



**Board of Health Meeting
June 10, 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
Linda Fielding, MD, Douglas County	Present
Julie Mullica, MPH, Vice President, Adams County	Present
Kim Murimoto, RN, Douglas 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	Absent
Jennifer Ludwig, Deputy Director	Present
Kelly Weidenbach, Director of Planning and Information Management	Absent

Call to Order

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

Introductions

Keith Homersham, Environmental Health Manager, introduced himself and stated that he was attending the meeting on Mr. Hlavacek's behalf. Ms. Didier introduced Max Haberkorn and Matthew Marino, Certified Public Accountants with RubinBrown. Ms. Didier explained that Mr. Haberkorn and Mr. Marino would be presenting TCHD's final audit report for fiscal year 2020 to the Board. Ms. Askenazi introduced Sara Garrington, Emergency Preparedness and Response Manager, and Heidi Fritz, COVID-19 Medical Countermeasures Branch Director.

Approval of the Minutes of the May 13, 2021 Meeting

MOTION: Ms. Schilz moved to approve the minutes of the May 13, 2021 meeting. Dr. Fawell seconded and the motion passed with a unanimous affirmative vote by the Board members.

Review of Financial Statements Dated March 31, 2021

Ms. Didier presented the financial statements dated March 31, 2021 to the Board. For the first quarter of 2021, not including budgeted use of the fund balance, revenue through March totaled \$15.8 million, which is greater than budgeted by \$2.4 million while expenditures totaled \$15.2 million, which was greater than budgeted by \$1.4 million. Overall, the actual net income for the first three months of 2021 is \$595K.

MOTION: Dr. Fawell moved to approve the financial statements dated March 31, 2021 and Dr. Gallagher seconded. The motion passed by a unanimous affirmative vote by the Board members.

Supplemental Budget Appropriation

Ms. Didier explained that the supplemental budget appropriation resolution would amend TCHD's 2021 budget to reflect unanticipated revenue received since the 2021 budget was adopted in December 2020. TCHD has received the majority of this additional revenue through COVID-19-related grants and contracts. The net result is an \$11,232,042 increase over our adopted 2021 budget. The Board members voted to adopt the supplemental budget appropriation; however, it was later realized that a public hearing hadn't been posted and held in accordance with Colorado Revised Statutes. The Board will hold a public hearing at the July 8, 2021 meeting to consider adopting the supplemental budget.

ACTION ITEM: The Board to publish a public hearing notice and hold a public hearing in accordance with C.R.S. 29-1-109 and C.R.S. 29-1-106 at their July 8, 2021 meeting to consider adopting the proposed supplemental budget appropriation.

Final Auditor's Report for Fiscal Year 2020

Matthew Marino, a Certified Public Accountant with Rubin Brown, summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2020. In their opinion, TCHD's financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of TCHD as of December 31, 2020. Additionally, the auditor issued an unmodified opinion related to TCHD's federal awards.

MOTION: Dr. Fielding moved to accept the Audited Financial Statements for the Year Ended December 31, 2020 and the Report to Governance. Ms. Reyes seconded and the motion passed with a unanimous affirmative vote by the Board members.

Public Hearing Request: Proposed Environmental Health Fee Changes

Mr. Homersham explained that, pursuant to C.R.S. 25-1-508(5)(j) and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. In a typical year, a fee

calculation formula previously adopted by the Board of Health is used to review the majority of Environmental Health program fees (some are set by state statute). However, in 2020, many Environmental Health staff were reassigned to COVID-19 pandemic response and, with the exception of the Onsite Wastewater Treatment System (OWTS) program, regular program work was extremely limited. Therefore, only OWTS fees were recalculated. In summary, TCHD is proposing the Board keep program fees at the 2020 level with the exception of a slight decrease for OWTS “New” or “Repair” permits. Mr. Homersham requested the Board hold a public hearing at their August 12, 2021 meeting to consider adopting the proposed 2021 Environmental Health Fee Schedule.

MOTION: Ms. Brainard moved to hold a public hearing to consider the adoption of the proposed 2021 Environmental Health Fee Schedule at the August 12, 2021 Board meeting. Ms. Murimoto seconded and the motion passed with a unanimous affirmative vote by the Board members.

Legislative Engagement Summary (January-May 2021)

In accordance with the Board of Health’s policy on TCHD communications and legislative testimony, Mellissa Sager, Policy and Intergovernmental Affairs Manager, provided a summary of all such engagements to the Board. Ms. Sager also summarized bills of interest, most notably [HB21-1107](#), which provides protections for public health workers and was signed into law by Governor Polis on May 18, 2021.

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, COVID variant surveillance and tracking, COVID vaccine uptake and TCHD’s vaccine strategy.

Board Meeting Survey Results and Update on Employee Reentry Planning

Ms. Ludwig updated the Board on TCHD’s employee re-entry planning process. Currently, an internal workgroup is compiling the results of a client survey, staff focus groups, and a staff survey, which were conducted to understand the positive and negative impacts of remote service delivery to our clients as well as the impacts remote work had on TCHD employees. Leadership will use this information to guide their decisions on what service delivery and the workplace will look like in the future. A complete report will be shared with the Board at their July 8, 2021 meeting.

Ms. Ludwig informed the Board that TCHD is currently following state COVID-19 guidelines in the workplace. Fully vaccinated staff are no longer required to wear masks. Staff who are unvaccinated or not fully vaccinated are required to wear masks when they leave their personal workspace. Client-facing employees and clients must wear a mask regardless of vaccination status. Social distancing is no longer required and group gatherings are no longer restricted.

Dr. Gallagher stated that there was no clear consensus based on Board meeting survey results. Nearly one-half of respondents believe Board meetings should remain virtual through the end of 2021 and one-quarter have safety concerns mainly due to COVID, but some cited fear of physical violence as well. Many respondents suggested hybrid meetings; however, TCHD’s technology limitations would make it difficult for remote participants to feel fully included.

Dr. Gallagher suggested holding in-person gatherings for educational opportunities or smaller workgroups. Following discussion, the Board decided to continue virtual meetings until Board members and staff feel more comfortable about meeting in person.

Executive Director's Report

The Executive Director's Report contained updates on COVID-19 vaccine strategy and equity, COVID-19 supplemental funding, the Nurse-Family Partnership program expansion, and the ongoing per- and polyfluoroalkyl investigation in Adams County. The report also provided an overview of TCHD's community health assessment process, announced Dietetic Intern graduation, and highlighted TCHD's receipt of the "Community Organization of the Year" award, which was bestowed by the Greater Englewood Chamber of Commerce. Finally, the report contained updates on national and local influenza activity and other respiratory diseases, including respiratory syncytial virus; the termination of Ebola travel monitoring; meningococcal disease in an Adams County resident; and rabies activity locally and statewide.

Set Agenda for the July 8, 2021 Meeting

Agenda items for the July 8, 2021 Board meeting will include: 1) a public hearing for the supplemental budget appropriation, 2) a progress update on TCHD's Public Health Improvement Plan and Strategic Plan, 3) a COVID-19 update and 4) a final 2021 legislative report.

Board Member Remarks/Other Items

The Board discussed holding a retreat to address topics such as Board self-assessment, Board member development, and Board policy. Dr. Gallagher stated she would work with Ms. Brockman to develop a survey to determine potential Board retreat topics, timing and format.

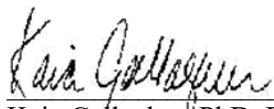
ACTION ITEM: Dr. Gallagher to work with Ms. Brockman to develop a survey to determine Board retreat topics, timing and format.

Closing Remarks

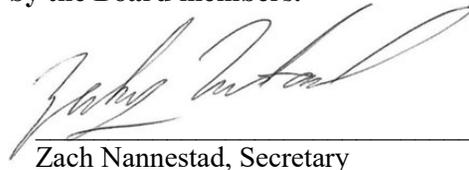
Dr. Gallagher stated that Ms. Fuhrman was gathering performance evaluation forms from other Boards of Health to use as examples to inform potential changes to our current form in 2022. TCHD's Board will use their current form this year to assess Dr. Douglas' performance.

Adjournment

MOTION: Ms. Schilz moved to adjourn the meeting at 6:18 p.m. Dr. Fawell seconded and the motion passed by a unanimous affirmative vote by the Board members.



Kaia Gallagher, PhD, President



Zach Nannestad, Secretary