



**Board of Health Meeting  
June 12, 2018  
Minutes**

At a public meeting of the Board of Health of Tri-County Health Department (TCHD), held at the Douglas County Fairgrounds, Events Center Conference Room, 500 Fairgrounds Drive, Castle Rock, Colorado, 80104, there were:

**Board of Health Members:**

Carole Adducci, RN, Adams County	Absent – Excused
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	Absent – Excused
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, 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	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, RN, Director of Nursing	Present
Alyson Shupe, PhD, Informatics, Epidemiology and Health Planning Manager	Present

**Call to Order**

Dr. Gallagher called the meeting to order at 4:35 p.m.

**Introductions**

Ms. Ludwig introduced Joella Gonzales, her new Administrative Assistant. Ms. Bonczynski introduced Heidi Fritz, Community Nutrition Manager. Mr. Hlavacek introduced Michael Weakley, Water Program Supervisor; Keith Homersham, Environmental Health Manager; Sheila Lynch, Land Use and Built Environment Program Manager; Annemarie Heinrich, Land Use and Built Environment Specialist; and Emilee Engling and Jessica Wiersma, Environmental Health Specialists. Dr. Shupe introduced Matthew Jackson, Public Health Planning Initiatives Coordinator; Maura Proser, Public Health Prevention and Policy Manager; Becky O'Guin, Strategic Communications Manager; Gary Sky, Public Information Officer; and Haley Foster, Substance Abuse Prevention Coordinator. Finally, Dr. Douglas introduced Daniel Barton, Performance Management Coordinator.

**Approval of the Minutes of the April 10, 2018 Meeting**

The minutes of the April 10, 2018 meeting were presented to the Board for review.

**MOTION: Ms. Steenson moved to approve the minutes of the April 10, 2018 meeting as written and Ms. Jaroch seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated March 31, 2018**

Ms. Fox presented the financial statements dated March 31, 2018 to the Board for review. She stated that year-to-date (YTD) revenue totaled \$11.26 million, which was slightly greater than budgeted by \$19,000. YTD expenditures through March totaled \$9.8 million, which was slightly lower than budgeted by \$607,000. Overall, the actual net operating surplus through the month of March was \$1.5 million.

TCHD continues to invest a portion of the fund balance with Chandler Asset Management in a \$6 million dollar 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. Government Accounting Standards Board (GASB) 72 requires investments to be reported at fair value; therefore, market fluctuations can cause a drop in value even though the investment has not been liquidated. YTD earnings through March 2018 with Chandler were in the red by \$8,802 while earnings with JPMorgan Chase and CSafe were in the black at \$11,590 and \$12,800 respectively.

**MOTION: Dr. Fawell moved to accept the financial statements dated March 31, 2018 as presented and Ms. Steenson seconded. The motion was approved unanimously.**

**Final Auditor's Report for Fiscal Year 2017**

Cheryl Wallace, senior partner with Rubin Brown, summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2017. 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, 2017. Additionally, the auditor issued an unmodified opinion related to TCHD's federal awards.

**MOTION: Dr. Fawell moved to accept the Audited Financial Statements for the Year Ended December 31, 2017 and the Report to Governance. Ms. Steenson seconded and the motion was approved unanimously.**

**PUBLIC Hearing: Consider Variance for On-Site Wastewater Treatment Systems Within Bald Mountain Estates, Douglas County, Colorado**

Dr. Gallagher opened the public hearing 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, May 20, 2018. It was also noted that several property owners and representatives of Lytle Water Solutions, LLC were present.

Mr. Weakley discussed the issue at hand and the requested conditional variance and individual variance process:

The property owners in the Bald Mountain Estates (BME) Subdivision in Douglas County are currently served by a community water supply that is owned and operated by the Ponderosa Baptist Camp to the north of the Subdivision. Due to the deterioration of the aging water supply infrastructure and the cost of repair, BME property owners have determined that the best water supply alternative is to construct individual wells on each of their properties.

TCHD Regulation Number O-17, On-Site Wastewater Treatment Systems (OWTS), requires a minimum setback between a well and OWTS components. All of the developed lots have existing OWTS and are approximately one acre in size. Typically, lots served by OWTS and individual wells are a minimum of 2.5 acres, which means that some of the BME lots will not meet the setback requirements in O-17, primarily the required 100 foot separation between a well and an OWTS soil treatment area (leachfield).

The variance process in O-17 requires a separate public hearing for each request, which creates delays since TCHD's Board of Health meets every two months. TCHD Environmental Health staff, in consultation with our attorney, have developed a process that satisfies the variance requirement in O-17 and provides an expedited process for TCHD and BME applicants. This process includes a single Board of Health hearing to consider the issuance of a conditional variance and an individual variance process.

The conditional variance request presented to the Board of Health is based on a written professional opinion dated June 7, 2018 from Joe V. Meigs, a registered Professional Geologist, and Bruce A. Lytle, a registered Professional Engineer, from the consulting firm of Lytle Water Solutions, LLC that states that, as long as the minimum well design standards depicted and described in their report are adhered to for all new wells that can't meet the minimum spacing requirements, it will result in no greater risk than that associated with compliance with the spacing requirements in Regulation O-17.

Mr. Weakley explained that, should the Board grant the conditional variance, it would be general and applicable to any proposed variance request submitted to TCHD by any individual residential property owner in the BME subdivision, but would be conditioned upon home owner compliance with minimum well design standards and the final issuance of an individual variance by TCHD.

Dr. Fawell inquired whether there were alternatives. Mr. Weakley responded that alternatives and their associated pros and cons were outlined in the Lytle Water Solutions, LLC technical document.

Ms. Brainard asked whether the Board could recommend that all BME residential property owners construct their wells in accordance with Lytle Water Solutions' technical specifications. Mr. Weakley stated that the variance, if granted, would apply to those lots that can't meet the setback requirements in O-17. Mr. Hlavacek stated that the Board could make that recommendation; however, that would greatly impact the cost of the well.

Ms. Jaroch inquired on TCHD's area of responsibility. Mr. Hlavacek explained that TCHD permits OWTS and wants to ensure the required well setback is met. The Colorado Division of Water Resources permits water wells.

Ms. Reyes asked who was responsible for ensuring wells were constructed to Lytle Water Solutions' technical specifications on affected lots. Mr. Hlavacek stated that TCHD would work with the Colorado Division of Water Resources to ensure the wells were constructed as required.

Ms. Reyes inquired on TCHD's liability. Sid Overton, TCHD's attorney, stated that when a regulatory authority is involved in a regulatory activity it is considered to be normal and customary. Therefore, the possibility of an issue is remote.

Mr. Dave Sebesta, BME residential property owner, stated that TCHD had been very helpful and that only a few lots were affected. He also stated that the Lytle Water Solutions, LLC technical report was very conservative. Mr. Chris Fehn, a senior engineer with Lytle Water Solutions, LLC, agreed and explained that Regulation O-17 requires a 100-foot horizontal setback from leachfields and that Lytle Water Solutions, LLC was also recommending a 100-foot vertical setback.

Dr. Gallagher confirmed that nobody else from the public wished to speak and closed the Public Hearing at 5:38 p.m.

**MOTION: Ms. Brainard moved to approve a conditional variance to the residential real property lots in the Bald Mountain Estates subdivision, which is conditioned upon full compliance with well design standards relating to each individual variance request. Further, each applicant requesting a variance shall comply with the procedures established by TCHD and, upon completion of the well, receipt of the well construction certification, and verification by TCHD staff, TCHD shall issue a variance to the applicant and have the variance recorded by the Douglas County Clerk and Recorder. Dr. Fawell 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 2018 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 14, 2018 meeting to review the proposed fee changes and approve the Environmental Health Fee Schedule for 2018.

**MOTION: Dr. Fawell moved to hold a public hearing to consider the adoption of the proposed Environmental Health fee changes at the August 14, 2018 Board meeting. Ms. Steenson seconded and the motion was approved unanimously.**

**Current Infectious Disease Events**

Dr. Douglas presented communicable disease surveillance data for 2018 through the end of March; summarized the 2017-2018 influenza season; discussed the upward trend in invasive Group A Strep infection in the Denver metro area among homeless people and people who inject drugs; and provided an update on the gonorrhea epidemic in Colorado.

**TCHD's 2017 Agency and Division Annual Reports**

Gary Sky, Public Information Officer (PIO), presented TCHD's 2017 Annual Report entitled, "Building Healthy Communities" to the Board and gave an overview of the content. This report will be mailed to our elected officials and 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, TCHD staff are encouraged to bring copies of the report for distribution at coalition meetings. Gary also invited the Board members to take additional copies to share with their colleagues.

Ms. Reyes stated that she would like to see TCHD do more to get its Annual Report into the hands of the Spanish speaking population. Mr. Sky stated that the intended audience is our community partners, not the general public. He explained that TCHD paid \$1,000 last year to have the Annual Report translated into Spanish. The Spanish version was posted on our website and was downloaded five times (two of the downloads were done by Mr. Sky). By contrast, the English version was downloaded 421 times. Also, TCHD sent a letter to our partner agencies last year asking whether a Spanish version of the Annual Report would be useful. All responses indicated that the English version was fine. Ms. Reyes stressed that nonprofit groups, community groups and neighborhood groups need to see the report in Spanish.

Mr. Sky also distributed the Division Annual Reports to the Board. Dr. Douglas explained that these reports contain a variety of programmatic information and are meant to inform our Board of Health members, our community partners, and our staff. Dr. Douglas encouraged the Board members to read the reports and requested time on the August 14, 2018 Board of Health meeting agenda to obtain their feedback on content value and recommended changes.

#### **Budgetary Dynamics for Fiscal Year 2019**

Ms. Fox presented the fiscal year (FY) 2019 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 2019 is \$1,431,439 and the projected net increase in revenue is \$820,454 which equates to a deficit of \$610,985.

#### **Update from the 5/30/18 Board Budget Subcommittee and the FY 2019 Budget Presentation Scenario**

Per Dr. Douglas, the Board of Health Budget Subcommittee met on May 30, 2018 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 in FY 2019 include a 3.5 percent merit pool for general-funded staff (\$124,000) and a full-time Chief Informatics Officer (CIO) (\$100,000). Per Dr. Douglas, an \$0.11 county per capita increase would provide the needed revenue for both the merit increase and the new CIO position; however, preliminary insight from our county budget liaisons indicate that budget increases are likely to be conservative.

#### **Final Community Health Assessment and Update on Public Health Improvement Plan**

Dr. Shupe summarized TCHD's draft 2018 Community Health Assessment (CHA) which will help inform our 2019-2024 Public Health Improvement Plan (PHIP) later this year. TCHD is currently gathering feedback on the CHA from TCHD staff, the public and community partners via survey to help us further refine priorities for our PHIP. She encouraged the Board members to read the CHA and take the survey, both of which are posted on TCHD's website.

Mr. Jackson discussed the 2018 planning and development timeline for the 2019-2024 PHIP during which TCHD will conduct a variety of internal and external engagement activities, in both English and Spanish, over the summer months via surveys, focus groups, one-on-one interviews, and key informant interviews. Board of Health members will be invited to participate in the community focus groups which will be held in late July. TCHD will then update the Board on stakeholder/Board of Health prioritization results at the August 2018 Board meeting and then begin plan development. The Board will receive a second update on final prioritization and topic-specific strategies at its October 2018 meeting and then will be presented with the final document for approval at the December 2018 meeting. The PHIP will then be submitted to CDPHE for final approval by the State Board of Health.

***ACTION ITEM: Mr. Jackson to provide the name of the contractor who will conduct the meetings with Spanish speaking populations to Ms. Reyes.***

***ACTION ITEM: Ms. Brockman to ensure Board members receive an invitation to the upcoming focus groups.***

#### **Strategic Plan Update: Goal 5 – Reduce the Health Burden of Tobacco and Substance Abuse**

Ms. Bonczynski and Ms. Fritz summarized key accomplishments and their impacts in TCHD's work to: 1) develop a cross-divisional framework to guide coordinated chronic disease and obesity prevention efforts; 2) work with communities to enhance built and social environments to maximize access to healthy food and physical activity; 3) work with partners to develop or advocate for policies and programs to increase access to healthy foods and beverages, decrease the consumption of unhealthy foods and beverages, and support breastfeeding; and 4) work with partners to develop or support policies and programs that protect, promote and support evidence-based chronic disease self-management in communities. They then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, they discussed what would still need to be done beyond March 31, 2019.

#### **Strategic Plan Update: Goal 6 – Reduce the Health Burden of Tobacco and Substance Abuse**

Ms. Proser summarized key accomplishments and their impacts in TCHD's work to: 1) prevent youth initiation of substances through partnerships, education and evidence-based strategies; 2) reduce public health and safety risks associated with substance use and misuse; and 3) promote evidence-based cessation and treatment access. She then discussed planned activities for the upcoming year and their intended impacts through March 31, 2019 when our current Strategic Plan ends. Finally, they discussed what would still need to be done beyond March 31, 2019.

***ACTION ITEM: Ms. Proser to send Ms. Reyes information on the Tri-County Overdose Prevention Partnership (TCOPP).***

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

##### **TCHD Programs Designated as 2018 NACCHO Model and Promising Practices**

This year, TCHD will receive three National Association of County and City Health Officials (NACCHO) Model Practice Awards:

- **Model Practice #1: Utilizing Web-based GIS Technology to Address the Opioid Crisis at the Neighborhood Level**  
In response to a request from public officials, TCHD developed an interactive website containing timely and accurate data which can be visualized at the neighborhood level to identify the scope of the opioid problem and available resources to support community-based efforts.
- **Model Practice #2: Healthy Beverage Partnership**  
The Healthy Beverage Partnership (HBP), a regional partnership that includes TCHD, was established through six local public health agencies representing seven counties in the metro area (60% of Colorado's population) in response to rising childhood obesity rates.
- **Model Practice #3: Metro Denver Partnership for Health**  
The Metro Denver Partnership for Health, a regional partnership that includes TCHD and other four other local public health agencies (Boulder, Broomfield, Denver, and Jefferson Counties), is working on areas of priority focus including behavioral health, healthy eating/active living, data sharing, and partnerships.

This is the 15<sup>th</sup> consecutive year one or more TCHD programs have received this distinction. Model Practice recipients will accept their awards at the NACCHO Annual Conference in New Orleans, LA, July 10-12, 2018. Additionally, our *TCHD Layered Security Network Model* was designated as a Promising Practice. All previous Model and Promising Practices are housed in NACCHO's searchable, online, [Model Practices Database](#).

#### **Governor's Award Nomination for Worksite Wellness**

Each year, the Governor's Council for Active and Healthy Lifestyles nominates several employers for the Governor's Award for Worksite Wellness. This year, TCHD was one of five nominees including: Pinnacol Assurance, Children's Hospital Colorado (winner of the award), Summit Community Care Clinic, and the Colorado Department of Public Health and Environment.

#### **Regional Health Connectors**

TCHD's Regional Health Connector (RHC) team includes one RHC for each county. RHCs improve health in Adams, Arapahoe and Douglas Counties by: 1) connecting primary care providers and clinics with behavioral health and human services; 2) developing and implementing unique projects to advance community health; 3) partnering with clinical Quality Improvement (QI) Teams to help medical practices prepare for new models of care and reach clinic goals; and 4) recommending reliable resources to improve health outcomes. To date, TCHD's RHC team has interacted with 45 practices with more practices being added in 2018. Additionally, each RHC serves in a leadership role with their local health alliance which includes partners from all sectors of the health care delivery system, local government, schools, early childhood councils and multiple community-based organizations working to improve health access.

#### **Health Equity Capacity Building**

TCHD was awarded a \$10,000 Health Equity Advocacy Network Strengthening Grant from the Colorado Trust to ensure that all staff have a common understanding of health equity and to build capacity with current and new staff in a structured, strategic way as part of our larger professional development. We will hold this training for all TCHD staff at the November 14, 2018 Annual

All-Staff Meeting. Additionally, we will hold a Health Equity Summit in 2019 and plan to invite a combination of staff, our Board of Health members, members from our three county governments, and other public health partners.

#### **Summary of Mental Health Month Events**

TCHD celebrated Mental Health Month in May with a variety of internal and external activities to promote the importance of mental health, access to treatment, and less stigma for those who seek treatment.

#### **TCHD Summer Picnic**

In response to staff request and for the first time in many years, TCHD is hosting a family-friendly picnic at Utah Park, 1800 S. Peoria St., Aurora 80012 on Saturday, August 18, 2018 from 10:00 a.m.-1:00 p.m. Board of Health members and their families are encouraged to attend.

#### **TCHD Spring Update to County Commissioners**

Dr. John Douglas will deliver the TCHD Spring Update to our three sets of County Commissioners on Thursday, June 21, 2018 from 9:00-10:30 a.m. at the Pete Mirelez Human Services Building, Cherry C Conference Room, 11860 Pecos Street, Westminster, CO 80234. All Board of Health members are invited to attend.

#### **Colorado Retail Food Program Triennial Review**

Colorado Revised Statute 25-4-1607.5 requires CDPHE to convene a stakeholder group at least once every three years to study retail food establishments, retail food establishment fees, and retail food inspection programs. The stakeholder process is expected to take place throughout the summer and fall of 2018. Updates to the BOH will be provided as necessary or at the conclusion of the process.

#### **EPA Rocky Mountain Superfund Case Study**

TCHD has been involved with the oversight of the cleanup at Rocky Mountain Arsenal (RMA) since the mid-1980s. Today, much of the RMA has been transformed from a Superfund site to a National Wildlife Refuge that has become a significant asset to Commerce City, Adams County and the entire Denver Metro area. TCHD has played a role over the years in this phenomenal transformation which can be read about in a recently published [Environmental Protection Agency Case Study](#).

#### **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.

Notably, over the past few days, the Governor vetoed two bills included in the summary that TCHD opposed. To explain its public health concerns with these smoking-related bills, Senate Bill 18-179, "Extend Credit for Out-of-state Tobacco Sales" and House Bill 18-1258, "Marijuana Accessory Consumption Establishments", TCHD staff participated in meetings with the Governor's staff at the state capitol and wrote directly to the Governor providing data and research citations.

#### **Other Items**

None.

**Set Agenda for the August 14, 2018 Meeting**

The August 14, 2018 meeting agenda will include: 1) a public hearing to consider the adoption of proposed Environmental Health fee changes, 2) a syringe exchange program update, 3) a study session on TCHD's FY 2019 proposed budget and budget presentation, and 4) an update PHIP stakeholder prioritization results.

**Board Member Remarks**

Ms. Brainard congratulated Ms. Fox, TCHD leadership, and Administration and Finance Division staff on achieving a clean audit.

**Closing Remarks**

None.

**Adjournment**

The meeting was adjourned at 7:41 p.m. by general consent.

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Kaia Gallagher, PhD, President

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Paulette Joswick, Secretary