



**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, Response and Communicable Disease Surveillance	Present
Heather Baumgartner, Director of Community Health 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 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.

**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.**



Rosanna Reyes, President



Janice Brainard, Secretary