



**Board of Health Meeting
October 9, 2018
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 6162 S. Willow Dr., 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	Absent – Excused
Marsha Jaroch, NP, Douglas County	Present
Paulette Joswick, RN, Secretary, Douglas County	Present
Zachary Nannestad, MPH, 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	Absent – Excused
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

Ms. Steenson called the meeting to order at 4:30 p.m.

Introductions

Ms. Fox introduced Tim Glazier, Information Technology Service Desk Analyst, and Kurt Williams, Budget Analyst. Ms. Ludwig introduced Maura Proser, Public Health Prevention and Policy Manager; Patty Boyd, Strategic Partnerships Manager; and Judy Fowler, Nutrition Manager.

Approval of the Minutes of the August 14, 2018 Meeting

The minutes of the August 14, 2018 meeting were presented to the Board for review.

MOTION: Dr. Fawell moved to approve the minutes of the August 14, 2018 meeting as written and Ms. Jaroch seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated June 30, 2018

Ms. Fox presented the financial statements dated June 30, 2018 to the Board for review. She stated that revenue totaled \$21.7 million through June, which was less than budgeted by \$182,000. Expenditures through June totaled \$20.4 million, which was slightly lower than budgeted by \$433,000. Overall, the actual net operating surplus through the month of June was \$1.3 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. Earnings through June 2018 with Chandler were \$7,834 and earnings with JPMorgan Chase and CSafe were \$29,549 and \$35,235 respectively.

MOTION: Ms. Adducci moved to accept the financial statements dated June 30, 2018 as presented and Mr. Nannestad seconded. The motion was approved unanimously.

Public Hearing: Adoption of Supplemental Budget Appropriation

Ms. Steenson opened the public hearing at 4:45 p.m. regarding the adoption of a supplemental budget appropriation for 2018. The public hearing was duly advertised in The *Denver Post* on September 30, 2018.

Ms. Fox explained that the supplemental budget appropriation resolution would amend TCHD's 2018 budget to reflect unanticipated revenue received since the fiscal year 2018 budget was adopted in December 2017. TCHD cannot spend additional funding received during the year unless it is identified by the Board of Health and the supplemental budget appropriation resolution is approved. The majority of additional revenue is directly related to the start of the federal government's new fiscal year. The net result is a \$576,659 increase over our adopted 2018 budget.

Ms. Steenson noted that no one from the public was present to speak on this issue and closed the public hearing at 4:55 p.m.

MOTION: Ms. Adducci moved to approve the proposed 2018 Supplemental Budget Appropriation and Resolution as presented. Dr. Fawell seconded and the motion was approved unanimously.

Determine Annual Board of Health Dinner Meeting Location

The Board members agreed to hold their annual dinner meeting on December 11, 2018 at Blackstone Country Club, 7777 S. Country Club Parkway, Aurora, CO 80016.

Appoint Board of Health Nominating Committee Members

Ms. Steenson appointed Ms. Brainard, Mr. Nannestad and herself to the Board of Health Nominating Committee.

ACTION ITEM: The Nominating Committee is to propose a slate of Board of Health Officers for 2019 at the December 11, 2018 Board meeting.

Current Infectious Disease Events

Jen Chase, Disease Intervention Program Manager, announced that the 2018-2019 influenza season began October 1, 2018 and that TCHD plans to hold an influenza vaccination clinic for its employees on October 15, 2018. She also presented 2018 communicable disease surveillance data through September 21, 2018 and outbreak investigation data through the end of June. Finally, she provided an update on rabies activity and West Nile virus activity, both in TCHD's jurisdiction and statewide. No cases of plague, tularemia or hantavirus have been confirmed in TCHD's jurisdiction this year.

Report on Budget Study Sessions with County Commissioners and County Budget Staff

Ms. Ludwig reported that TCHD's budget study sessions with our Boards of County Commissioners and County finance staff went well and that the Commissioners were receptive to our budget request. Ms. Ludwig did hear that our budget request will be approved; however, it won't be official until the Boards of County Commissioners adopt their County budgets in December.

Public Health Improvement Plan: Update on Final Prioritization and Plan Development

Matt Jackson, Public Health Planning Initiatives Coordinator, summarized the prioritization process and announced that the following priorities had been selected for inclusion TCHD's 2019-2024 Public Health Improvement Plan (PHIP): 1) access to mental and physical health care services, 2) mental health, 3) food insecurity, and 4) housing (developmental). Next, Mr. Jackson summarized the existing work and available opportunities for each of the priority areas. The fourth priority area, housing, is considered a developmental priority to allow us time to research the issues and determine how to proceed.

Ms. Reyes inquired whether TCHD had obtained input from corrections groups during the prioritization process. Mr. Jackson stated that TCHD had not and that we are continuously looking at ways to improve our process.

Following discussion, the Board members stated that they were comfortable with and support the four priority areas selected.

Update on Division Director Recruitment

Dr. Douglas informed the Board that Heather Baumgartner had been selected to direct the new Community Health Promotion Division. Heather has over 20 years of public health experience including leadership and accountability for strategic planning, budgeting, performance management, team building, policy and program development, and grant writing and reporting. She comes to TCHD from the Colorado Department of Public Health and Environment (CDPHE)

where she has served in various roles since 2001. Heather has knowledge and experience in initiatives targeting tobacco control, obesity prevention, assessment and planning, maternal and child health, and family friendly employment. She is also a faculty instructor for a three-credit course on public health approaches to mental and behavioral health. Heather will join TCHD on October 29, 2018.

Per Dr. Douglas, he is close to making a final decision on who will be the Director of the new Planning and Information Management Division and interviews for a new Director of Nursing begin on October 15, 2018.

Strategic Planning Process Timeline and Board Subcommittee Role

Ms. Ludwig informed the Board that the Strategic Plan timeline had been revised to allow the new leadership coming on board to be engaged in the strategic planning process. Strategic Plan development will now begin in January 2019 with final plan adoption at the August 2019 Board meeting.

Proposed Board member roles include a retreat with TCHD leadership in March 2019 to consider Strategic Plan architecture and goals followed by a Board Subcommittee meeting in July 2019 to review the draft plan and provide feedback. Updates on the strategic planning process will be provided at the February, April and June 2019 Board of Health meetings.

The Board members agreed with the proposed Strategic Plan timeline and Board Subcommittee role.

Report on Annual NALBOH Conference

Ms. Reyes and Dr. Fawell provided highlights from the National Association of Local Boards of Health (NALBOH) Annual Conference which was held in Raleigh, NC August 8-10, 2018.

Strategic Plan Update: Goal 9 – Reduce the Burden of Mental Health Issues

Ms. Boyd summarized key accomplishments and their impacts in TCHD's work to: 1) reduce stigma associated with mental health; 2) work with key partners in the community to increase prevention and early intervention strategies; 3) work with key partners in the community to enhance access to mental health services; and 4) enhance existing population-level data collection and dissemination efforts. 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

TCHD and National Preparedness Month Activities

September was National Preparedness Month, a nationwide effort to encourage individuals and communities to plan and prepare for emergencies, including natural disasters and manmade incidents. TCHD's Emergency Preparedness and Response (EPR) staff provided information to staff about EPR projects that support them and our communities and visited TCHD office locations to talk about mass prophylaxis and conduct introductory POD training. EPR staff also promoted National Preparedness Month efforts through the @TCHDHealth Twitter account, on the TCHD Website, and via internal All Staff messaging.

ACTION ITEM: Ms. Askenazi to send Board members a link to the POD 101 training video.

Staff Influenza Vaccination Clinics

This year, TCHD will hold two influenza vaccination clinics for staff and Board of Health members. The first clinic is scheduled for Monday, October 15, 2018 from 3:00 to 6:00 pm at four TCHD office locations and is open to family and household members. The second vaccination clinic will be held during TCHD's All-Staff meeting on Wednesday, November 14, 2018 at the Infinity Park Event Center. This clinic is for TCHD staff and Board of Health members only.

Amendment 35 Funding Update

In August 2018, agencies receiving Amendment 35 revenue were notified that funding would be reduced due to a sharp decline in tobacco tax revenue and a sudden change to the legislative fiscal forecast. TCHD programs impacted include those receiving Cancer, Cardiovascular and Pulmonary Disease (CCPD) grant funding and Tobacco Education, Prevention and Cessation grant funds. TCHD grant leads in affected programs are working with their managers, finance staff and regional partners to readjust budgets and then rewrite scopes of work to fit new capacity and funding levels.

All-Staff Meeting Reminder and Tentative Agenda

TCHD's annual All-Staff Meeting will be held on Wednesday, November 14, 2018 from 8:30 a.m. to 4:30 p.m. at the Infinity Park Event Center, 4400 E. Kentucky Avenue, Glendale, CO 80246. This year's theme is *Building Healthy Communities* and the All-Staff Meeting Planning Committee is working hard to "construct" a day of learning, sharing and inspiration. A draft agenda was shared with Board members.

Paycor Update

On May 1, 2018, TCHD went live on Paycor, a new timekeeping, payroll and human resources information system. The implementation process had several challenges; however, we are working through the issues and have moved into the next transitional phase which focuses on process improvements and implementing applicant tracking, onboarding, employee self-service and a learning management system. We plan to have full system implementation completed by the end of this year.

Reach Out and Read Program

In August, TCHD signed a contract allowing us to continue as a grantee of Reach Out and Read, a national, evidence-based program, which provides funding to purchase new, developmentally appropriate books to give to children six months through five years of age. The goal is to help parents and care providers create a literacy-rich environment to promote early literacy skills development. The funding will be used to purchase books for families in our Nurse Family Partnership (NFP) and immunization programs.

TCHD Picnic and Survey Results

On August 18, 2018, TCHD held a picnic for employees and their families at Utah Park. Approximately 280 people attended and survey results were positive. We are currently considering making this an annual event.

Agency/Division Annual Reports Survey Results

The Division and Annual Report survey received 79 total responses with good representation across all divisions. More than 80 percent of respondents agree that the information in the

Division Reports is important for them to know; however, many of them favor making these reports more succinct. TCHD's Annual Report collected high marks for content and layout. Board members were provided with additional detail on key results.

TCHD Media Report

Board of Health members were provided with a Media Report which contained information our media reach and engagement as well as the number of visits to our website. Stories on mental health and salmonella were responsible for most of the reach in August and West Nile and mental health were two of the more popular topics in September.

International Drug Overdose Awareness Day

The Tri-County Overdose Prevention Partnership hosted an International Overdose Awareness Day event at CentrePointe Plaza in Aurora on August 31, 2018. Keynote speakers included a young man in long-term recovery and a woman who lost two family members to substance use disorder. Elected officials from Adams, Arapahoe, and Douglas Counties were present and staff from AllHealth Network and Aurora Mental Health Center trained participants on the use of NARCAN (naloxone), which can help reverse an opioid overdose. NARCAN kits were given to participants at no cost.

Food Insecurity Screening

In 2017, TCHD received funding via a Colorado Health Foundation WIC Innovation Grant to support healthcare providers and community organizations in screening for food insecurity and referring patients to federal nutrition programs, such as WIC and SNAP, as well as local food resources. Strategies include: 1) increasing education and outreach about WIC, including stipends for implementation of food insecurity screening questions into Electronic Health Records (EHRs) and referral to WIC and Hunger Free Colorado; 2) co-locating WIC clinics with medical and community organizations; 3) providing cultural competency training to staff and community partners; and 4) retaining current clients.

Metro Denver Partnership for Health's Health Equity Workgroup Guide

The Metro Denver Partnership for Health's guidebook, [Health Equity: A Guidebook for Public Health Practice](#), is designed to: 1) foster a common understanding of health equity, including common language and definitions; 2) identify the shared values of health equity work and help readers identify where their own values fit in; and 3) establish a common understanding of how our country's historical systems and policies around racial minorities continue to be a barrier to health equity. In this hands on guidebook, reflection exercises are included in each section to provide opportunities for individuals and groups to process and interact with the concepts presented. TCHD staff have already used this book for internal training.

Update on Perfluorinated Compounds in Groundwater in Adams County

TCHD is continuing to work with the South Adams Water and Sanitation District (SACWSD), the Environmental Protection Agency (EPA), and CDPHE to identify the source of perfluorinated compounds (PFC) in South Adams County groundwater. While PFC levels in some of the raw water measure above the EPA Health Advisory, the levels in treated water served to SACWSD customers are below the Health Advisory of 70 ppt (parts per trillion).

Update on Arapahoe County Fair *Salmonella* Outbreak Investigation

On August 3, 2018, TCHD identified a *Salmonella* outbreak linked to the Arapahoe County Fair and related 4-H events and initiated an outbreak investigation. There are currently 20 laboratory-confirmed cases of *Salmonella* linked to this outbreak. While it is not possible to definitively state

the source of illness at this time, the majority of confirmed *Salmonella* cases reported contact with pigs while at the fair or while participating in related 4-H events.

Other Items

None.

Set Agenda for the December 11, 2018 Meeting

The December 11, 2018 meeting agenda will include: 1) a public hearing to adopt TCHD's 2019 budget, 2) approval of TCHD's 2019-2024 Public Health Improvement Plan, and 3) a report from the Board Nominating Committee on the proposed slate of Board officers for 2019.

Board Member Remarks

Ms. Steenson commented on the TCHD Facebook page and stated that she thinks it is very informative.

Closing Remarks

Ms. Steenson stated that a closed Executive Session would be held after the meeting to discuss the Executive Director's annual review, nominations for Board officers, and Board of Health membership.

Adjournment

MOTION: Dr. Fawell moved to adjourn the meeting at 6:24 p.m. Ms. Brainard seconded and the motion was approved unanimously.

Naomi Steenson, Vice President

Paulette Joswick, Secretary