



**Board of Health Meeting
February 13, 2018
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	Present

Executive Management Team Members:

Michele Askenazi, Director of Emergency Preparedness, Response and Communicable Disease Surveillance	Present
Jill Bonczynski, RD, 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 the Office of Human Resources	Absent - Excused
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, RN, Director of Nursing	Absent - Excused
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Absent - Excused

Call to Order

Dr. Gallagher called the meeting to order at 4:33 p.m.

Introductions

Dr. Douglas introduced Penny Grande, Associate Director of Nursing; Cindy Jamieson, Human Resources Generalist; and Dr. Jana Smith, Accreditation and Aging Initiatives Manager; who are attending the meeting on behalf of Ms. North, Ms. Fuhrman and Ms. Weinberg respectively.

Ms. Askenazi introduced Kaylan Stinson, Communicable Disease Epidemiologist; Joe Jasperse, Communicable Disease Epidemiologist; Jennifer Chase, Communicable Disease Epidemiology Manager; and Michael Perret-Gentil, Emergency Preparedness and Response Planner. Ms. Smith introduced Dr. Alyson Shupe, Informatics, Epidemiology and Health Planning Manager. Ms. Fox introduced Sue Bettermann, Administrative Analyst; Patty Buckle, Controller; Kurt Williams, Budget Analyst; David Wittke, Deputy Registrar; Jordan Luke, Information Technology Manager; and Brian Clendening, Information Technology Manager.

Accreditation Plaque Presentation

Dr. Smith presented the plaque TCHD received from the Public Health Accreditation Board in acknowledgement of our accredited status and Dr. Douglas hung it on the awards wall in the conference room. Dr. Douglas informed the Board that TCHD will present smaller plaques to our three sets of Commissioners in February/March 2018. He also announced that Dr. Smith plans to retire near the end of March 2018.

Approval of the Minutes of the December 12, 2017 Meeting

The minutes of the December 12, 2017 meeting were presented to the Board for review.

MOTION: Ms. Brainard moved to approve the minutes of the December 12, 2017 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated November 30, 2017

Ms. Fox presented the financial statements dated November 30, 2017 to the Board for review. She stated that year-to-date (YTD) revenue totaled \$36.8 million, which was lower than budgeted by \$662,201 and YTD expenditures totaled \$36.0 million, which was lower than budgeted by \$2.2 million. Overall, the actual net operating surplus through the month of November is \$810,000.

Ms. Brainard inquired on hiring progress in the Nursing Division. Ms. Grande stated that staffing has been stable and an improvement has been seen in the vacancy rate. Dr. Douglas informed the Board that the time it takes to fill positions has decreased, nursing salaries have been increased and turnover is down. He attributed these improvements to the Office of Human Resources, which has worked hard to address these issues.

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

Approve Locations for Posting Public Meeting Notices

Ms. Brockman informed the Board that C.R.S. 24-6-402(2)(c) requires local public bodies to annually designate the public place or places for posting public meeting notices at their first regular meeting of each calendar year. TCHD posts public meeting notices at each of its eleven offices and on its website.

MOTION: Ms. Adducci moved to continue posting public meeting notices at each TCHD office and on TCHD's website and Ms. Steenson seconded. The motion was approved unanimously.

FY 2019 Budget Development Calendar/Determine Board Budget Subcommittee Members

Ms. Fox presented TCHD's budget development calendar for fiscal year 2019 to the Board. The calendar contains two budget meetings with Board of Health representatives: one in May 2017 to review budget dynamics and justifications for planned budget requests and one in July 2017 to review budget presentation content and approach. Dr. Gallagher asked Ms. Fox to add TCHD's

spring meeting with the County Commissioners, which typically occurs in April, to the Budget Development Calendar.

The following Board members volunteered to serve on the Board of Health Budget Subcommittee: Ms. Brainard, Dr. Fawell, Ms. Jaroch, Dr. Gallagher, Mr. Nannestad, Ms. Reyes and Ms. Steenson.

ACTION ITEM: Ms. Fox to add TCHD's spring meeting with the County Commissioners to the Budget Development Calendar.

Infectious Disease Events

Ms. Chase presented communicable disease surveillance data for 2017; summarized 2017 zoonotic disease activity for rabies, West Nile virus, hantavirus, plague and tularemia; provided an update on the 2017-2018 influenza season; and provided an update on a salmonella outbreak associated with a restaurant in Aurora.

Orders of Succession

Mr. Perret-Gentil presented TCHD's revised Orders of Succession for Executive Leadership to the Board. This document establishes orders of succession for the offices of the Public Health Director, the Medical Officer and the Deputy Director to ensure that each successor will be authorized to assume office in the event that the previous office holder becomes unavailable due to incapacity, death, or an unknown cause that prevents that individual from performing his or her duties. Planned absences and vacancies (e.g., vacations, leaves of absences or retirement) do not apply to these Orders of Succession.

CONSENSUS: The Board of Health members adopted the revised Orders of Succession for Executive Leadership effective February 13, 2018 by general consent.

Update on TCHD's Medical Insurance

Ms. Jamieson stated that TCHD should receive all quotes from medical insurance carriers by the end of the week and that executive leadership plans to make a decision by March 1st. We will keep self-funding on the back burner in case it becomes a viable option in future years.

Community Health Assessment

Dr. Shupe distributed a document outlining TCHD's 2018 Community Health Assessment (CHA) tasks and timeline. We plan to have the final CHA document completed this June.

Ms. Reyes asked how TCHD planned to ensure our citizen surveys reached communities of color. Dr. Shupe stated that we plan to have our partner organizations push the survey link out to their clients and we will also push the link out via social media and our website. Additionally, we are working in conjunction with the communications directors for each of our three counties to ensure the survey reaches as many populations as possible.

Strategic Plan Update: Goal 1 – Improve and Expand Informatics and Technology Capacity

Dr. Shupe summarized key accomplishments and their impacts in TCHD's work to: 1) make data easily available to staff and the public, 2) collaborate with external organizations to share data resources, 3) create a public health informatics infrastructure, and 4) develop and maintain an IT master plan. She then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, she discussed what would still need to be done beyond March 31, 2019.

Strategic Plan Update: Goal 2 – Improve and Expand Communication Capacity

Ms. O'Guin summarized key accomplishments and their impacts in TCHD's work to: 1) increase visibility of the TCHD brand in the community, 2) coordinate external communication efforts with key partners, and 3) develop a multi-channel internal communications plan. She then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, she discussed what would still need to be done beyond March 31, 2019.

Executive Director's Report

Staff Presentation at Colorado Emergency Management Association (CEMA) Conference

Veronica Moody, TCHD Emergency Preparedness and Response Planner, will provide an overview of findings from the June 2017 Public Health Emergency Dispensing Exercise (PHEDEX) during a joint presentation at the CEMA Conference this February.

Staff presentation at International Disease Surveillance (ISDS) Conference

In January 2018, Yushuan Chen gave a presentation at the ISDS Conference on collaborative efforts with the State of Nebraska and Marion County, Indiana. The main objectives of this presentation included introducing how three different regions across the United States combined efforts to share data and information, develop a proposed case definition, and validate information in regards to emergency department visits related to opioid overdoses.

TCHD Support During Officer Involved Shooting at Copper Canyon Apartments

On December 31, 2017, Douglas County Sheriff's Deputies responded to a disturbance at an apartment complex in Highlands Ranch, CO. The suspect opened fire and killed one deputy and injured four others. TCHD was subsequently activated as the Emergency Support Function (ESF) #8 lead. Primary support activities included gathering information, supporting victim's advocates, and coordinating with All Health Network to provide access to behavioral health support for residents and surrounding community members. TCHD also assisted in the coordination of mass care for those displaced by the incident.

New WIC Co-location with Salud Family Health Center:

On January 22, 2018, in an effort to increase community and clinical linkages, TCHD opened a full-service WIC clinic at the Salud Family Health Center in Commerce City. The WIC clinic will initially be open two days per week, but will increase days of operation as the demand for services increases.

Update on Cancer, Cardiovascular and Pulmonary Disease (CCPD) Grants

As an update to our December report, we have been notified that two grants previously on the CCPD funding waiting list – Community Health Teams (TCHD) and Healthy Beverage Partnership (regional) – have now been partially funded.

Public Health Emergency Operations Plan

The purpose of TCHD's Public Health Emergency Operations Plan (PHEOP) is to describe and direct the basic strategies and mechanisms by which TCHD will prepare for and respond to incidents and emergencies. TCHD's Emergency Preparedness and Response staff review and update the PHEOP annually. This document is then reviewed by the Executive Management Team and, once approved, is signed into effect for the next calendar year. This process was just completed in January 2018.

Results from Staff Communication Focus Groups

TCHD's Communications Team recently conducted seven staff focus groups and administered a staff survey in an effort to better understand internal communication needs. Ideas that came out of the focus groups include: redesigning and improving our website; creating an Intranet; improving e-mail etiquette; providing updates on each division's activities at monthly office staff meetings; creating a shorter, more frequent digital version of the TCHD employee newsletter; and continuing to produce division annual reports.

Update on Maternal, Infant, Early Childhood Home Visitation (MIECHV) Federal Funding for the Nurse Family Partnership Program (NFP).

In order to continue MIECHV programs nationwide, Congress was supposed to reauthorize funding by September 30, 2017 for the 2018-2019 federal fiscal year. That didn't occur; however, Congress did pass a continuing resolution in January 2018 to fund the program through the end of February 2018. If reauthorization continues to be delayed, many states will be forced to suspend or close their programs, which will negatively impact needy families and potentially cause agencies to lay off staff.

Colorado has made a commitment to provide state funding to continue the federally funded portion of the program to ensure established services to families are not interrupted or ended. At TCHD, federal MIECHV funding provides services to 170 families and supports a staff of seven nurses and one administrative support person. State dollars provide services to an additional 378 families and funds 22 staff members.

National Radon Action Month Activities

January is National Radon Action Month (NRAM). In support of NRAM and our ongoing Public Health Regional Radon Roadmap grant activities, TCHD developed a campaign to supply the public with free radon test-kits and to educate the public and local elected officials about the risks of radon and encourage radon testing and mitigation. These efforts are supported by a \$5,000.00 grant from the Colorado Department of Public Health and Environment (CDPHE).

Update on the Healthy Kids Colorado Survey (HKCS)

Of high schools approached to take part in the survey, eight of ten high schools participated in Adams County, five of ten participated in Arapahoe County, and ten of ten participated in Douglas County. Overall, these are considered to be good regional participation rates. Data should be delivered to CDPHE near the end of February and the regional results will be released sometime thereafter.

In Adams County, coordinating the HKCS with the Adams County Youth Initiative (ACYI) survey led to much greater school participation in the HKCS. There were cuts to the survey questions which will mean fewer data points, but much better data for the data points we have.

Public Outreach Over Concerns About Rats and Other Rodents

Last fall, the Environmental Health Division convened a meeting of various jurisdictions to discuss a cooperative approach to dealing with rodent issues in Arapahoe County. TCHD and other jurisdictions have received a rising number of complaints over the last few years including complaints from local elected officials. Reasons for the increased rodent activity include an increase in the human population and a decrease in the natural predator population. TCHD, with input from the parties, developed a press release that was distributed by each of the participating organizations. A more specific protocol for handling complaints and jurisdictional authority was also developed. Finally, [educational materials](#) regarding rodents can be found on TCHD's website.

Legislative Update

Dr. Douglas provided an update to the Board on several bills of interest in the Colorado State Legislature with particular attention to those related to opioid/substance abuse, tobacco, nicotine, oil and gas regulation, and the Architectural Paint Stewardship Program. He also mentioned that the City of Aurora has passed an ordinance prohibiting smoking and the use of electronic smoking devices in motor vehicles when children under age 18 are present. This ordinance was successfully advocated by Girl Scout Troop #60789.

Other Items

Ms. Ludwig invited the Board members to attend an open house at TCHD's new Castle Rock Office located at 410 S. Wilcox St., Castle Rock, CO 80104 on Tuesday, March 20th from 11:00 a.m. to 1:00 p.m. Board members who cannot attend the open house, but would like a tour of the new office should contact Ms. Brockman who will make the necessary arrangements.

Set Agenda for the April 10, 2018 Meeting

The April 10, 2018 meeting agenda will include a reception and awards ceremony to honor TCHD's Public Health Heroes of the Year.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

MOTION: Ms. Adducci moved to adjourn the meeting at 6:43 p.m. Ms. Jaroch seconded and the motion was approved unanimously.