asuncion, Accountant; Brian Clendening, Information Technology Manager; Sue Bettermann, Administrative Analyst; and Lindsey Gibbons, Administrative Support. She also introduced Cheryl Wallace, a Certified Public Accountant with Rubin Brown, who is here to present the results of TCHD's fiscal year 2016 financial audit.

Mr. Hlavacek introduced Keith Homersham, Environmental Health Manager.

Approval of the Minutes of the April 11, 2017 Meeting

The minutes of the April 11, 2017 meeting were presented to the Board for review.

MOTION: Dr. Fawell moved to approve the minutes of the April 11, 2017 meeting as written and Ms. Adducci seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated March 31, 2017

Ms. Buckle presented the financial statements dated March 31, 2017 to the Board. She stated that, for the first three months of 2017, TCHD's revenue was \$10,694,615 which was slightly less than budgeted by \$19,614. Expenditures for the first three months of 2017 totaled \$10,127,959 which was greater than budgeted by \$65,000. Net income year-to date through March was \$566,656.

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. Buckle pointed out that the "Total 2017 Budget" and the "Percent of Total Budget" columns had been restored to the Board financial statements at the Board's request. She also stated that, in an effort to keep font at a readable size, the column containing explanations of line item variances had been eliminated and that explanations were now in footnote form at the end of the financial statements. The Board members noted that it was cumbersome to continuously scroll back and forth between financial line items and the footnotes at the end of the document. They requested that Ms. Buckle put pertinent footnotes at the bottom of each page (i.e., list only those footnotes that pertain to that particular page).

ACTION ITEM: Ms. Buckle to remove the variance explanations from the end of the financial statements and instead include them as footnotes at the end of each page (i.e., list only those footnotes that pertain to that particular page).

MOTION: Ms. Joswick moved to accept the financial statements dated March 31, 2017 as presented and Dr. Fawell seconded. The motion was approved unanimously.

Final Auditor's Report for Fiscal Year 2016

Cheryl Wallace, senior partner with Rubin Brown, summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2016. In their opinion, TCHD's financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of TCHD as of December 31, 2016. Current year recommendations include 1) obtaining confirmation from the State regarding all pass-through funds to ensure that the funds should be reported on the Schedule of Expenditures of Federal Awards (SEFA) and 2) performing a random reverification of WIC program cases during the year to ensure that technicians properly determined eligibility.

Ms. Wallace also reminded the Board that Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, is effective for 2018 year end.

MOTION: Ms. Brainard moved to accept the Financial Statements for the Year Ended December 31, 2016 and the Report to Governance. Ms. Jaroch seconded and the motion was approved unanimously.

PUBLIC HEARING REQUEST: Proposed Environmental Health Fee Changes

Mr. Hlavacek 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). Mr. Hlavacek presented the proposed fees to the Board and summarized fee changes. He requested the Board hold a public hearing at their August 8, 2017 meeting to review the proposed fee changes and approve the Environmental Health Fee Schedule for 2017.

MOTION: Dr. Fawell moved to hold a public hearing to consider the adoption of the proposed Environmental Health fee changes at the August 8, 2017 Board meeting. Ms. Brainard seconded and the motion was approved unanimously.

TCHD's 2016 Annual Report

Gary Sky, Public Information Officer (PIO), presented TCHD's 2016 Annual Report entitled, "The Determinants of Health" to the Board. The report discusses the social, environmental, behavioral and health care access factors that impact individuals' health and provides examples of the work TCHD is doing to address these determinants of health. These efforts are called out in our agency Strategic Plan, which also features focused work on five high priority population health issues identified through our Community Health Assessment, with recent highlights of this work also summarized in the Annual Report.

Ms. Jaroch inquired on TCHD's Annual Report dissemination strategy. Ms. Weinberg stated that these reports are sent to our community partners (e.g., hospitals, schools, primary care physicians, libraries and the media). It is also distributed electronically via our website and promoted via social media. Additionally, Adams, Arapahoe and Douglas Counties will post the report on their websites and push it out to their constituents. Finally, our Human Resources Department uses our Annual Report for recruiting purposes.

Ms. Reyes inquired whether the Annual Report was available in languages other than English. Mr. Sky stated that the printed report was only available in English; however, the electronic version on our website could be translated into several languages via Google. Dr. Douglas explained that the Annual Report was written at a high level and was targeted at our community partners rather than the general public. He asked Ms. Reyes whether she had community partners who would like to receive our Annual Report in Spanish. Ms. Reyes answered affirmatively. Dr. Douglas stated that TCHD would consider printing its annual reports in Spanish.

Nancy Jackson, Arapahoe County Commissioner, and Ms. Jaroch requested additional copies of the Annual Report for distribution at their community meetings.

ACTION ITEM: Dr. Douglas to consider printing TCHD Annual Reports in Spanish.

ACTION ITEM: Mr. Sky and Ms. Brockman to send additional copies of the 2016 Annual Report to Commissioner Jackson and Ms. Jaroch.

Current Infectious Disease Events

Jennifer Chase, Disease Intervention Program Manager and Regional Epidemiologist, summarized TCHD's response to the hepatitis A outbreak in the Denver metro region and provided an update on rabies activity both statewide and in TCHD's jurisdiction.

Statewide Full-Scale Public Health Exercise

Ms. Askenazi informed the Board that TCHD would be participating in a statewide, full-scale public health emergency dispensing and distribution exercise June 14-17, 2017. During this time, we will be testing internal and external communication systems, receipt and distribution of assets, and opening a point of dispensing (POD) to identify gaps in how we serve community members with functional and access needs.

Annual Strategic Plan Progress Update

Ms. Ludwig gave a presentation to the Board summarizing the progress TCHD has made in 2016-2017 on each of the nine Goals that comprise TCHD's Strategic Plan. She also presented a spreadsheet depicting the progress TCHD has made on each Goal Strategy in the 2016-2017 Work Plan. Several Board members stated that they liked the presentation format.

Budgetary Dynamics for Fiscal Year 2018

Mr. Buckle presented the fiscal year (FY) 2018 major budgetary dynamics to the Board. She summarized anticipated increases and decreases in revenue and expenditures for the upcoming fiscal year. The current projected net increase in expenditures for FY 2017 is \$993,507 and the projected net increase in revenue is \$440,105 which equates to a deficit of \$553,382.

Update from the 5/30/17 Board Budget Subcommittee and the FY 2018 Budget Presentation Scenario

Per Dr. Douglas, the Board of Health Budget Subcommittee met on May 30, 2017 to discuss how to best inform our Commissioners about TCHD's accomplishments, challenges and emerging public health issues relevant to budget planning. Identified areas of need for budgetary support include staff market/merit increases of three to five percent, increased health insurance costs, and two new general-funded full-time positions: a Substance Abuse Prevention Coordinator to expand comprehensive opiate overdose prevention capacity across our three-county jurisdiction and a Digital Media Specialist to leverage the capacity of our Strategic Communication Coordinator with dedicated digital media support. Preliminary insight from our county budget liaisons indicate that budget increases are likely to be conservative.

ACTION ITEM: Dr. Douglas and Ms. Buckle to double-check Adams County's memo to confirm that 2018 projected property tax revenues are actually estimated to increase by 15 percent.

Summary of Meetings with TCHD's Boards of County Commissioners

Dr. Douglas gave a summary of the meetings he had with each set of County Commissioners to update them on TCHD's activities and relevant public health issues. Big topics of interest included mental health and the opioid epidemic. Additionally, Adams County Commissioner

Chaz Tedesco has requested a separate meeting with Dr. Douglas and TCHD staff to discuss acute and chronic exposure-related issues due to plumes from the Suncor refinery.

Facilities Update

Ms. Ludwig informed the Board that the plans for the new Castle Rock office build-out have been approved and that demolition is scheduled to begin this week. Currently, move-in is projected to occur sometime in September 2017.

Legislative Update

Dr. Douglas provided a brief update on legislative items. Dr. Gallagher reminded the Board that a comprehensive, 17-page legislative update had been included in their meeting packet as part of the Executive Director's Report.

Executive Director's Report

TCHD Staff Present at National WIC Association Annual Meeting

On April 2, 2017, Ms. Bonczynski, TCHD's Director of Nutrition, presented on a panel entitled, *From Strategy to Action: Increasing Program Participation through Quality Improvement*, at the National WIC Association Annual Meeting in Philadelphia.

TCHD Staff Present at Colorado Culture of Health Conference

Two TCHD Nutrition staff participated on panels at the Colorado Culture of Health Conference on April 12, 2017. Jennifer Tellis, TCHD's Worksite Wellness Specialist, led a panel entitled, *How Local Business Networks are Connecting the Dots on Wellness*, and Matt Jackson, TCHD's Healthy Food and Beverage Policy Specialist, participated on a panel entitled, *Healthier Food Environments for a Healthier Workforce: What is the Role of a Local Municipality?*

TCHD Staff Present at NACCHO Annual Preparedness Summit

Michele Askenazi, Director of Emergency Preparedness and Response (EPR); Sara Garrington Emergency Preparedness and Response Coordinator; and Veronica Moody, Emergency Preparedness and Response Planner; presented at a four-hour workshop entitled: *De-Smoked! Putting the PH (Public Health) in IMT (Incident Management Team)*. Ms. Askenazi also participated on a panel entitled, *Discussing the Past, Present, and Future of the Hospital Preparedness Program (HPP): Shaping a Federal Program to meet Local Needs*.

Utah Emergency Preparedness and Response Summit

In an effort to share examples of public health planning and response with their local counterparts, the Utah Department of Health asked TCHD's EPR staff to present at their 2017 Emergency Preparedness and Response Summit. Ms. Garrington presented *Responses to Real World Incidents* during which she discussed TCHD's planning, training, and exercise efforts; partnerships with emergency management, the health and medical community, and first response entities; and examples of different response operations TCHD has conducted over the past several years.

TCHD Staff elected to National BioSense Governance Group

Yushuan Chen, Syndromic Surveillance Epidemiologist at TCHD, was elected by her colleagues across the country to serve as a local representative on the National BioSense Governance Group. In this role, Ms. Chen will help the Association of State and Territorial Health Officials (ASTHO)

and the Centers for Disease Control and Prevention (CDC) develop best practices for Syndromic Surveillance.

Public Health Accreditation Update

As noted in April, TCHD has begun Step 4 of the Public Health Accreditation (PHA) process—preparing for and participating in a site visit from the Public Health Accreditation Board (PHAB). PHAB's three-member Site Visit Team, composed of trained public health practitioners, has been assigned and our site visit dates have been set for September 18-19, 2017. Between now and then, PHAB's Site Visit Team will be reviewing the documentation we submitted and assessing conformity to standards and requirements. We may receive questions and/or requests for additional information in a pre-site visit report and will have 30 days to respond.

Adams County Nurse Support Program Expansion

TCHD will receive \$323,899 from Adams County to fund the Nurse Support Program for families that are eligible for, or are receiving, Temporary Assistance to Needy Families. This program's goal is to reduce unintended pregnancies, increase child spacing, assist families with obtaining and utilizing a medical home, assist with goal setting, and help families move toward self-sufficiency. In addition to home visits, TCHD will provide pre/post-natal educational classes during which participants will receive nursing assessments, developmental screenings, parenting education and referrals to community resources.

"A Matter of Balance" Grant Renewed

The Denver Regional Council of Governments (DRCOG) has awarded another two-year cycle of funding to TCHD to continue regional coordination for the *A Matter of Balance* older adult fall prevention program. TCHD will receive \$148,592 for fiscal year 2017-2018. Second year funding will be based on the amount of state and federal funds available to DRCOG and will be determined in early 2018.

Radon/Child Care Center Grant Update

In January 2016, new radon testing requirements were incorporated into the *Colorado Rules and Regulation Governing the Health and Sanitation of Child Care Facilities*. This affects approximately 800 licensed childcare facilities in TCHD's jurisdiction. Because all frequently occupied areas must be tested, this can be cost prohibitive, especially in larger facilities. To help remove cost barriers, TCHD applied for and was awarded a \$20,000 grant from the Colorado Department of Public Health and Environment (CDPHE) to purchase radon test kits. In order to serve more facilities, TCHD is matching these funds with an additional \$20,000.

Funding for Long-Acting Reversible Contraceptives

In June 2017, TCHD's Family Planning program will receive an additional \$92,000 from CDPHE for fiscal year 2016-2017. These funds will be used to purchase long-acting reversible contraceptives (LARCs) which are highly effective in preventing pregnancy, last for several years, are easy to use and are reversible. In 2016, TCHD's Family Planning program provided 681 LARCs to women in Adams, Arapahoe and Douglas counties.

State Tobacco Funding Formula

Amendment 35 Tobacco, Education, Prevention, and Cessation funds are distributed across the state through a three-year competitive and non-competitive grant process. In February 2017, the Tobacco Review Committee (TRC) proposed a new funding formula that would have cut funding to several local public health departments by capping an agency's total award at \$1 million.

Following intervention by the Colorado Association of Local Public Health Officials (CALPHO), the TRC met in May and voted to slightly increase the allocation to LPHAs, remove the \$1 million cap, and take the first year of a three-year cycle to conduct a tobacco-based community profile to assess community and organizational needs, opportunities and readiness. The assessment will inform the remaining two years of the grant cycle (July 1, 2018 – June 30, 2021).

Update on RFE Ratings Process

Colorado Revised Statutes (CRS) 25-4-1607.7(2) requires that inspection ratings be determined in conformance with a system adopted by CDPHE no later than July 1, 2017.

To meet this deadline, CDPHE has issued an Interpretive Memo that establishes guidance for ratings until the full stakeholder process and focus group discussions have been completed.

Pregnancy-Related Depression Campaign

In the fall of 2016, TCHD, in partnership with CDPHE, Denver Public Health and the Larimer County Public Health Department, launched a pregnancy-related depression awareness campaign that includes Colorado-specific resources for new and expectant mothers as well as referrals for free help in both English and Spanish. Additionally, free materials that can be adapted for local implementation are available. The campaign has been promoted via social media, blogs and websites frequented by mothers.

On May 2, 2017, Colorado Representative Dafna Michaelson Jenet signed a resolution designating May 1-7, 2017 as National Maternal Health Awareness Week and celebrated the Joint Budget Committee vote to increase Medicaid reimbursement for depression screening for pregnant or parenting women from one to three screenings per year. TCHD nurse Emma Goforth attended the resolution signing.

Legislative Update

Dr. Douglas gave a quick summary of the most important legislative developments relevant to our work. A detailed written summary of highlights from the 2017 legislative session was included in the Board members' meeting packet.

Other Items

Dr. Douglas Interviews on No Copay Radio

Dr. Douglas informed the Board that he had recently done two interviews for No Copay Radio, which is sponsored by the Denver Regional Council of Governments Area Agency on Aging. The first interview focused on the Affordable Care Act and the second focused on behavioral health, particularly in the areas of mental illness and substance abuse.

Arapahoe County Department of Social Services' Annual Report

Arapahoe County Commissioner Nancy Jackson presented Arapahoe County Department of Social Services' 2016 Annual Report entitled "Building Strong Communities" to the Board.

ACTION ITEM: Dr. Douglas to send a link to his No Copay Radio interviews to the Board of Health members.

Set Agenda for the August 8, 2017 Meeting

The August 8, 2017 meeting agenda will include: 1) a public hearing to consider the adoption of proposed Environmental Health fee changes, 2) a public hearing to consider the adoption of a

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new Onsite Wastewater Treatment Systems regulation, 3) a syringe exchange program update to consider contract renewal with the Harm Reduction Action Center, 4) a study session on TCHD's FY 2018 proposed budget, and 5) an update on anticipated school district participation in the 2017 Healthy Kids Colorado Survey.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

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

Kaia Gallagher, PhD, President

Paulette Joswick, Secretary