



**Board of Health Meeting
July 8, 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 Muramoto, 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	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	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

Judy Fowler, Nutrition Manager, introduced herself and stated that she was attending the meeting on Ms. Bonczynski's behalf. Ms. Askenazi introduced Tracy Anselmo, Medical Countermeasures Branch Director, and Heidi Fritz, COVID-19 Deputy Medical Countermeasures Branch Director.

Approval of the Minutes of the June 10, 2021 Meeting

MOTION: Ms. Schilz moved to approve the minutes of the June 10, 2021 meeting. Dr. Fawell seconded and the motion passed with a unanimous affirmative vote by the Board members.

Request to Use Fund Balance for Consulting Services to Assist with a Request for Proposals (RFP) for an Electronic Health Records System

Ms. Grande presented a request to utilize \$73,755 of TCHD's capital fund balance to retain BerryDunn Consulting to assist with analysis of its current electronic health records system's capabilities and deficiencies, RFP development, and vendor evaluation and selection. TCHD's current system is fourteen years old, lacks functionality across clinic sites and no longer meets data and reporting needs.

MOTION: Ms. Schilz moved to approve TCHD's request to use \$73,755 of the capital fund balance for the above request. Ms. Brainard seconded and the motion passed with a unanimous affirmative vote by the Board members.

Public Hearing: Supplemental Budget Appropriation

Dr. Gallagher opened the public hearing at 4:45 p.m. The public hearing was duly advertised in the legal notices section of the *Denver Post* on Sunday, July 4, 2021. 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 includes the \$11,232,042 presented at the June 10, 2021 meeting and \$73,755 from the capital fund balance (approved above) for a total of an \$11,305,797 increase over our adopted 2021 budget. Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 4:55 p.m.

MOTION: Dr. Fawell moved to adopt the proposed Supplemental Budget Appropriation in the amount of \$11,305,797. Ms. Mullica seconded and the motion passed with a unanimous affirmative vote by the Board members.

Budgetary Dynamics for Fiscal Year 2022

Ms. Didier presented the fiscal year (FY) 2022 major budgetary dynamics to the Board. She summarized anticipated increases and decreases in revenue and expenditures for the upcoming fiscal year. Planning assumptions include a four percent wage increase, a nine percent medical insurance premium increase, and a proposed \$0.05 per capita increase to help offset increased costs. The current projected net increase in expenditures for FY 2022 is \$8,033,108 and the projected net increase in revenue is \$8,033,108 which equates to a deficit of zero. COVID-19-related grants and contracts account for the majority of the additional revenue.

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 for hard-to-reach populations.

Ms. Schilz inquired whether another data point could be added to track the number of vaccines delivered via multimodal strategies to track their effectiveness in reaching hard-to-reach populations. Dr. Douglas stated that TCHD would be analyzing this data and would be happy to share it with the Board.

ACTION ITEM: TCHD to share data with the Board on the effectiveness of multimodal strategies used to administer COVID vaccinations to hard-to-reach populations.

Staff Re-entry Planning Update and Survey Results

Ms. Ludwig updated the Board on TCHD's employee re-entry planning process. She discussed the results of the client satisfaction survey, the staff survey and staff focus groups. Clients overwhelmingly indicated that their needs were met and that they liked the remote service platform while staff overwhelmingly preferred a hybrid work environment. Ms. Ludwig also discussed employee needs and concerns as well as next steps. Currently, staff are slated to return to the office, either full time or with a hybrid arrangement, in late August.

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-19, 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.

Public Health Improvement Plan and Strategic Planning Progress Update

Dr. Weidenbach provided a progress update on TCHD's Public Health Improvement Plan (PHIP) and Strategic Plan goals and objectives. She also described how the COVID-19 pandemic has impacted this work and discussed next steps.

Update on Board Gatherings

Dr. Gallagher stated that there will be substantial opportunities in August for the Board to weigh in on important topics such as transition planning and TCHD's community health assessment. Dr. Gallagher asked Dr. Weidenbach to create a memo outlining the substantial amount of data collection that will be occurring in August and how the Board can be involved.

ACTION ITEM: Dr. Weidenbach to create a memo outlining the substantial amount of data collection that will be occurring in August and how the Board can be involved.

Dr. Gallagher stated that the Board will conduct the Executive Director's 2021 performance review in August. Evaluation forms will be emailed to Board members, TCHD Division Directors and county officials. Results will be aggregated and shared at a Board executive session in September. Additionally, executive director performance review forms used by other Boards of Health have been collected and will be posted on the Board's Google Drive. She stated that discussions on whether to revise the current review form could begin later this year.

Dr. Gallagher reported that she asked the transition planning consultant to meet with the Board in November to share collected data and emerging recommendations. This would allow the Board to ask questions and provide input on the best direction for the organization moving forward. Additionally, Dr. Gallagher imparted that she has been discussing the possibility of a training session on health equity, which could potentially occur in October. Finally, Dr. Gallagher proposed a Board Retreat in January or February 2021 after the consultant's final report is completed. Dr. Gallagher stated that she would survey Board members prior to each opportunity to determine Board member interests and desired outcomes.

Ms. Reyes inquired whether the Board would be conducting a self-assessment. Dr. Gallagher stated that she would survey the Board members on their views about self-assessment topics and options.

ACTION ITEM: Dr. Gallagher to work with Ms. Brockman to survey the Board members on self-assessment topics and options.

Executive Director's Report

The Executive Director's Report contained updates on NACCHO Model Practice awards, upcoming national and local presentations by TCHD staff, partnership with Reach Out and Read Colorado, COVID-19 vaccine strategy and equity, partnership tracking tool expansion, and partnering with firearm retailers to prevent suicide by firearm. The report also included updates on employee mental health support, increasing capacity to advance healthy aging, TCHD's Food in Communities Grant, employer-based health promotion and policy change, and a summary of Colorado's 2021 legislative session.

Set Agenda for the August 12, 2021 Meeting

Agenda items for the August 12, 2021 Board meeting will include: 1) a public hearing for proposed Environmental Health fee changes, 2) an update on the FY 2022 budgetary dynamics, 3) an annual update on the Syringe Access program, 4) an update on PHIP Priority Area 3: Health and Food, and 5) a COVID-19 update.

Board Member Remarks/Other Items

Ms. Reyes stated that a community partner told her that they hadn't received payment from TCHD. Ms. Didier stated that, to her knowledge, all payments had been sent out on time.

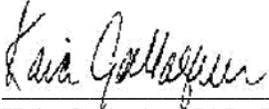
ACTION ITEM: Ms. Reyes to relay the community partner's name to Ms. Didier. Ms. Didier to verify that the payment was made.

Closing Remarks

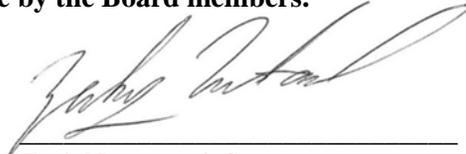
None.

Adjournment

MOTION: Dr. Fawell moved to adjourn the meeting at 7:08 p.m. Dr. Fielding seconded and the motion passed with a unanimous affirmative vote by the Board members.



Kaia Gallagher, PhD, President



Zach Nannestad, Secretary