



**Board of Health Meeting  
December 12, 2017  
Minutes**

At a public meeting of the Board of Health held at Blackstone Country Club, Cambridge Room, 7777 South Country Club Parkway, Aurora, CO 80016, 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	Absent – Excused
Naomi Steenson, RD, Vice President, Adams County	Absent – Excused

**Executive Management Team Members:**

Michele Askenazi, Director of Emergency Preparedness, Response, and Communicable Disease Surveillance	Present
Jill Bonczynski, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
John M. Douglas, Jr., MD, Executive Director	Present
Theresa Fox, Director of Administration and Finance	Present
Mame Fuhrman, Director of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Present

**Call to Order**

Dr. Gallagher called the meeting to order at 5:03 p.m.

**Introductions**

An interested individual who works for Centura attended the meeting.

**Approval of the Minutes of the October 10, 2017 Meeting**

The minutes of the October 10, 2017 meeting were presented to the Board for review.

**MOTION: Ms. Jaroch moved to approve the minutes of the October 10, 2017 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated September 30, 2016**

Ms. Fox presented the financial statements dated September 30, 2017 to the Board. Year-to-date (YTD) revenue through September 2017 totaled \$30.4 million, which was greater than budgeted by \$432,000. YTD expenditures through September 2017 totaled \$29.5 million, which was less than budgeted (\$30.3 million) by \$790,000. Overall, the net operating surplus through the month of September is \$909,000.

For 2017, the Board approved the use of \$930,000 of the fund balance for the buildout of the new Hampden and Chambers office in Aurora (replaces the Iliff and Chambers office) and an electronic document management system. To date, \$697,500 of these funds remains unspent.

There has been some improvement in Medicaid reimbursements. The Colorado Department of Health Care Policy and Financing (HCPF) extended the timely filing deadline from 90 to 180 days due to the technical difficulties with the new Medicaid system. TCHD staff is current with claim submissions and HCPF is paying the claims on a weekly basis. Currently, TCHD's Medicaid revenue is approximately \$342,000 under budget through September, primarily in Family Planning, and is \$271,000 lower than the same period in 2016.

Finally, TCHD continues to invest a portion of its 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.

**MOTION: Dr. Fawell moved to accept the financial statements dated September 30, 2017 as presented and Ms. Adducci seconded. The motion was approved unanimously.**

**Public Hearing: Adoption of the 2018 Proposed Budget and Appropriation Resolution**

Dr. Gallagher opened the public hearing for the adoption of TCHD's 2017 proposed budget and appropriation resolution at 5:08 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, December 3, 2017.

Ms. Fox reminded the Board members that a preliminary 2018 budget totaling \$41,231,431 was presented to the Board at the August 8, 2017 meeting. The current 2018 proposed budget has been updated to include additional grant revenues and associated expenditures for a new total 2018 budget of \$41,454,241.

Ms. Fox shared a joint letter from the Adams, Arapahoe and Douglas County Commissioners stating that they agreed to TCHD's proposed 2018 per capita rate of \$6.72 (up from \$6.66 in 2017). This represents an overall County appropriation increase of \$357,840 over 2017. This additional funding will be used to support: 1) a 3.5% salary merit pool for general fund-supported employees, 2) the general-funded portion of health insurance premium increases, and 3) Substance Abuse Prevention Program expansion to support an additional 2.20 full-time equivalents (FTEs). In return, the respective Boards of County Commissioners have asked TCHD to provide informational updates during the year on the programs and performance measures funded by the increase. TCHD will work with each County's budget office to schedule midyear study sessions for this purpose.

Dr. Gallagher noted no one from the public was present to speak and closed the public hearing at 5:29 p.m.

**MOTION: Dr. Fawell moved to approve the 2018 Proposed Budget and Appropriation Resolution as presented and Ms. Jaroch seconded. The motion was approved unanimously.**

**Resolution for the Adoption of the Amended and Restated GASB 54 Fund Balance Policy**

Ms. Fox presented the Amended and Restated Governmental Accounting Standards Board Statement 54 (GASB 54) Fund Balance Policy to the Board. Dr. Douglas informed the Board that this policy had been amended to include, at our auditors' recommendation, the requirement to have at least three months of operating reserve in the fund balance.

**MOTION: Ms. Brainard moved to adopt the Amended and Restated GASB 54 Fund Balance Policy as presented and Ms. Adducci seconded. The motion was approved unanimously.**

**Resolution Redesignating and Supplementing the Reserve Fund Balance**

Ms. Fox reviewed the Reserve Fund Balance classification amounts and proposed changes to the Committed Fund Balance. A total of \$1,945,919 was moved from Unassigned Funds to the Committed Fund Balance in response to our auditors' recommendation that TCHD have at least three months of operating reserve. An additional \$450,000 was moved from Unassigned Funds to the Assigned Funds category to fund facilities master plan projects.

**MOTION: Dr. Fawell moved to approve the Resolution Redesignating and Supplementing the Reserve Fund Balance and Ms. Jaroch seconded. The motion was approved unanimously.**

**Approval of TCHD's Policy and Procedure Establishment Protocol**

Dr. Douglas explained that the Policy and Procedure Establishment Protocol, if approved by the Board, would grant TCHD's Executive Director the authority to establish policies and procedures pertaining to the day-to-day management of TCHD's business, operational, technical, regulatory, and administrative functions and activities.

**MOTION: Ms. Jaroch moved to adopt the Policy and Procedure Establishment Protocol as presented and Ms. Joswick seconded. The motion was approved unanimously.**

**Report from the Board Nominating Committee**

On behalf of the Board of Health Nominating Committee, Ms. Brainard recommended that the current slate of Board officers be retained for 2018: Dr. Gallagher as President, Ms. Steenson as Vice President, and Ms. Joswick as Secretary.

**MOTION: Dr. Fawell moved to accept the proposed slate of officers and Ms. Adducci seconded. The motion was approved unanimously.**

### **Set the 2018 Board of Health Meeting Schedule**

Ms. Ludwig proposed the Board continue to hold its regular meetings on the second Tuesday of February, April, June, August, October and December in 2018. All meetings would begin at 4:30 p.m. except the Board's dinner meeting in December, which would begin at 5:00 p.m. Following discussion, it was further proposed that the June 2018 meeting be held in Castle Rock and the August 2018 meeting be held at TCHD's Westminster Office. The February, April and October 2018 meetings will be held at TCHD's Administrative Office and the December 2018 meeting location will be determined at a later time.

**MOTION: Ms. Joswick moved to accept the above 2018 meeting schedule and locations and Dr. Fawell seconded. The motion was approved unanimously.**

### **Current Infectious Disease Events**

Dr. Douglas provided an update on the continuing hepatitis A outbreak among homeless persons, a scombroid outbreak linked to ahi tuna sold at a grocery store chain in Colorado, a salmonella outbreak associated with a mexican restaurant in Aurora, an update on the 2017-2018 influenza season, increased hepatitis C cases in 21-30 year-old individuals, a pertussis outbreak at ThunderRidge High School in Douglas County, and increased rates of gonorrhea in the metro Denver area.

***ACTION ITEM: Dr. Douglas to provide information to the Board on: 1) distinguishing scombroid poisoning from a food allergy, and 2) the efficacy of a single dose of hepatitis A vaccine versus the two-dose series. [provided by email 12/13/17]***

### **Budget, Public Health Improvement Plan, and Strategic Planning Timeline for Board Member Involvement**

Ms. Ludwig presented a timeline depicting Board member involvement in 2019 budget development, Public Health Improvement Plan development and Strategic Plan development. She stated that nothing new had been added since her presentation to the Board at the October 2017 meeting; rather the timeline was created as a visual aid.

Dr. Gallagher noted that the timeline listed the schedule of Strategic Plan Goal updates to the Board. She stated that she wanted the Goal updates to be a high-level overview consisting of what's been accomplished and what is left to do.

### **Status of Cancer, Cardiovascular and Pulmonary Disease (CCPD) Grants**

Dr. Douglas informed the Board that the CCPD Grants Program Review Committee had met and made funding recommendations for the grant proposals submitted for the 2019-2021 funding cycle. Of the two local and six regional grants submitted by TCHD and/or our partners, five were recommended for funding, two are on the waiting list in the event funding becomes available, and one will not be funded:

1. **Recommended for funding:** Worksite Wellness (TCHD), Breastfeeding (regional), Food Access (regional), Human Papilloma Virus (regional), and Radon (regional)

2. **On waiting list:** Community Health Teams (TCHD) and Healthy Beverage Partnership (regional).
3. **Not funded:** Built Environment (regional).

The recommended applications/projects will be presented to the state Board of Health in the spring of 2018 for final approval. The total funding amount per recommended application/project remains to be determined.

### **Summary of Elected Officials Luncheons**

Dr. Douglas provided a summary of the Elected Officials Luncheons TCHD hosted on November 15, 2017 at our Administrative Office and on November 16, 2017 at our Westminster Office. Overall, there was a good turnout of local officials; however, none of our state legislators were able to attend.

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

#### **TCHD Staff Presents at InFORM Conference**

Leslee Warren, Communicable Disease Epidemiologist, presented at the Integrated Foodborne Outbreak Response and Management (InFORM) Conference in November on her innovative statistical analysis on a restaurant-related Salmonella outbreak.

#### **TCHD's 2018 NACCHO Model Practice Submissions**

The National Association of County and City Health Officials' (NACCHO) Model Practice Program recognizes and honors outstanding public health practices and maintains a searchable database to promote the sharing of these practices among local health departments. This year, TCHD plans to submit three local and one regional practice for consideration.

#### **Cost of Measles Case Investigations**

Dr. Grace Marx, a CDC Epidemic Intelligence Service Officer working at TCHD, published a [report](#) about the \$68,000 cost associated with two single measles case investigations in 2016-2017.

#### **TCHD Staff Conduct Voter Registration Act Outreach**

In an effort to address one social determinant of health, Wendy Nading, Nurse Manager, and Callie Preheim, Population Health Epidemiologist, are working to enhance TCHD's voter registration efforts, which is required for clients of federally funded programs. Their quality improvement effort, which began in mid-2016 with a survey of Medicaid applicants, led to their development of a four-page voter guide for TCHD programs. This [story](#) was recently featured in the November 6, 2017 edition of the AARP / Robert Wood Johnson *Campaign for Action*, which is a nationwide publication.

#### **Targeted WIC Outreach Through Mapping**

TCHD's Nutrition Division received a WIC Innovation Grant from the Colorado Health Foundation to increase WIC participation via targeted outreach in areas with low WIC enrollment rates. To put this plan into action, Chris White, Population Health Epidemiologist, created an [online map](#) highlighting areas in each county with the lowest WIC enrollment. WIC participant data was also collected from other local WIC agencies in the Denver metro area and is included

on the map to depict high population boundaries and as a tool to work collaboratively with our partner agencies to increase WIC enrollment.

#### **Colorado Garden Foundation Grant**

The TCHD [community garden program](#), housed within the Nutrition Division, reached approximately 408 participants in 2016 and provided 2,735 pounds of fresh seasonal vegetables, herbs and fruits. Since WIC funds cannot be used for garden needs and upkeep, TCHD applied for and received \$6,000 in funding through the Colorado Garden Foundation Grant. This money will be spent on weeding tools, tomato cages, repairs to raised beds and drip lines, umbrellas for shade, and compost, seeds and transplants for the upcoming garden season.

#### **Household Chemical Roundup Summary for 2017**

TCHD facilitates Household Chemical Roundup Programs in Adams and Douglas Counties to provide an outlet for wastes that might otherwise end up in our creeks, stormwater systems, sanitary sewers, and septic systems, or be disposed of illegally. This year, 135,456 pounds of household chemical waste were collected from Adams County residents and 379,662 pounds of household chemical waste were collected from Douglas County residents. Collected materials are recycled when possible and carefully managed in all cases.

#### **Permanent Douglas County Household Chemical Roundup Facility**

TCHD presented its “Considerations for Proposal Planning for a Permanent Household Hazardous Waste (HHW) Recycling Facility” to Douglas County sponsors. The presentation generated good discussion about how to move a facility such as this forward.

#### **Immunization Audits at Child Care Centers**

TCHD nursing staff conducts immunization audits in child care centers to ensure that they have current customer immunization records on file and understand annual reporting requirements. These visits also give TCHD the opportunity to offer technical assistance and guidance to child care center staff and strengthen our relationship with them to improve the likelihood that they will contact us with questions or when issues arise. Currently, we are on target to complete 210 child care center immunization audits in 2017.

#### **Vaccine For Children Private Provider Inspections**

TCHD is responsible for ensuring that CDC-provided Vaccine for Children (VFC) is properly stored and handled by private providers and that they are administering the vaccine to qualifying patients. Most inspections require multiple follow-up visits and large amounts of coordination with CDPHE to ensure compliance. TCHD is on schedule to complete 50 VFC private provider Inspections on behalf of CDPHE this year. This is double the number we did last year due to new CDC program requirements.

#### **Human Resources Information System Selection and Implementation Timeline**

TCHD has entered into an agreement with Paycor to provide cloud-based human resources and payroll software to streamline recruitment, hiring, timekeeping, payroll, reporting and management activities. Implementation will begin in January 2018 and all of the functions will be live by June 1, 2018.

#### **All-Staff Meeting Recap and Survey Results**

TCHD’s Annual All-Staff Meeting was held on November 8, 2017 at CU South Denver (formerly the Wildlife Experience) in Parker, Colorado. This year, the meeting’s theme was “Health Equity

in Action.” A follow-up survey indicated that 97% of staff who responded rated the event as good to excellent.

### **Response to the Drug Overdose Epidemic**

TCHD continues to lead efforts to respond to the opiate epidemic in our area. Over the past two months, Dr. Douglas took part in two county-wide events: an Arapahoe County Town Hall meeting on October 26, 2017 and the annual Adams County Criminal Justice Coordinating Commission on December 4, 2017. Dr. Douglas also provided an update on the epidemic to the Metro Area County Commissioners on October 27, 2017.

Additionally, the Aurora Syringe Access Service program has now completed its first year. Summary statistics through 10/31/17 are as follows:

# of client interactions	626
# of newly enrolled clients	93
# of Syringes distributed	31,812
# of Syringes disposed	26,575 [84%]
# of Naloxone kits dispensed	172 (33 [19%] self-reported reversals )

Finally, TCHD is tracking a series of proposed bills developed by the Legislature’s Interim Committee on Opioid and Other Substance Use Disorders.

### **2017 Biowatch Exercise**

BioWatch, the U.S. Department of Homeland Security (DHS) environmental monitoring program, has been operating in many of the nation's urban centers since early 2003, including the Denver Metro Area. This early warning environmental monitoring system can detect trace amounts of designated biological materials in the air, and has been used to provide information to help public health experts determine whether detected materials are due to an intentional release (bioterrorism incident) or due to minute quantities that occur naturally in the environment.

The Denver Metro Area BioWatch Advisory Committee (BAC), which includes TCHD staff, participated in an exercise that was designed by DHS staff and conducted locally on October 4-6, 2017. The exercise evaluated the BAC’s ability to coordinate a response to an actionable result suggestive of an intentional bioterrorism agent release.

### **Efforts to Address Climate Change**

According to the American Public Health Association, climate change is the greatest threat to public health today. Locally, several efforts are underway to address this issue: 1) The Metro Denver Partnership for Health has formed the Climate Change and Health Workgroup to increase awareness of the impact of climate change on health across the Metro Denver Region through capacity building, policy development, communication and outreach; and 2) The Colorado Association of Local Public Health Officials has formed a workgroup charged with making recommendations regarding the adoption of policy priorities on climate change.

TCHD is also working to collaborate with the following groups either as part of the Metro Denver Partnership for Health or separately: 1) [Colorado Communities for Climate Action](#), 2) [Rocky Mountain Climate Organization](#), and 3) [Strong, Prosperous and Resilient Communities Challenge](#).

**Frameworks Report on Mental Health Stigma**

With a grant award from the Colorado Health Foundation, TCHD contracted with Frameworks Institute to research public thinking around mental health. Researchers found that most people strongly believe that mental health should not be stigmatized. Even so, stigma persists because of deep, underlying assumptions about health, self-control, personal responsibility, and normalcy. Strategic framing has the power to change these assumptions. The [report](#) shows how advocates can communicate in a way that destigmatizes mental health. Adopting these recommendations can build support for societal change and ultimately allow more people to get the care they need.

**Other Items**

None.

**Set Agenda for the February 13, 2018 Meeting**

The February 13, 2018 agenda will include: 1) a review of the 2019 Budget Development Calendar, 2) an update on Goals 1 and 2 of the Strategic Plan; and 3) an update on the 2018 Healthy Kids Colorado Survey.

**Board Member Remarks**

Jan announced that the Arapahoe County-appointed Board of Health members would be meeting with their Commissioners on January 23, 2018. She stated that she would contact TCHD leadership to determine whether there are any issues we'd like them to discuss with the Commissioners.

**Closing Remarks**

Dr. Gallagher thanked everyone for a terrific year and wished everyone a happy holiday season.

**Adjournment**

The meeting was adjourned at 6:23 p.m. by general consent.

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Kaia Gallagher, PhD, President

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Paulette Joswick, Secretary