



**Board of Health Meeting  
October 8, 2020  
Minutes**

At a regular meeting of the Tri-County Health Department (TCHD) Board of Health, held virtually via Zoom, there were:

**Board of Health Members:**

Janice Brainard, RN, Secretary, Arapahoe County	Present
Richard Delaney, JD, Adams County	Present
Thomas Fawell, MD, Arapahoe County	Present
Kaia Gallagher, PhD, Arapahoe County	Present
Marsha Jaroch, NP, Douglas County	Present
Paulette Joswick, RN, Douglas County	Present
Julie Mullica, Adams County	Present
Zachary Nannestad, Vice President, Douglas County	Present
Rosanna Reyes, RN, President, Adams County	Present

**Executive Management Team Members:**

Michele Askenazi, Director of Emergency Preparedness, Response and Communicable Disease Surveillance	Present
Heather Baumgartner, Director of Community Health Promotion	Present
Lisa Bolstad, Administrative Assistant	Present
Jill Bonczynski, Director of Nutrition	Absent
Ronnae Brockman, Executive Assistant	Present
Monique Didier, Director of Administration and Finance	Present
John M. Douglas, Jr., MD, Executive Director	Present
Mame Fuhrman, Director of the Office of Human Resources	Absent
Penny Grande, Director of Nursing	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Kelly Weidenbach, Director of Planning and Information Management	Present

**Others Present**

Judy Fowler, Nutrition Manager, on behalf of Jill Bonczynski  
Sid Overton, Legal Counsel

**Study Session**

An informal Study Session was held prior to the regular Board meeting to provide an opportunity for Board members to ask questions about meeting packet content.

**Call to Order**

Ms. Reyes called the meeting to order at 4:33 p.m.

**Introductions**

None

**Closed Executive Session with Legal Counsel**

**MOTION: Ms. Mullica moved that the Board of Health go into Executive Session to receive advice from legal counsel regarding proposed revisions to the Board of Health Bylaws and the need to address issues relating to the three constituent counties of TCHD and Douglas County's intent to withdraw. Ms. Brainard seconded and the motion passed by a unanimous vote.**

Mr. Overton invoked attorney-client privilege under Colorado Revised Statutes (C.R.S.) 24-6-402(4) to discuss legal matters regarding the above stated issues which contain sensitive information.

The private Executive Session began at 4:37 p.m. and ended at 5:32 p.m. when the Board members returned to the public meeting.

**Approval of the Consent Agenda**

Dr. Gallagher requested the minutes of the August 13, 2020 meeting be amended to reflect her request for a closed executive session following today's Board meeting to discuss the Executive Director's performance evaluation.

**MOTION: Dr. Fawell moved to approve the minutes of the August 10, 2020 meeting, the minutes of the August 13, 2020 meeting as amended, and the Financial Statements for the period ending July 31, 2020. Ms. Jaroch seconded and the motion passed by a unanimous vote.**

**MOTION: Ms. Joswick moved that Dr. John Douglas receive a 4.3% salary increase effective October 14, 2020 and Ms. Jaroch seconded. A discussion followed.**

The Board discussed the timing of Dr. Douglas' performance evaluation and salary increase. Some Board members stated that his performance evaluation should be completed in October, as it has in the past, to coincide with the month Dr. Douglas was hired. Others agreed that it could be delayed until December to allow the Board to focus on the COVID-19 pandemic. Additionally, some Board members wished to vote on a 4.3% salary increase for Dr. Douglas while others stated that it was inappropriate to discuss his salary increase during a public meeting. Ms. Reyes stated that the evaluation process has been delayed because the required documents and past performance appraisals cannot be located. Ms. Jaroch proposed that the Board vote on Dr. Douglas' raise tonight and then complete the required evaluation forms and meet in executive session on a later date.

Dr. Douglas stated that he was fine with delaying his performance evaluation and the determination of the amount of his salary increase until December.

**MOTION: Ms. Joswick moved that Dr. John Douglas receive a 4.3% salary increase effective October 14, 2020 and Ms. Jaroch seconded. The motion passed with Mr. Delaney,**

**Ms. Brainard, Dr. Fawell, Dr. Gallagher, Ms. Jaroch, Ms Joswick and Mr. Nannestad in favor. Ms. Mullica and Ms. Reyes voted against the motion.**

***ACTION ITEM: The Board to meet in a future Executive Session to complete Dr. Douglas' 2020 performance appraisal and set performance goals for 2021.***

**Public Hearing: Adoption of the Supplemental Budget Appropriation**

Ms. Reyes opened the public hearing at 6:04 p.m. The public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, October 4, 2020. Ms. Didier explained that the supplemental budget appropriation resolution would amend TCHD's 2020 budget to reflect unanticipated revenue received since the 2020 budget was adopted in December 2019. TCHD has received additional revenue through 19 COVID-related grants and contracts. The net result is a \$14,818,066 increase over our adopted 2020 budget and the February 2020 Supplemental Budget Appropriation. Ms. Reyes verified that no one from the public was present to speak on this issue and closed the public hearing at 6:08 p.m.

**MOTION: Dr. Gallagher moved to adopt the proposed Supplemental Budget Appropriation in the amount of \$14,818,066. Ms. Jaroch seconded and the motion passed by a unanimous vote.**

**Appoint Board of Health Nominating Committee Members**

Ms. Reyes appointed Ms. Mullica, Ms. Brainard and Ms. Joswick to the Board of Health Nominating Committee.

***ACTION ITEM: The Nominating Committee is to propose a slate of Board of Health Officers for 2021 at the December 10, 2020 Board meeting.***

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

Dr. Douglas reported that TCHD met with the Arapahoe County Commissioners on September 28, 2020 during which the Commissioners indicated support of TCHD's 2021 proposed budget. TCHD met with the Adams County Commissioners on October 6, 2020. Adams County also indicated support of TCHD's proposed budget, but raised the question on the appropriateness of moving forward when Douglas County intends to withdraw at the end of June 2021. The Adams County Commissioners requested an alternate budget proposal with three-county funding through June 2021 and then two county funding July through December 2021. Dr. Douglas stated that TCHD's budget study session with the Douglas County Commissioners was postponed. Dr. Douglas thanked the Board Members who attended these sessions.

**COVID-19 Update**

Dr. Douglas provided an update on the COVID-19 pandemic and TCHD's response efforts. He discussed case numbers and other relevant data; case investigation and contact tracing; community testing; compliance and enforcement efforts; support for schools, childcares and businesses; the Colorado Department of Health and Environment's (CDPHE's) new COVID-19 Dial; prioritization for COVID-19 vaccine allocation in Colorado; and current influenza vaccination efforts. Next steps include enhancing childhood and influenza vaccinations; preparing for possible COVID-19 vaccines; and re-energizing and re-staffing core public health

services. Dr. Douglas stated that he thinks it's appropriate to consider extending TCHD's local mask order, which expires on October 22, 2020 until further notice. Dr. Douglas also addressed questions from the Board on contact tracing for schools and the flu vaccine supply.

***ACTION ITEM: Ms. Grande to look into influenza vaccine availability and follow-up with the Board.***

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

#### **Prioritizing Racial Equity**

TCHD's Executive Management Team has engaged with Human Impact Partners to increase its capacity to identify and operationalize evidence-informed policy and systems change opportunities to address racism as a primary driver of health inequality.

#### **Mental Health Promotion and Suicide Prevention Project Update**

TCHD has worked with contractor Health Management Associates to execute the collaborative, data-driven creation of a suicide prevention framework and a broader mental health framework for the Tri-County jurisdiction. The frameworks, in providing a vision and structure for a comprehensive network of partner efforts, are intended to clarify and propel collaborative efforts across sectors.

#### **New Data Available on the Health and Wellbeing of Young People**

CDPHE has released the latest statewide and regional results from the bi-annual statewide [Healthy Kids Colorado Survey](#) (HKCS), the state's only comprehensive survey on the health and well-being of young people in middle school and high school.

#### **National Preparedness Month Activities**

September is [National Preparedness Month](#), a nationwide effort to encourage individuals and communities to plan and prepare for emergencies. The national theme this year is *Disasters Don't Wait. Make Your Plan Today*. TCHD is committed to increasing the preparedness and resiliency of our staff and the communities we serve, especially this year as we continue to respond to the impacts of COVID-19.

#### **Nursing Informatics Program Update: Electronic Health Record Implementation**

TCHD's Nursing Division intends to update its electronic health record, Insight, to MyInsight, which is a cloud-based system. We expect to have a fully executed contract by the end of October 2020 with a system go live date sometime between fourth quarter 2021 and first quarter 2022.

#### **Annual Influenza Vaccination Promotion Activities**

TCHD's Immunization Program, with support from several Department staff and community partners, is ramping up flu vaccine promotion and vaccine administration opportunities in an effort to minimize severe respiratory illness caused by flu and to increase adult flu vaccination rates from 70.4% to 78% by June 30, 2021.

#### **TCHD's Immunization Clinics Open, Resuming Shots for Tots and Teens Clinics**

All five TCHD immunization clinic locations will resume operations by October 1, 2020 and Shots for Tots and Teens clinics will be held in Arapahoe and Adams Counties in October and November.

### **TCHD's Sexual Health Clinics Now Open**

In late August and early September, staff began to be deactivated from COVID response and, as of the beginning of September, all Sexual Health clinics are open to the public. The program continues to provide birth control and STI testing/treatment and is in the process of resuming pap smears and other procedures.

### **Update on Environmental Health Programs During COVID-19**

The Environmental Health (EH) Division has dedicated a significant amount of resources filling various roles and task forces within the COVID response structure. Additionally, many EH staff have been supporting the response while working in their normal program area. To enhance staff safety and efficiency, EH has developed a virtual inspection process for retail food plan reviews and opening inspections and is beginning to roll this out for childcare and routine retail food establishment inspections.

### **Update on WIC During COVID-19**

Since mid-March 2020, the WIC Program has been using a modified model to provide remote services to families. The United States Department of Agriculture issued waivers that allow staff to waive physical presence requirements, receive proof of identity electronically, mail electronic benefit transfer (EBT) cards and breast pumps, and accept electronic and verbal signatures and anthropometric measurements (height and weight). Most staff work from home and see clients via telehealth technology.

### **DRCOG Accountable Health Communities Grant Renewed**

TCHD's Nutrition Division is renewing its contract with the Denver Regional Council of Governments (DRCOG) to implement the Accountable Health Communities (AHC) grant and screen Medicaid clients for Health Related Social Needs. The model seeks data to show connecting people with community-based services improves health outcomes and decreases health care costs.

### **Update on Food in Communities Grant**

Food in Communities is a regional collaborative with the goal of increasing access to healthy, affordable, and culturally important foods at the neighborhood level through community-based food projects, programs, advocacy, and policy change. TCHD, Denver Department of Public Health and Environment, and Jefferson County Public Health lead this work in their respective jurisdictions and collaborate on regional opportunities to advance equity and sustainability in the local food system.

### **New Grant Project: Reducing Consumption of Sugary Beverages through the Healthy Beverage Partnership's Healthy Drinks for Children**

TCHD's Community Health Promotion Division is receiving a new one-year \$25,000 grant to augment healthy beverage work effective October 1, 2020. The funding is part of the regional Healthy Beverage Partnership's subcontract administered by CDPHE through their CDC Preventive Health and Health Services Block Grant.

### **Douglas County Household Chemical Roundup Pilot Program**

Due to safety hazards associated with the COVID-19 pandemic, the Douglas County Household Chemical Roundup Program has postponed all large-scale events for 2020. Instead, we have proposed an alternative pilot program that will offer limited scope, door-to-door household hazardous waste pickup as well as several appointment-only pop-up events for Douglas County residents.

### **Update on Statewide Air Quality Rulemaking Processes**

The Air Quality Control Commission (AQCC) and the Colorado Oil and Gas Conservation Commission (COGCC) have initiated rulemaking processes to address directives to further reduce emissions and ensure that oil and gas development and operations in Colorado are regulated in a manner that protects health, safety, welfare, and the environment and wildlife resources, respectively. Although TCHD has not taken a formal position on these revisions and is not a party to the rulemaking process, we are acting as a technical advisor to local governments who are, such as Adams County and Commerce City. Additionally, TCHD participates in meetings of the Local Government Coalition, a Boulder County Public Health-led group of health departments throughout the state that is involved in the rulemaking, as well as other community groups that are participating in the process.

### **Update on Perfluorinated Compounds in Groundwater**

TCHD is continuing to respond to issues involving Perfluorinated Compounds (PFCs), which is an emerging contaminant issue on a national scale. Since July 2018, TCHD has been working with several agencies to locate the source of PFCs in groundwater in South Adams County. Additionally, PFC contamination has been detected at high levels in multiple locations on Buckley Air Force Base in Aurora; however, no PFCs have been detected in private water wells outside the base. Finally, the Brighton Water District has found elevated PFC levels in source water; however, they are below the 70 parts per trillion health advisory set by the Environmental Protection Agency.

### **Legislative Update**

The update contained a summary of major issues facing the Colorado State Legislature in the upcoming 2021 legislative session. Most notable are the major economic uncertainties for the State of Colorado. Additionally, voter decisions on ballot measures could significantly impact revenue.

### **Set Agenda for the December 10, 2020 Meeting**

The December 10, 2020 meeting agenda will include: 1) a public hearing to adopt TCHD's FY 2021 proposed budget, 2) the nomination and election of Board officers for 2021, 3) setting the 2021 Board meeting schedule, and 4) an infectious disease update.

Dr. Gallagher requested that a closed Executive Session of the Board be held for the purpose of electing Board officers. Ms. Mullica stated that this isn't permitted under the Colorado Open Meetings Law.

### **Board Member Remarks**

None.

### **Closing Remarks**

Ms. Reyes thanked the TCHD Annual All Staff Meeting Planning Committee for an outstanding meeting, gave kudos to the Tri-County Overdose Prevention Partnership for the local observance of International Overdose Awareness Day on August 31, 2020, and thanked the Executive Management Team for conducting an orientation for Mr. Delaney in September 2020.

Board of Health Minutes

October 8, 2020

Page 7

**Adjournment**

**MOTION: Dr. Fawell moved to adjourn the meeting at 7:33 p.m. Mr. Delaney seconded and the motion passed with a unanimous vote.**

---

Rosanna Reyes, President

---

Janice Brainard, Secretary