



**Board of Health Meeting
August 8, 2017
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	Present
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	Present

Executive Management Team Members:

Michele Askenazi, Director of Emergency Preparedness and Response (EPR)	Present
Jill Bonczynski, RD, Director of Nutrition	Present
Ronnae Brockman, Executive Assistant	Present
Patty Buckle, Acting Director of Administration and Finance	Present
John M. Douglas, Jr., MD, Executive Director	Present
Mame Fuhrman, Director of Human Resources	Present
Brian Hlavacek, Director of Environmental Health	Present
Jennifer Ludwig, Deputy Director	Present
Jeanne North, RN, Director of Nursing	Present
Alyson Shupe, Informatics, Epidemiology and Health Planning Manager	Present (for Ms. Weinberg)
Stacy Weinberg, Director of Epidemiology, Planning and Communication (EPC)	Absent - Excused

Call to Order

Dr. Gallagher called the meeting to order at 4:31 p.m.

Introductions

Mr. Hlavacek introduced Keith Homersham, Environmental Health Manager, as well as the following Environmental Health Specialists: Juan Gamez-Briceno, Alexi Poggenklass, June Samadi, Ricky Ross, Margaret Furlow, and Skyler Everingham. Ms. Fuhrman introduced Kanisha Stone, Human Resources Generalist. Ms. Bonczynski introduced Lindsey Dodrill, Dietitian. Ms. Buckle introduced Jeff Epilu, Information Technology Analyst, and Kurt Williams, Budget Analyst. Ms. North introduced Penny Grande, Associate Director of Nursing. Dr. Douglas introduced Dr. Alyson Shupe, Informatics, Epidemiology and Health Planning Manager, who was attending the meeting on behalf of Ms. Weinberg.

Approval of the Minutes of the June 13, 2017 Meeting

The minutes of the June 13, 2017 meeting were presented to the Board for review. Dr. Fawell pointed out that the word “seconded” was missing from the motion accepting the March 31, 2017 financial statements on page two of the minutes.

MOTION: Ms. Adducci moved to approve the minutes of the June 13, 2017 meeting with the above correction and Ms. Steenson seconded. The motion was approved unanimously.

Approval of the Financial Statements Dated May 31, 2017

Ms. Buckle presented the financial statements dated May 31, 2017 to the Board. She stated that year-to-date (YTD) revenue through the month of May totaled \$16.9 million, which was less than budgeted by \$427,000. YTD expenditures totaled \$16.6 million through May, which was less than budgeted by \$161,000. Overall, the actual net operating deficit through the month of May is \$425,000.

Ms. Reyes inquired whether the \$305,000 in vacancy savings was due to difficulty in hiring staff. Ms. Fuhrman confirmed that difficulty hiring staff contributed largely to the vacancy savings. Ms. Jaroch asked whether TCHD could improve its hiring process to decrease hiring time. Ms. Fuhrman stated that TCHD was currently using the LEAN process to identify areas of improvement in its hiring process. TCHD is also planning to purchase a Human Resources Information System in the near future.

Dr. Gallagher inquired whether there was typically a two-month lag between the end of each month and the closeout of financials for that month. Ms. Buckle explained the process and stated that it typically takes 45 to 60 days to closeout each month.

MOTION: Ms. Brainard moved to approve the financial statements dated May 31, 2017 as presented and Dr. Fawell seconded. The motion was approved unanimously.

Public Hearing: Proposed Environmental Health Fee Changes

Dr. Gallagher opened the public hearing at 4:45 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on Sunday, July 16, 2017.

Mr. Hlavacek presented the proposed fee schedule to the board and 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 2017 to review the majority of program fees (some are set by state statute). If adopted, the new fees would become effective September 1, 2017.

Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 5:02 p.m.

MOTION: Dr. Fawell moved to adopt the proposed Environmental Health fees and Mr. Nannestad seconded. The motion was approved unanimously.

Public Hearing: Adoption of TCHD Onsite Wastewater Treatment System Regulation O-17

Dr. Gallagher opened the public hearing at 5:03 p.m. It was noted that the public hearing was duly advertised in the Legal Notices section of *The Denver Post* on July 16, 2017. Mike Weakley, Water Program Supervisor, explained that the Colorado Department of Public Health and Environment (CDPHE) Water Quality Control Commission's Onsite Wastewater Treatment System (OWTS) Regulation Number 43 was revised and became effective June 30, 2017. Pursuant to C.R.S. 25-10-101 and CDPHE Regulation Number 43, TCHD wishes to adopt a new OWTS Regulation (O-17) that conforms to the changes made to the state regulation. If adopted, TCHD's current OWTS Regulation O-14 shall be deemed repealed and replaced in its entirety by Regulation O-17 effective October 1, 2017.

Per Mr. Weakley, Regulation O-17 reflects significant and important advances in the science and practice of OWTS and implementation of this regulation will result in improved protection of human health and the environment. TCHD is proposing the following additional changes to align with other local health departments: 1) requiring practitioner training for site evaluators, system designers, installers, cleaners and maintenance professionals; 2) not allowing more than one additional bedroom to be added to a home without expanding the OWTS; and 3) adjusting the number of assumed occupants per bedroom.

Finally, TCHD has sent a summary of proposed OWTS regulation changes to OWTS designers, installers and cleaners in May 2017 and also posted these changes on our website. TCHD will also hold two half-day seminars in October 2017 to educate practitioners.

Dr. Gallagher verified that no one from the public was present to speak on this issue and closed the public hearing at 5:15 p.m.

MOTION: Ms. Brainard moved to adopt Onsite Wastewater Treatment System Regulation O-17. Dr. Fawell seconded and the motion was approved unanimously.

Syringe Exchange Program Update for Contract Renewal

Dr. Douglas provided an annual Syringe Exchange Program update to the Board that discussed original program scope and subsequent modifications, program funding, program staffing, client services, program results and program challenges. He introduced Lisa Raville, Executive Director of Harm Reduction Action Center, and Lindsey Bellamy and Michelle Ball, TCHD Public Health Nurses who work in TCHD's Syringe Exchange Program.

Dr. Douglas stated that, pursuant to C.R.S. 25-1-520(4), Board of Health approval is required annually to review our clean syringe exchange program contracts with nonprofit organizations. TCHD currently contracts with Harm Reduction Action Center, Aurora Mental Health Center, and It Takes a Village. He noted that applicable law enforcement and interested stakeholders (e.g., syringe exchange program clients, nonprofit organizations, hepatitis C and HIV advocacy organizations, and substance abuse treatment providers) were consulted. (The groups with whom we consulted were not specifically named at the BOH meeting but include the Aurora Police Department, It Takes a Village, Project to Assist in the Transition from Homelessness/Aurora Mental Health Center, Liver Health Connection, Harm Reduction Action Center and CDPHE's hepatitis C coordinator. Outreach to our District Attorneys and the Adams, Arapahoe and Douglas County Sheriffs was met with no response.)

Future steps include hiring an additional full-time community health worker to expand harm reduction outreach to other locations, considering program marketing via social media and considering further law enforcement training efforts.

MOTION: Ms. Reyes moved to renew TCHD's Syringe Exchange Program contracts with Harm Reduction Action Center, Aurora Mental Health Center, and It Takes a Village. Ms. Adducci seconded and the motion was approved unanimously.

Study Session: Fiscal Year 2018 Proposed Budget

Dr. Douglas presented TCHD's fiscal year (FY) 2018 proposed budget to the Board. He explained that overall, TCHD's proposed FY 2018 budget of \$41,231,431 reflects a 2.1% increase compared to our FY 2016 budget. From our counties, we are requesting a population-based increase of \$265,708 (2.67%) and a per capita increase of \$0.06 (0.90%) from \$6.66 to \$6.72 or \$92,132 for a total increase of \$357,840 (3.6%). The additional county funding would support a 3.5% salary merit pool increase for general fund-supported employees (\$142,000), the general-funded portion of the health insurance premium increase (\$48,000), and expansion of TCHD's Substance Abuse Prevention program (additional 2.2 FTEs).

Dr. Douglas also provided a walk-through of the budget presentation for the upcoming study sessions with our Boards of County Commissioners. The Board members agreed that TCHD's requested increase was well-justified and minor suggestions were given regarding content and organization.

CONSENSUS: The Board members agreed that TCHD should move forward and present the above 2018 budget request to its three sets of County Commissioners.

Current Infectious Disease Events

Jennifer Chase, Disease Intervention Program Manager and Regional Epidemiologist, summarized TCHD's ongoing response to the hepatitis A outbreak in the Denver metro region, discussed a legionella outbreak at a long-term care facility in Douglas County, and provided an update on West Nile virus and rabies activity both statewide and in TCHD's jurisdiction.

TCHD Division Annual Reports

Dr. Douglas distributed TCHD's 2016 Division Annual Reports to the Board. These reports contain a variety of programmatic information and are meant to inform our Board of Health members, our community partners, and our staff. Dr. Douglas encouraged the Board members to read the Reports and requested time on the October 10, 2017 Board of Health meeting agenda for feedback on content, size, etc.

Executive Director's Report

TCHD Staff Present at NACCHO Annual Conference

Two TCHD staff presented at the National Association of County and City Health Officials (NACCHO) Annual Conference in July 2017. Jennifer Chase, Communicable Disease Epidemiology Manager, discussed rabies epidemiology in TCHD's jurisdiction and described our Rabies Workgroup's efforts to revise our rabies prevention protocol in partnership with outside

agencies such as animal control, hospitals and veterinarians. Steve Martinez, Substance Abuse Prevention Coordinator, discussed the history, current activities, and future plans of the Tri-County Overdose Prevention Partnership. The presentation focused on a local health department's role as convener and facilitator of a community-led effort to address opioid overdose through collaboration in multiple strategy areas.

TCHD Staff to Present at State Conferences

TCHD will be well-represented at the Colorado Public Health Association's annual Public Health in the Rockies Conference in Keystone, Colorado, on October 4-6, 2017. A total of 19 TCHD staff will be giving a total of 20 presentations (some of them include co-presenters from other organizations). Additionally, Matthew Jackson, Food and Beverage Policy Specialist, will co-present with City of Westminster Parks, Recreation, and Libraries staff at the Colorado Parks and Recreation Association Conference which is occurring at the same time and location as the Public Health in the Rockies Conference.

TCHD Selects New Administration and Finance Director

Theresa Fox will be joining TCHD on August 14, 2017 as the new Director of Administration and Finance. Ms. Fox is relocating from Arizona, where she currently works as the Senior Financial Management Analyst-Projects for the City of Surprise. She received her Master of Business Administration-Accounting and Finance at Regis University, where she graduated with Honors. Ms. Fox brings over twenty years of business and financial management experience; fifteen of which she specialized in accounting, budget analysis, public policy, grant administration, and strategic reporting.

TCHD to Open New Vital Records Office

In early 2018, TCHD will open a third Vital Records Office in Castle Rock (Douglas County) to further enhance the services that we provide to our residents. Currently, TCHD offers Vital Records services at its Administrative (Arapahoe County) and Commerce City (Adams County) locations. This move will enable Douglas County residents to purchase birth and death certificates locally instead of having to travel to either Arapahoe or El Paso County.

Vital Records Courier Service Expansion

In November 2016, TCHD's Vital Records Office piloted a courier service with a single funeral home during which we delivered death certificates on a specified delivery schedule. The pilot was so successful that we expanded this service to four additional funeral homes and hope to expand it further in 2018.

TCHD Implements Pilot "Infant at Work" Policy

Based on recent successful experiences at Jefferson County Public Health and Boulder County Public Health, TCHD will implement a pilot "Infant at Work" program which allows parents and guardians, if they choose, to have their new infant with them in their work space throughout the work day. Infants must be at least six weeks old and are eligible until they are six months old or mobile. Infant at Work pilot program eligibility will be at the discretion of Division Directors and will take place in various office settings.

TCHD Receives Colorado Health Foundation WIC Innovation Funding

TCHD's WIC program will receive \$354,500 over two years to implement WIC client retention and recruitment efforts. Strategies to increase caseload and WIC client retention include colocation with community and medical providers, outreach and education via social marketing,

referring clients to community resources (i.e. WIC, food banks, SNAP) and working with providers to insert a two-question food insecurity screener into electronic health records.

Worksite Wellness Grant Facilitated Sessions

In May 2017, TCHD subcontracted with OMNI Institute to facilitate four stakeholder discussions/focus groups to explore opportunities to sustain and grow worksite wellness efforts in the community. Results were presented to TCHD project staff and Chamber coalition leadership in July 2017. TCHD staff are incorporating project results into work plans for the third year of the Cancer, Cardiovascular and Chronic Pulmonary Disease grant cycle which began July 1, 2017.

Public Health Accreditation Progress Update

The Public Health Accreditation Board (PHAB) site visit is scheduled for September 18-19, 2017 at TCHD's Administrative Office. During the site visit, PHAB's Site Visit Team will interview each of the 12 Domain teams, Board of Health representatives, community partners, and TCHD's Executive Director to verify documentation accuracy and conformity with PHAB standards and measures. Once the site visit has been completed, we will await PHAB's site visit report and the PHAB Accreditation Committee's determination of TCHD's accreditation status, which we believe will occur in late November 2017.

The following Board of Health members agreed to meet with the PHAB Site Visit Team on September 19, 2017: Dr. Fawell, Rosanna Reyes and Marsha Jaroch. A preparation session for will be held in late August to orient them to the public health accreditation process and their role during the site visit.

ACTION ITEM: Ms. Brockman to schedule an orientation session in late August 2017 for the Board members who volunteered to meet with the PHAB Site Visit Team.

TCHD Staff Participate in "Bike to Work Day"

On Wednesday, June 28, 2017, TCHD's Employee Wellness staff, in conjunction with a cross-divisional planning committee, hosted TCHD's fifth annual Bike to Work Day breakfast station. A total of 60 cyclists stopped by our station. Additionally, 13 TCHD employees from six different offices participated in the event. In all, it was estimated that approximately 34,000 cyclists participated across the metro area!

FY 2018 Budget Study Session Dates with Commissioners

The FY 2018 Budget Study Sessions have been scheduled with our County Commissioners. This year, we will be holding two separate study sessions to accommodate our Commissioners' schedules. We will meet with the Adams County Commissioner on August 29, 2017 at 11:00 a.m. at the Adams County Government Center in Brighton and we will meet with the Arapahoe and Douglas County Commissioners on August 31, 2017 at 3:00 p.m. at TCHD's Administrative Office. All Board members were invited to attend the budget study sessions.

2017 All-Staff Meeting Scheduled

TCHD's Annual All-Staff Meeting will be held on November 8, 2017 from 7:30 a.m. to noon at the CU South Campus (formerly the Wildlife Experience) in Lone Tree, Colorado. All Board of Health members were invited to attend.

Castle Rock Facility Update

The new Castle Rock facility build-out is on track and should be completed in late September or early October. The new facility, located at 410 S. Wilcox, is approximately four miles south of the current office, is easily accessible from the highway and will still be graciously provided to us by Douglas County.

Update on Healthy Kids Colorado Survey

TCHD anticipates having adequate school district representation in all three of our Counties in 2017. Douglas County School District has agreed to participate in the Healthy Kids Colorado Survey (HKCS) this year. In Adams County, to avoid duplication, a combined survey has been developed with Adams County Youth Initiative (ACYI) that will contain a core set of HKCS questions. Finally, in Arapahoe County, Littleton Public Schools is the only school district that is declining to participate citing duplicative internal surveying, although further discussions are underway.

Public Health Emergency Dispensing and Distribution Exercise (PHED Ex)

TCHD participated in a statewide, full-scale public health emergency dispensing and distribution exercise June 14-17, 2017. During the exercise, we tested internal and external communication systems; receipt and distribution of assets; and opened a point of dispensing (POD) to identify gaps in how we serve community members with functional and access needs.

Update on Retail Food Establishment Ratings Process

C.R.S. 25-4-1607.7(2) requires that inspection ratings be determined in conformance with a system adopted by CDPHE. The stakeholder process that began in September of 2016 has been delayed due to several factors including: 1) pending focus group discussions and 2) integration with updates to the FDA Food Code. To meet the statutory requirement that a state-approved ratings system be in place by July 1, 2017, CDPHE has issued an Interpretive Memo that establishes guidance for ratings until the full stakeholder process, data analysis, and focus group discussions have been completed along with proposed changes to the FDA Food Code. TCHD plans to implement a ratings system once the full stakeholder process has been completed and new guidance has been issued.

Adams County Private Well Monitoring Program

At Adams County's request, TCHD developed a proposal for a program to sample private water wells in Adams County for oil- and gas-related impacts. The proposal, which was approved by the Adams County Board of County Commissioners in July, allows Adams County water well owners to have their wells tested free of charge. Adams County has allocated \$100,000 for the first year of this program.

Healthy Beverage Partnership Summary

The Healthy Beverage Partnership (HBP) is a regional collaboration working to prevent obesity and chronic disease through education, and environment and policy change. HBP works in seven counties in the Denver metropolitan area and is made up of six lead agencies: Boulder County Public Health, Broomfield Public Health and Environment, Denver Environmental Health, Denver Public Health, Jefferson County Public Health and Tri-County Health Department.

Other Items

None.

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Set Agenda for the October 10, 2017 Meeting

The October 10, 2017 meeting agenda will include: a public hearing to adopt a supplemental budget appropriation resolution for FY 2017 and a proposal to better align TCHD's planning efforts (i.e. Strategic Plan and Public Health Improvement Plan). Additionally, Dr. Douglas requested time on the agenda to solicit Board member feedback on TCHD's Division Annual Reports.

Board Member Remarks

None.

Closing Remarks

None.

Adjournment

MOTION: Ms. Adducci moved to adjourn the meeting at 7:12 p.m. Dr. Fawell seconded and the motion was approved unanimously.


Kaia Gallagher, PhD, President


Paulette Joswick, Secretary