



**Board of Health Meeting  
March 11, 2021  
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, Arapahoe County	Present
Thomas Fawell, MD, Arapahoe County	Present
Kaia Gallagher, PhD, President, Arapahoe County	Present
Marsha Jaroch, NP, Douglas County	Present
Linda Fielding, MD, Douglas County	Present
Julie Mullica, MPH, Vice President, Adams County	Present
Zachary Nannestad, MPH, Secretary, Douglas County	Present
Rosanna Reyes, RN, Adams County	Present
Julie Schilz, RN, 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

**Call to Order**

Dr. Gallagher called the meeting to order at 4:30 p.m.

**Introductions**

Dr. Gallagher welcomed Dr. Linda Fielding, a new Board of Health member representing Douglas County.

Dr. Gallagher stated that Board members may have noticed that the packet for this meeting became available on Monday rather than one week in advance. She explained that this change was made because it is more challenging to gather information required for the packet now that the Board is meeting monthly. Dr. Gallagher stated that she hopes this will still provide ample time for Board members to review meeting materials in advance now that the packets are smaller.

**Approval of the Minutes of the February 11, 2021 Meeting**

**MOTION: Ms. Jaroch moved to approve the minutes of the February 11, 2021 meeting and Dr. Fawell seconded. The motion passed by a unanimous affirmative vote.**

**Approval of the Financial Statements Dated November 30, 2020**

Ms. Didier presented the financial statements dated November 30, 2020 to the Board. She stated that, not including budgeted use of the fund balance, year-to-date (YTD) revenue totaled \$47.1 million, which is less than budgeted by \$3.5 million and YTD expenditures totaled \$42.2 million, which was lower than budgeted by \$10 million. A large contingent of TCHD staff have been responding to the pandemic and have coded their time to COVID-related programs, causing numerous other programs to be under budget for 2020. Overall, the actual net operating surplus through the month of November is \$4.8 million.

**MOTION: Ms. Mullica moved to approve the financial statements dated November 30, 2020 and Ms. Jaroch seconded. The motion passed by a unanimous affirmative vote.**

Dr. Gallagher informed the Board that TCHD will include financial statements training during Board Orientation for Ms. Schilz and Dr. Fielding. TCHD will also hold a training session for all Board members once the new financial system is in place.

**Review of the Preliminary End-of-Year Financial Statements Dated December 31, 2021**

Ms. Didier explained that, due to the changes in the Board of Health Meeting Schedule for fiscal year 2021, the audited December 2020 financials won't be presented until June 2021. The unaudited version of the December 2020 financials included in the Board meeting packet are for informational purposes only. They detail the current year-end financial position before any changes that may occur during the audit.

Ms. Didier stated that, for fiscal year 2020, TCHD's revenue, not including budgeted use of the fund balance, is under budget by \$5.5 million while expenditures were less than budget by \$11.8 million. Net income for the year is \$4.6 million. At the December 2019 meeting, the Board adopted the 2020 budget totaling \$44,093,008. During 2020, the Board approved two supplemental appropriations for a new total budget of \$59,776,078.

**Governance Committee**

The Board members engaged in a discussion on the purpose of the Board Governance Committee and its function moving forward. Ms. Brainard stated that she sees value in the Governance Committee for conducting research and creating guidance documents for the Board; however, Ms. Jaroch and Ms. Brainard agreed that the Board of Health is a small Board and that items such as Board diversity, term limits, and Douglas County's intent to withdraw should be addressed by the entire Board. They suggested that the Board take on one to two topics at a time and address them at either regular or special Board meetings. Ms. Mullica stated that she was fine with either keeping the Governance Committee or addressing Governance items as a committee-of-the-whole. It was decided by general consensus that Ms. Mullica and Dr. Gallagher would identify one or two priority items and determine how to work them into the Board's meeting schedule.

***ACTION ITEM: Ms. Mullica and Dr. Gallagher to identify one or two priority items related to Board Governance and determine how to work them into the Board's meeting schedule.***

### **Strategic Plan Update**

Dr. Weidenbach presented the results of the employee engagement survey that was administered to TCHD staff in 2020 to measure progress in the ten priority areas in TCHD's 2019-2024 Strategic Plan. The 2020 survey results showed an increase in staff satisfaction in almost every category compared to 2019 survey results.

Dr. Gallagher cited nationwide turnover rates in public health workers due to the COVID-19 pandemic and asked whether TCHD's staff turnover rate has increased. Ms. Fuhrman stated that TCHD's turnover rate in 2020 is commensurate with our 2019 rate.

### **Legislative Update**

Melissa Sager, TCHD's Policy and Intergovernmental Affairs Manager, provided updates on several bills of interest in Colorado's State Legislature. A more extensive list of public health-related bills was included in the written Executive Director's Report in the Board meeting packet. Ms. Sager will continue to monitor bills of interest as they are introduced and move through the legislative process.

### **Equity Overview and Update on Activities Related to COVID-19**

Alix Hopkins, TCHD's Community Health Promotion Manager and COVID-19 Equity Officer, provided an update on TCHD's efforts to ensure equitable access and distribution of COVID-19 vaccine to communities of color and other structurally marginalized groups who have been disproportionately affected by the pandemic.

Ms. Reyes requested a list of the 32 community partner organizations that applied for TCHD funding to build capacity across our jurisdiction to ensure equitable access to COVID-19 vaccine. TCHD is currently assessing interest from community-based organizations that can reach specific populations to increase COVID-19 vaccine uptake by supporting community-based vaccine clinics, providing navigation assistance and supporting education and outreach to address vaccine-related questions and hesitancy. Activities are expected to begin late March and applications will continue to be accepted on a rolling basis.

***ACTION ITEM: Ms. Hopkins to provide to Ms. Reyes a list of the 32 community partner organizations that have applied for funding to build capacity to ensure equitable vaccine access.***

Ms. Reyes asked how homebound individuals and those who lack transportation could get vaccinated. Karen Miller, Nurse Supervisor, explained that TCHD can connect individuals with community partners who provide in-home vaccination services or transportation services to vaccine clinic sites.

### **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; potential changes to the state's COVID-19 Dial; COVID variant surveillance and tracking; and vaccine prioritization and allocation in Colorado.

Ms. Reyes stated that she knows of individuals who have been on the COVID-19 vaccine waitlist for a long time, but haven't been contacted to receive the vaccine. It was unclear whether she was referring to TCHD's waitlist or another organization's waitlist. Ms. Reyes also stated that she signed up on TCHD's vaccine waitlist in January, February and March, but has not been contacted for an appointment. Ms. Miller stated that there is currently no backlog on TCHD's waitlist and offered to connect with Ms. Reyes to troubleshoot vaccine access issues and walk through COVID-19 vaccine sign up on TCHD's website.

**ACTION ITEM: Ms. Miller to contact Ms. Reyes to troubleshoot vaccine access issues and walk through COVID-19 vaccine signup on TCHD's website.**

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

The Executive Director's Report contained updates on the expansion of dual WIC/SNAP enrollment, the opioid lawsuit against manufacturers and distributors, TCHD's National Radon Month activities, legislative bills of interest in Colorado, and requirements related to Suncor's air and water permit renewal process.

Ms. Askenazi informed the Board that Guinea and the Democratic Republic of Congo (DRC) have reported two separate Ebola outbreaks. The Colorado Department of Public Health and Environment (CDPHE) is contacting people who have traveled from these countries to Colorado, assessing their risk of exposure to Ebola, providing them with education, ensuring they are symptom-free, and conducting post-travel monitoring according to new Centers for Disease Control and Prevention (CDC) guidelines. The risk of Ebola importation into the United States is very low.

### **Set Agenda for the April 8, 2021 Meeting**

Agenda items for the April 8, 2021 Board meeting will include: 1) a COVID-19 update, 2) an infectious disease report, 3) a progress update on Public Health Improvement Plan (PHIP) Priority Area 2: Mental Health, 4) an update on Suncor, 5) a legislative update, and 6) a Board Executive Session to discuss the Executive Director's mid-term performance and goals.

### **Board Member Remarks**

None.

### **Closing Remarks**

None.

### **Adjournment**

**MOTION: Ms. Jaroch moved to adjourn the meeting at 6:28 p.m. Ms. Mullica seconded and the motion passed with a unanimous affirmative vote.**