

# Tri-County Health Department Board of Health Meeting

**Date / Time: January 14, 2021 at 4:30 p.m.**

## **Via Zoom Webinar**

\*Public access:

<https://zoom.us/j/97597809792?pwd=TFZHbGtrMnlYMnV3b25LSkJKSnduZz09>

Webinar ID: 975 9780 9792

Passcode: 455044

Or join by phone: (669) 900-6833

Webinar ID: 945 0949 0920

*\*Panelists (i.e., Board members and TCHD executive staff) will receive their own unique link to the meeting via e-mail*

## **Agenda**

### **PUBLIC MEETING**

|                           |                |                          |
|---------------------------|----------------|--------------------------|
| Call to Order             | Kaia Gallagher | 4:30 p.m.                |
| Roll Call / Introductions | Kaia Gallagher | 4:30 – 4:35 p.m. (5 min) |

### **ACTION ITEMS (by Statute)**

|  |                 |                           |
|--|-----------------|---------------------------|
| Approval of the December 10, 2020 Minutes            | Kaia Gallagher  | 4:35 – 4:40 p.m. (5 min)  |
| Approve Locations for Posting Public Meeting Notices | Ronnae Brockman | 4:40 – 4:45 p.m. (5 min)  |
| Determine 2021 Board Meeting Schedule and Content    | Kaia Gallagher  | 4:45 – 5:00 p.m. (15 min) |

### **INFORMATIONAL ITEMS**

|                 |              |                           |
|-----------------|--------------|---------------------------|
| COVID-19 Update | John Douglas | 5:00 – 5:20 p.m. (20 min) |
|-----------------|--------------|---------------------------|

### **OTHER ITEMS**

|  |                |                          |
|--|----------------|--------------------------|
| Set Agenda for the February 11, 2021 Board Meeting | All            | 5:20 – 5:25 p.m. (5 min) |
| Board Member Remarks                               | Board Members  | 5:25 – 5:30 p.m. (5 min) |
| Closing Remarks                                    | Kaia Gallagher | 5:30 – 5:35 p.m. (5 min) |
| Adjournment  | Kaia Gallagher | 5:35 p.m.                |



**Board of Health Meeting  
December 10, 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,<br>Response and Communicable Disease Surveillance | Present |
| Heather Baumgartner, Director of Community Health<br>Promotion  | Present |
| Lisa Bolstad, Administrative Assistant  | Present |
| Jill Bonczynski, Director of Nutrition  | Present |
| 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   | Present |
| 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<br>Management                                    | Present |

**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 4:32 p.m.

**Introductions**

None

### **Approval of the Consent Agenda**

**MOTION: Ms. Mullica moved to approve items in the Consent Agenda which included: the minutes of the October 8, 2020 meeting, the minutes of the October 10, 2020 meeting, the minutes of the November 6, 2020 meeting and the Financial Statements for the period ending September 30, 2020. Ms. Brainard seconded and the motion passed with a unanimous vote.**

### **Public Hearing: Adoption of the 2021 Proposed Budget and Appropriation Resolution**

Ms. Reyes opened the public hearing for the adoption of TCHD's 2021 proposed budget and appropriation resolution at 4:40 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, November 29, 2020.

Ms. Didier reminded the Board members that a preliminary fiscal year (FY) 2021 budget totaling \$51,570,870 was presented to the Board at the August 13, 2020 meeting. Due to the COVID-19 response, many projects and priorities slated for 2020 had to be delayed. TCHD is now asking to utilize these general and grant funds in 2021, which increases the proposed FY 2021 budget to \$55,486,920.

Ms. Reyes noted no one from the public was present to speak and closed the public hearing at 4:50 p.m.

**MOTION: Ms. Joswick moved to approve the 2021 Proposed Budget and Appropriation Resolution as presented and Ms. Brainard seconded. The motion passed with a unanimous vote.**

### **Infectious Disease Update**

Ashley Richter, Communicable Disease Epidemiology Manager, provided an update on seasonal influenza activity at the national and local levels and summarized three recent botulism cases and ten *Bartonella quintana* cases. Ms. Richter also explained that, in March 2020, the Colorado Department of Public Health and Environment (CDPHE) activated its Continuity of Operations plan and began acting as the lead investigator on all communicable disease investigations with the exception of influenza outbreaks in long-term care facilities; animal-to-animal rabies exposures; and in high profile, rare or interesting situations where TCHD support may still be necessary. This enables TCHD and other local health departments to focus on COVID response.

### **Presentation from the Board of Health Governance Committee**

Ms. Mullica presented a proposal from the Board of Health Governance Committee, which met twice in 2020. The Committee was formed earlier this year to strengthen and improve Board governance functions which are: policy development, resource stewardship, legal authority, partner engagement, continuous improvement, and oversight. The Committee is recommending that the Board focus on the following areas in 2021: 1) document retention, 2) legal representation, 3) succession planning including term limits, 4) identification of formal subcommittees, and 5) appointing a parliamentarian to ensure the Board follows *Roberts Rules of Order* to streamline meetings.

**MOTION: Ms. Jaroch moved that Ms. Mullica, on behalf of the Board Governance Committee, draft a formal proposal for review and discussion at the February 11, 2021 Board of Health meeting. Ms. Joswick seconded and the motion passed with a unanimous vote.**

***ACTION ITEM: Ms. Mullica to draft a formal proposal from the Board Governance Committee for review and discussion at the February 11, 2021 Board of Health meeting.***

### **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; CDPHE's COVID-19 Dial; and federal vaccine approval and prioritization for COVID-19 vaccine allocation in Colorado. Next steps include preparing for COVID-19 vaccine receipt and distribution; supporting schools in safe reopening after winter break; controlling and reducing COVID-19 transmission; enhancing childhood and influenza vaccination; and re-energizing and re-staffing core public health services. Dr. Douglas also addressed questions from the Board on suicide rates, depression, the impact school closures have had on children and the impact to restaurants and bars.

### **Discussions with Douglas County**

Dr. Douglas stated that the Policy Regarding Issuance of Countywide Public Health Orders passed by the Board of Health on November 6, 2020 seems to have alleviated Douglas County's concerns. TCHD will continue to communicate with all three of our Counties and be responsive to their needs.

### **Legislative Update**

Mellissa Sager, Policy and Intergovernmental Affairs Manager, provided a high-level update on the Colorado State Legislature's special session and the ten COVID-19 relief bills passed. She stated that the regular session begins January 13, 2021 and that she expects there to be a lot of COVID-related legislation.

***ACTION ITEM: Ms. Sager to send a written summary to the Board of the COVID relief bills passed during the special legislative session.***

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

The Executive Director's Report contained updates on Public Health Improvement Plan progress, health equity, cybersecurity, and the November 2020 election. It also summarized local tobacco control policy support provided by TCHD, the November 20, 2020 Household Chemical Roundup Event in Douglas County, TCHD's Annual All Staff Meeting, and plans for National Radon Month in January 2021. Finally, the report contained data and information associated with community mental health status during the pandemic as measured through vital records, emergency hospital visits, public opinion surveys, and assistance hotline volume.

### **Set the 2021 Meeting Schedule and Meeting Locations**

The Board members discussed meeting frequency and length and agreed to consider moving to monthly meetings in 2021. The benefits of monthly meetings versus the Board's current bi-monthly meeting schedule would be shorter, more frequent meetings with more timely information.

**MOTION: Mr. Nannestad moved to have a short meeting for a COVID-19 update on January 14, 2020 at 4:30 p.m. and then determine the 2021 meeting schedule at the February 11, 2021 Board meeting. Ms. Joswick seconded and the motion passed with a unanimous affirmative vote.**

***ACTION ITEM: Ms. Brockman to compile a 2021 schedule of statutorily required meeting items and proposed monthly meeting topics for Board member consideration.***

***ACTION ITEM: Ms. Sager to forward to the Board members the dates and times of TCHD's weekly COVID-19 updates with our counties.***

### **Determine How to Recognize TCHD's Volunteers**

The Board members discussed ways to recognize TCHD's volunteers for their COVID response efforts and agreed that a certificate of appreciation would be appropriate.

***ACTION ITEM: Ms. Ludwig and Ms. Fuhrman to create and send certificates of appreciation to all volunteers who have helped TCHD with the COVID-19 response effort.***

### **Report from the Board Nominating Committee and Election of Board Officers for 2021**

On behalf of the Board of Health Nominating Committee, Ms. Joswick proposed the following slate of Board officers for 2021: Dr. Gallagher as President, Ms. Mullica as Vice President, and Mr. Nannestad as Secretary.

**MOTION: Dr. Fawell moved to accept the proposed slate of Board officers for 2021. Ms. Joswick seconded and the motion passed with all in favor except Ms. Reyes who abstained.**

### **Set Agenda for the January 14, 2021 Meeting**

The January 14, 2021 meeting agenda will include: 1) a COVID-19 update, 2) setting the 2021 Board meeting schedule, and 3) approving the location for posting public meeting notices.

### **Board Member Remarks**

Ms. Brainard thanked Commissioner Conti for being the Arapahoe County liaison to the Board of Health. She also thanked the Board of Health members and TCHD staff for the incredible work they've done in response to the COVID-19 pandemic and for their remarkable staying power. She wished all a happy holiday season.

### **Closing Remarks**

None.

Board of Health Minutes

December 10, 2020

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**Adjournment**

**MOTION: Dr. Gallagher moved to adjourn the meeting at 7:18 p.m. Ms. Jaroch seconded and the motion passed with a unanimous vote.**

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Rosanna Reyes, President

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Janice Brainard, Secretary



**Compilation of Board Feedback on Meeting Content  
January 14, 2021**

**1. Are there any additional topics you would like to see covered during Board of Health meetings?**

**Jan** – None at this time

**Marsha** – “News of the Day” – any recent developments/problems from individual counties that need addressing soon.

**RJ** – Ideally, there would be focused presentations addressing public health issues from each major division of TCHC staggered throughout the year. The Board would set goals (increase flu vaccinations in children by X% over the previous year) and the division responsible would share their data, implemented projects, identified barriers, and suggestions for improvement. Pick 4 areas and have one present each quarter. The areas could tie into either the strategic plan (although only one of the strategic plan priority areas addresses public health directly - Partner for Healthy Community) or the Public Health Improvement Plan. If I were staying on the Board, I would suggest creation of subcommittees that focus on the public health areas TCHD is responsible for:

- Environmental health (clean air, water, solid waste, food safety)
- Maternal and Child Health including adult immunizations reproductive health
- Healthy Behaviors including substance use, nutrition, obesity, chronic diseases amenable to behavior change (diabetes, hypertension, heart health).
- Mental Health.
- Emergency Preparedness and communicable disease surveillance

Have each subgroup create goals and present twice a year, leaving two meetings for finance presentations. This leaves out review of the Executive Director as a standing topic, so it would need to be fit in.

**Zach** – No, I feel that there may actually need to be less. So much of our meetings are discussing things that have already happened or no longer have any relevance moving forward. The use of the Executive Directors report is helpful for BOH to become aware of these things, without them monopolizing the meeting.

**Paulette** – No, I think that I feel informed.

**Julie** – One thing I'd like to see is more data on productivity and/or progress on our PHIP. For each section of the PHIP, go section by section, goal by goal and update the Board on where we are with all of these. Also, are there any other goals outside of the PHIP that have been identified for TCHD, (e.g., air quality in Adams County)? Also how/when are we incorporating more work specific to addressing health disparities?

**2. What is the most useful part of the COVID updates from your point of view?**

**Jan** – The most important parts of COVID updates for me are the positivity rate, hospital capacity, where outbreaks are occurring, and deaths. Vaccine information as it applies to Colorado and the three counties would be informative as well.

**Marsha** – information similar to Callie’s updates. Total rate of infection-Deaths-Hospitalizations. Vaccine updates- levels- numbers completed by levels- problem areas by counties- what is greatest concern and proposed solutions.

**RJ** – At the beginning, the incidence and prevalence data including hospitalizations was most useful, leading the decision-making on public health orders. After success at flattening the

curve, the repeated data sharing seemed to be less useful and identifying ways to address COVID fatigue or other factors that led to increased spread would have been useful. The data sharing seemed to reflect a failure to stop the spread but there were never any reports on hotspots, behavior, or promotions that were being implemented. Anybody that has worked in population behavior change will acknowledge that data sharing doesn't change behavior beyond an initial reaction.

**Zach** – Current statistics and trends moving forward.

**Paulette** – I appreciate the information with graphs so we can compare where we are and hear what trends are projected.

**Julie** – Case, hospitalization, and death updates, include demographic breakdowns. Now vaccination updates, how many people are vaccinated, how many are expected to be vaccinated by the end of the month etc. Briefly touch on what the governor decides is the new color on the dial for the counties since this just seems to be something he decided on a whim.

3. Of the four [Public Health Improvement Plan \(PHIP\)](#) priority areas, which are the ones you're most interested in learning more about? As a reminder, the four PHIP priority areas are: **Access to Mental and Physical Health Care Services; Mental Health; Health and Food; and Health and Housing (developmental).**

**Jan** – For the PHIP I am mostly interested in access to mental and physical care services and mental health. Health and food and health and housing (how they are affected by the pandemic and what is being done especially now for folks) is something else I am interested in learning about.

**Marsha** – Access to Mental and Physical Health Care Services and Mental Health (access points by county).

**RJ** – Mental Health and Health and Food. Ultimately, the health of a person rests on diet and exercise. Access to acute health care at some level represents a failure of healthy behaviors. Access to preventive health care is crucial, but all insurance plans cover this service without cost.

**Zach** – Do PHIP updates need to take place at BOH meetings?

**Paulette** – Access to Mental and Physical Health Care Services.

**Julie** – All of the Priority Areas are important and I'm interested in learning about all of them. For each section of the PHIP, go section by section, goal by goal and update the Board on where we are with all of these.

4. **Are there any topics you want to drop from the meeting schedule?**

**Jan** – I am not concerned about dropping any items. I know some BOH members only want to review financials and other necessary hearings and budget information. I feel as a BOH member we should be aware of what is being done at TCHD to be knowledgeable and able to engage in any conversations with the public about TCHD.

**Tom** – Executive Director's Reports have been getting longer and longer. Perhaps a shorter, monthly report would be easier to digest and discuss.

**RJ** – I would like to see the Budget Subcommittee become the overseer of financial issues and drop the financial statements from regular meetings, perhaps have the reports presented twice a year. I see the role of the Board as seeking to have the healthiest

population possible, and all the time spent exploring monthly or bimonthly variations in spend is wasted. Let the administrative team handle the budget with subgroup oversight.

**Zach** – So much of our meetings are discussing things that have already happened or no longer have any relevance moving forward. The use of the Executive Director’s report is helpful for BOH to become aware of these things, without them monopolizing the meeting.

**Paulette** – I wouldn’t drop any topics, but would alternate each month.

**Julie** – I’m not sure.

**5. If information and documents are posted on Google Drive would you be comfortable accessing information this way?**

**Jan** – I am able to access Google Drive.

**Marsha** – What is Google Drive?

**RJ** – Yes.

**Zach** – Yes.

**Paulette** – That is fine.

**Julie** – Yes, I would actually prefer it.



**Board of Health**  
**Annual Schedule for Key Agenda Items**

**Options for Distribution of Information Between Meetings**

- Weekly distribution of COVID statistics for each of Tri-County's three Counties
  - o At BOH meetings focus on trends/modelling of COVID directions, updates re vaccination and anticipated movement of the counties within the COVID dial
- Assessment of budget/spending information by Budget Subcommittee
- Monthly Director's report (with highlights at BOH meetings)
- Develop process for PHIP updates via Issue Briefs made available on Google Docs
  - o Options for BOH members to engage more directly with Tri-County staff on topics of interest by participating in ongoing team meetings
  - o Provide updates on progress relative to the PHIP by goal area
  - o Schedule updates on PHIP priorities focusing on progress, challenges and directions moving forward
- Identify areas of BOH interest for deeper engagement and options for BOH to engage with Tri-County staff (i.e., health equity, environmental health)

**January**

Approve Locations for Posting Public Meeting Notices

*\*COVID-19 Update*

- Review Schedule of Meeting Topics
- Update Schedule for Reissuing Tri-County Public Health Order

**February**

Budget Development Calendar (for next fiscal year)

Identify BOH Budget Subcommittee Members

*\*PHIP and Strategic Plan Progress Report*

*\*COVID-19 Update*

*\*Infectious Disease Report*

- Bi-monthly PHIP Update (Access to Mental and Physical Health Care Services)

**March**

Quarterly Budget Review

*\*COVID-19 Update*

*\*Infectious Disease Report*

*\*Legislative Update*

## **April**

Public Health Hero Awards (tentative)

Approval of Year-End Financial Statements (for prior fiscal year)

*\*COVID-19 Update*

*\*Infectious Disease Report*

- Bi-monthly PHIP Update (Mental Health)
- Executive Director to Develop Organizational and Personal Goals
- Meet in Executive Session to Discuss Mid-term Performance and Goals

## **May**

*\*COVID-19 Update*

*\*Infectious Disease Report*

*\*PHIP and Strategic Plan Progress*

## **June**

Quarterly Budget Review

Final Auditor's Report (for prior fiscal year)

Budgetary Dynamics (for next fiscal year)

Report on Strategic Plan Implementation

Public Hearing Request: Proposed Environmental Health Fee Changes

Legislative Engagement Summary (January-May)

*\*COVID-19 Update*

*\*Infectious Disease Report*

## **July**

*\*Preliminary budget planning update*

*\*COVID-19 Update*

*\*Infectious Disease Report*

## **August**

Study Session: Proposed Budget (for next fiscal year)

Public Hearing: Proposed Environmental Health Fee Changes

Annual Review: Syringe Access Program

*\*COVID-19 Update*

*\*Infectious Disease Report*

- Bi-monthly PHIP Update (Health and Food)

*\*Denotes optional ideas for BOH consideration*

## **September**

*\*COVID-19 Update*

*\*Infectious Disease Report*

- Distribution of Executive Director Evaluation Forms
- Executive Director to Submit Organizational and Personal Goals for the Upcoming Year

## **October**

Quarterly Budget Review

Report on Budget Study Session w/ Commissioners and County Finance Staff

Public Hearing: Adoption of Supplemental Budget Appropriation (for current fiscal year)

Appoint BOH Nominating Committee Members

Select location for December BOH Dinner Meeting (Depends on COVID)

*\*COVID-19 Update*

*\*Infectious Disease Report*

- Bi-monthly PHIP update (Housing)
- Executive session to evaluate Executive Director's performance

## **November**

*\*PHIP and Strategic Plan – preparing for 2022*

*\*COVID-19 Update*

*\*Infectious Disease Report*

## **December**

End-of-Year Budget Review

Public Hearing: Adoption of Proposed Budget (for next fiscal year)

Set BOH Meeting Schedule (for next calendar year)

Report from BOH Nominating Committee/Elect BOH Officers (for next calendar year)

Summary of Meetings with State Elected Officials During the Legislative Interim

*\*COVID-19 Update*

*\*Infectious Disease Report*