



**Board of Health Meeting  
June 14, 2016  
Minutes**

At a public meeting of the Board of Health, held at Tri-County Health Department (TCHD), 6162 S. Willow Drive, Suite 100, Greenwood Village, CO 80111, there were:

**Board of Health Members:**

Carole Adducci, RN, Adams County	Absent – Excused
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
Paulette Joswick, RN, Secretary, Douglas County	Present
Zachary Nannestad, Douglas County	Present
Rosanna Reyes, RN, Adams County	Present
Naomi Steenson, RD, Vice President, Adams County	Absent – Excused

**Executive Management Team Members:**

Nancy Allen, Director of the Office of Human Resources	Absent – Excused
Michele Askenazi, Director of Emergency Preparedness and Response	Present
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Tom Butts, Deputy Director	Present
John M. Douglas, Jr., MD, Executive Director	Present
Bob Flores, Director of Administration and Finance	Present
Brian Hlavacek, Director of Environmental Health	Present
Jeanne North, RN, Director of Nursing	Present
Stacy Weinberg, Director of Epidemiology, Planning and Communication	Present

**Call to Order**

Dr. Gallagher called the meeting to order at 4:32 p.m.

**Introductions**

Mr. Hlavacek introduced Keith Homersham, Environmental Health Manager in TCHD's Castle Rock Office; Steve Chevalier, Environmental Health Manager in TCHD's Aurora Office; and Janet Harm, Administrative Analyst. Ms. Weinberg introduced Maura Proser, Chronic Disease, Injury and Tobacco Prevention Manager; Christine Demont, Population Health Epidemiologist; Melissa Lindt, Masters of Public Health Practicum Student; and Alyson Shupe, Informatics, Epidemiology and Health Planning Manager. Michele Askenazi introduced Michael Perret-Gentil, Emergency Preparedness and Response Planner.

**Recognition of Nancy Allen's Service to TCHD**

Dr. Gallagher read a Board of Health resolution and presented a plaque to Ms. Allen in recognition of her service to TCHD from January 2000 to July 2016. Ms. Allen will officially retire at the end of July 2016.

**Approval of the Minutes of the April 12, 2016 Meeting**

The minutes of the April 12, 2016 meeting were presented to the Board for review.

**MOTION: Ms. Brainard moved to approve the minutes of the April 12, 2016 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated March 31, 2016**

Mr. Flores presented the financial statements dated March 31, 2016 to the Board. He stated that revenue through the month of March totaled \$9.7 million, which was less than budgeted by \$277,000. Expenditures totaled \$10.3 million through March, which was over budget by \$963,000. Notable expense variables include the purchase of laptops for nursing for use with the new electronic health records system, the purchase of Brocade switches and checkpoint firewall equipment, and construction costs related to TCHD's new Park Centre location. It should be noted that additional use of the fund balance in the amount of \$1.1 million approved by the Board on April 12, 2016 is not reflected in the March financial statements. TCHD continues to invest a portion of the fund balance with Chandler Asset Management in a \$6 million bond portfolio. TCHD also has \$5 million invested with JPMorgan Chase in a laddered CD portfolio. Annual revenue from TCHD investments is approximately \$60,000.

Dr. Gallagher inquired whether the Park Centre build out was complete. Mr. Butts stated that we are working on the punch list.

Ms. Brainard asked whether TCHD had received grant funds to purchase an electronic medical records system. Mr. Butts stated that we were unable to identify an external source of funds and that the Board approved the use of fund balance money in late 2015 to cover the costs of a new system.

**MOTION: Ms. Joswick moved to approve the financial statements dated March 31, 2016 as presented and Ms. Jaroch seconded. The motion was approved unanimously.**

**Final Auditor's Report for Fiscal Year 2015**

Cheryl Wallace, senior partner with Rubin Brown, summarized the Report to Governance and the Financial Statements for the Year Ended December 31, 2015. 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, 2015. Current year recommendations include having a review process in place for non-routine journal entries made by the Finance Director (this was elicited by the lack of a controller due to staff turnover for a portion of 2015) and having a process in place for monitoring and oversight to ensure review of federal compliance supplement requirements for federal grants. Executive management concurred with the auditor's recommendations.

Ms. Wallace also reminded the Board that, beginning in 2015, Governmental Accounting Standards Board (GASB) Statement 68 requires TCHD to report a pension liability for its share of the underfunded portion of PERA's pension plan. TCHD's share of the plan's liability is determined by PERA.

**MOTION: Dr. Fawell moved to accept the Financial Statements for the Year Ended December 31, 2015 and the Report to Governance. Ms. Brainard seconded and the motion was approved unanimously.**

#### **PUBLIC HEARING REQUEST: Proposed Environmental Health Fee Changes**

Mr. Hlavacek 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. A fee calculation formula previously adopted by the Board of Health was used in 2016 to review the majority of program fees (some are set by state statute). Mr. Hlavacek presented the proposed fees to the Board and summarized fee changes. He requested the Board hold a public hearing at their August 9, 2016 meeting to review the proposed fee changes and approve the Environmental Health Fee Schedule for 2016.

**MOTION: Ms. Brainard moved to hold a public hearing to consider the adoption of the proposed Environmental Health fee changes at the August 9, 2016 Board meeting. Dr. Fawell seconded and the motion was approved unanimously.**

#### **TCHD's 2015 Annual Report**

Gary Sky, Public Information Officer (PIO), presented TCHD's 2015 Annual Report entitled, "Impacting the Health of the Entire Population" to the Board. This year, the Annual Report has been published in an entirely new format that contains less text and a large number of infographics. The format was developed in response to feedback obtained via survey from TCHD staff and our community partners. We also plan to conduct a follow-up survey to assess response to the new format.

Dr. Gallagher inquired on TCHD's Annual Report dissemination strategy. Mr. Sky stated that the Annual Report is available on our website and would be promoted via news releases and social media platforms (i.e., Facebook and Twitter). Ms. Jaroch stated that many individuals aren't aware of TCHD; therefore, they're not going to visit a website they know nothing about. Ms. Weinberg explained that we are working with our County PIOs to: 1) get the message out and 2) discuss strategies we can use to reach these populations.

#### **Current Infectious Disease Events**

Dr. Bernadette Albanese, Medical Epidemiologist, summarized the *E. coli* outbreak connected to Pho 75 in Aurora, discussed the situation involving an HIV positive surgery technician who diverted injectable drugs while employed by Swedish Hospital, provided an update on rabies activity both statewide and in TCHD's jurisdiction, and discussed Zika Virus transmission and geographic distribution. Although vector-borne Zika virus transmission is not expected to occur in Colorado due to the lack of mosquito species that spread the disease, we have had four travel-related cases.

### **Annual Strategic Plan Progress Update**

Mr. Butts gave a PowerPoint presentation to the Board summarizing the progress TCHD has made in 2015-2016 on each of the nine Goals that comprise TCHD's Strategic Plan. He also presented a spreadsheet depicting the progress TCHD has made on each Goal Strategy in the 2015-2016 Work Plan. Next steps include integrating performance management into our strategic plan process.

### **Budgetary Dynamics for Fiscal Year 2017**

Mr. Butts presented the fiscal year (FY) 2017 major budgetary dynamics to the Board. He summarized anticipated increases and decreases in revenue and expenditures for the upcoming fiscal year. TCHD plans to request a county population increase and a \$0.15 county per capita increase to offset a five percent merit pool, increased health insurance and rent costs, and two new general-funded full-time equivalents (FTEs). The current projected net increase in expenditures for FY 2017 is \$1,612,542 and the projected net increase in revenue is \$1,559,912 which equates to a deficit of \$52,630. Mr. Butts stated that budget staff now have the net deficit down to \$2,000.

Dr. Fawell asked how TCHD plans to distribute a five percent merit pool. Mr. Butts stated that there would be a performance-based three to seven percent distribution among staff (bell curve).

### **Update From May 19, 2016 Board Budget Subcommittee Meeting and Fiscal Year 2017 Budget Presentation Scenario**

Per Dr. Douglas, the Board of Health Budget Subcommittee met on May 19, 2016 to discuss TCHD's proposed budget request, justification for budget increases, and strategies for effective presentation to our Commissioners. For FY 2017, TCHD plans to request a county population increase and a \$0.15 county per capita increase to offset the costs of a five percent employee merit pool, a nine percent health insurance premium increase, increased rental rates, and the addition of two FTEs to expand IT capacity and coordinate drug prevention efforts. Over the past five years, TCHD's merit increases have lagged behind our counties and staff turnover rates have increased.

Board Budget Subcommittee members recommended that TCHD 1) obtain insight from our County liaisons on how other County departments present their budget requests to the Commissioners and 2) format our budget presentation to present our specific budget request at the beginning, clarify justification/consequences if we don't get our requested increase and truncate TCHD division/program information (materials presented at our April 3, 2016 meeting with our Commissioners can be sent out as a highlight piece).

Ms. Brainard recommended that we make the consequences of not receiving our requested budget increase more granular. Ms. Jaroch agreed.

Dr. Gallagher thanked the Board Budget Subcommittee members: herself, Dr. Fawell, Ms. Jaroch, Mr. Nannestad and Ms. Steenson.

***ACTION ITEM: Ms. Brockman to schedule a follow-up Board Budget Subcommittee meeting in July, 2016.***

### **Strategic Communication Plan Update**

Ms. Weinberg provided an update on completed and upcoming Strategic Communication Plan tactics. Successes include: increased TCHD social media presence on Twitter, Facebook and Pinterest; a redesigned agency Annual Report based on staff and partner survey responses; a standardized format for Division Annual Reports; creation of county fact sheets for state legislators; publication of an op-ed on long-acting reversible contraception that ran in eight weekly papers; outreach to county PIOs for improved message coordination; formation of human papillomavirus vaccination, healthy beverage, and mental health stigma partnerships to push out campaign messaging; and improved internal communication and employee engagement on topics such as Public Health Week, mental health awareness, public health accreditation and Zika virus. Upcoming tactics include: evaluating our branding strategy since TCHD's name is a barrier to public awareness of the counties we serve; creation of a public health data dissemination platform; putting together an outreach plan for our Annual Report; and continued communication and partnership with county PIOs to improve access to target populations.

Ms. Reyes inquired on the number of languages in which TCHD's Annual Report is available. Ms. Weinberg stated that our Annual Report is published in English and explained that our target audience consists of community partners, not the general population.

Ms. Reyes stated that TCHD needs to use multi-cultural, multi-lingual promotional tactics to successfully reach many of the populations in its jurisdiction. Ms. Reyes and Mr. Nannestad discussed the merits of organizational apps for mobile platforms and Ms. Joswick recommended that TCHD partner with school districts to broaden its reach out into the community. Dr. Gallagher observed that the communication topic was of great interest to many Board members and recommended that a discussion on Board member involvement occur in a closed executive session following the meeting.

### **Space Update**

Mr. Butts provided the following update on office space:

- The lease at our Iliff and Chambers location in Aurora ends July 31, 2016. We are awaiting a response from our current landlord as well as looking at alternate locations.
- Common area finishes at our new Park Center office (122<sup>nd</sup> and Heron) have not been completed, which may delay holding a Board of Health meeting at this location.
- We will meet with Douglas County staff on Monday regarding their master planning effort.
- We are having ongoing conversations with Adams County regarding the provision of office space.

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

#### **Public Health Accreditation Update**

The Accreditation Team is currently selecting documents to submit to the Public Health Accreditation Board (PHAB) on January 31, 2017. As document selection is completed for each of the 12 Domains, it will undergo a formal review process to ensure that documents meet PHAB requirements and satisfactorily demonstrate the local health department function/activity specified in each PHAB Measure. The Executive Management Team will then review each Domain's final documentation package.

**Dietetic Internship Accreditation Site Visit**

On April 24-26, 2016, two program reviewers from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) conducted a site visit to evaluate TCHD's Dietetic Internship Program. We will receive the site visit report in mid-June for a 30-day comment period and expect the ACEND Board to approve our accreditation status in January 2017. Accreditation is valid for seven years.

**Dietetic Internship Graduation Ceremony**

TCHD's 27<sup>th</sup> class of dietetic interns will graduate on Thursday, June 23, 2016. This year's graduates are Emily Bash, Elise Boretz, Sarah Burkett, Sarah Edstrom, Toni Lopez and Brooke Piraino. Board members are welcome to attend the graduation ceremony at TCHD's Administrative Office from 2:00-4:00 p.m.

**Denver Regional Council of Governments Metro Vision Award**

The Adams County Federal Blvd. Framework Plan and associated Health Impact Assessment (HIA) conducted by TCHD were awarded a Metro Vision Award by the Denver Regional Council of Governments (DRCOG) on April 27, 2016. Mr. Butts, Mr. Hlavacek, and Sheila Lynch, TCHD's Land Use Coordinator, attended the event along with Board of Health members Carole Adducci and Rosanna Reyes.

**TCHD Partners on Invest Health Grant**

TCHD, in partnership with the City of Westminster, Adams County, Regis University and Mile High Connects, has received an Invest Health Grant to fund a cross-sector planning effort focused on improving health and safety in low-income neighborhoods adjacent to two planned Transit Oriented Developments (TODs) along the Federal Blvd Corridor. The collaborative grant process builds upon the Federal Boulevard Framework Plan Health Impact Assessment that TCHD conducted in 2014.

**Substance Abuse Prevention Updates**

*Collaboration with Adams and Arapahoe Counties:* TCHD has been working with partners in Adams and Arapahoe Counties to collaboratively address the growing public health concern of opioid misuse and abuse. Commissioners Bill Holen (Arapahoe County) and Steve O'Dorisio (Adams County) requested that TCHD facilitate the process. To date, the collaboration has met twice and is in the process of identifying priorities based on a strategic framework provided by TCHD and the Colorado Consortium for Prescription Drug Abuse Prevention.

*Communities that Care Grant:* TCHD will receive approximately \$350,000 per year for five years from the Colorado Department of Public Health and Environment (CDPHE) to address youth substance abuse prevention in two communities: Englewood/Sheridan and the I-70 Corridor (Bennett, Byers, Strasburg, and Deer Trail). It is important to note that Adams County, Douglas County, and the City of Aurora are being served by other grants from the Office of Behavioral Health with similar anticipated outcomes. Our goal is to work "upstream" to address social determinants of health by collaborating with community coalitions using a model called "Communities that Care" to address risk and protective factors that influence youth substance use and abuse.

*Tobacco Prevention Media Campaign:* TCHD's Tobacco Prevention Program is running its Tobacco-Free 303 campaign again this spring and summer. This campaign was created last spring in partnership with youth groups in Adams and Arapahoe Counties. The campaign will

involve network television commercials, advertisements on bus shelters and billboards, and local newspaper print ads. This campaign won a Bronze Leaf award in 2015.

#### **TCHD Adopts Healthy Meeting Policy**

In an effort to continually support a culture of wellness for our employees, clients, and guests, TCHD adopted a Healthy Meeting Policy for all TCHD meetings and events effective April 4, 2016. By providing opportunities to be active during the workday and including healthy food and beverage choices whenever food and/or beverages are provided at TCHD functions, staff will be helping to support healthy lifestyles for their coworkers, clients, guests, and the community.

#### **TCHD Emergency Preparedness Staff Present at National and Local Conferences**

Ms. Askenazi presented at two sessions at the National Association of County and City Health Officials' (NACCHO) Annual Preparedness Summit, which was held in Dallas, TX, April 18-24, 2016. Sara Garrington, Emergency Preparedness and Response Coordinator, presented at and participated in the Colorado Hospital Association's Healthcare Preparedness Summit in April, 2016.

#### **TCHD's Public Health Incident Management Team Activated for Rabies Response**

TCHD has implemented a Level 1 (i.e., small incidents with minimal potential for morbidity and mortality requiring low-level emergency response) activation of the Public Health Incident Management Team (PHIMT) in response to an increasing number of rabies incidents in its jurisdiction. We are working in a coordinated manner to ensure appropriate and timely communication, surveillance, and coordination with key stakeholders and are also using this opportunity to test PHIMT processes and staff roles.

#### **Impact of the Affordable Care Act on Public Health: The Experience of Tri-County Health Department**

At the request of several Board members, Dr. Douglas provided a short summary of how the Affordable Care Act (ACA) has impacted TCHD. We will share this information with our Boards of County Commissioners at our August budget study sessions.

#### **Mental Health Awareness Month**

During the month of May, TCHD piloted an awareness campaign for Mental Health Awareness Month. We used anti-stigma communication materials from the "Make It OK" campaign, which was developed by HealthPartners and National Alliance on Mental Illness (NAMI) Minnesota to address mental illness and the associated stigma. We employed a variety of low-budget modalities to spread awareness messaging and plan to send a short survey to TCHD employees to discover any changes in perception that may have been influenced by the campaign. Finally, we shared our communication plan and associated materials with regional local health departments and community partners in the event they wished to implement a mental health awareness campaign.

#### **Metro Denver Partnership for Health Roadmap**

With support from CDPHE, TCHD has been collaborating closely with the four other local public health agencies in the seven-county Denver Metro region (Boulder County Public Health, Broomfield County Health and Human Services, Denver Public Health, and Jefferson County Public Health) to develop stronger regional collaboration with a primary focus in four areas: Healthy Eating/Active Living, Behavioral Health, Data Sharing, and Partner Alignment. Dr. Douglas shared a recently completed "Roadmap" outlining these and other collaborative efforts with the Board members.

**Legislative Update**

Mr. Butts provided an extensive update on the outcomes of key legislative efforts related to public health in Colorado. Many TCHD staff were actively involved in monitoring and evaluating legislation as well as providing testimony in front of the state legislature.

**Other Items**

None.

**Set Agenda for the August 9, 2016 Meeting**

The August 9, 2016 meeting agenda will include: 1) a study session on TCHD's FY 2017 Proposed Budget as well as the draft budget presentation to the Commissioners; 2) a public hearing to consider the adoption of proposed Environmental Health fee changes; and 3) a public hearing to consider the adoption of a body art regulation.

**Board Member Remarks**

Ms. Brainard inquired on the status of TCHD's search for a new Human Resources Director. Mr. Butts stated that candidate interviews were scheduled to begin tomorrow and that he hoped to make a selection in July, 2016.


**Closing Remarks**

None.

**Adjournment**

**MOTION: Ms. Jaroch moved to adjourn the meeting at 7:25 p.m. Ms. Reyes seconded and the motion was approved unanimously.**

  
Kaia Gallagher, PhD, President

  
Paulette Joswick, Secretary