

LARIMER COUNTY BOARD OF HEALTH – January 17, 2019

The Larimer County Board of Health (BOH) convened its regular meeting at the Larimer County Department of Health and Environment, 1525 Blue Spruce Drive, Fort Collins, Colorado, in the second floor conference room 260, East wing.

Members Present:

Jennifer Lee

Janna West Kowalski

Teri Olson

Brian DelGrosso

Executive Secretary: Tom Gonzales

County Staff: Paulina Bennett, Thomas Butts, Jim Devore, Jennifer Chase, Andrea Clement-Johnson, Kelli Curl, Kelsey Lyon, Adrienne LeBailly, Kim Meyer Lee, Katie O'Donnell, Bruce Peters, Sara Rhoten, Averil Strand, Lorenda Volker, Kate Whitman, Kori Wilford

Community Members: Sierra Dennis

1. **Call to Order** - Jennifer Lee, board president, called the meeting to order at 6 p.m.
2. **Introductions** – Tom Gonzales introduced Thomas Butts and thanked him for his work assisting the Environmental Health Division in the interim as we search for an Environmental Health Director. Mr. Gonzales also introduced Jennifer Chase, the new regional epidemiologist to the department.

3. **Approval of the Minutes** – Teri Olson recommended making changes under item number 2 on page 2 to change the word piqued to peaked and add a period instead of a comma at the end of item number 4. Janna West Kowalski said the minutes were a nice recap of the conversation.

ACTION: Ms. West Kowalski made a motion to approve the minutes with the grammatical and typos corrected, it was seconded by Ms. Olson.

The motion was unanimously approved.

4. **Financial Report** – Bruce Peters presented the December 2018 year to date financials. The department’s leadership team had looked over the financials before being presented to the board and were approved. The financials showed that under revenues the department is short \$1.2 million but that’s mostly intergovernmental revenues and they usually come in a quarter late. Even though the financials show that 75% of revenue hasn’t come in, with the expected intergovernmental revenues to come, the department is actually on target. Everything else is close to 100% in revenue received.

Expenses were at \$10,500,000 and the report shows that there’s \$450,000 less than anticipated expenditures. Mr. Peters explained that software and furniture expenses were postponed, and anticipated retirement payouts were less than expected and will be shifted in to 2019 expenses. Mr. Peters said the department anticipates being fund balance neutral and doesn’t anticipate going into fund balance for 2019. Lorenda Volker asked why the revenues were down \$100,000 in the report and asked if they were the result of fees for service? Mr. Peters said he didn’t have the exact reason but could find out for the group.

Mr. Gonzales said that he’s not concerned about the 2018 budget but moving in to 2019 he will be bringing decisions to the board. Ms. West Kowalski said that it’s nice to have the financials monthly and presented succinctly.

5. **Medical Director’s Report** – Dr. Adrienne LeBailly gave an overview and history of Norovirus and Influenza. This season, three elementary schools and one assisted living facility in Loveland and three assisted living facilities in Fort Collins have reported Norovirus. This season the flu virus has been primarily H1N1 and children are showing more severe symptoms. This year 50% of the cases are under 60 years old. Last year was primarily an H2N2 flu strain that mostly affects older adults, and 71% of the cases were over age 60. So far there have been 40 confirmed hospitalizations for flu, compared to this

time last year when there were 141 cases. Last season was the worst flu season since reporting of hospitalized cases started in 2005. Dr. LeBailly anticipates that this season there will be 100 or less cases. So far there have been no flu outbreaks in senior or long-term care facilities. There have been two outbreaks in elementary schools, one in Loveland and one in Fort Collins.

6. Designation of Board of Health Meeting Notices –

ACTION: A motion was made by Ms. West Kowalski that, in addition to other means of timely public notice, the Board of Health designates that the public place for posting of notices of board meetings shall be the agenda cases adjacent to the north and south entrance of the Larimer County Courthouse Offices Building at 200 West Oak, Fort Collins, in accordance with CRS 24-6-402(2)(c). The motion was seconded by Mr. DelGrosso.

The motion was unanimously passed.

7. Community Health Improvement Plan (CHIP) Presentation – Kelsey Lyon gave a presentation about the 2019-2023 Community Health Improvement Plan. Jennifer Lee instructed that one of the tasks of the Board of Health, per state statute is to approve the Community Health Improvement Plan. Board members were given a draft version of the Community Health Improvement Plan. The Board of Health approves the CHIP and signs off on the priorities that are identified by the community. Priorities that were presented to and approved by the board in March 2018 are: “Promote Mental and Emotional Wellbeing Across the Lifespan” and “Access to Quality Childcare”.

Ms. West Kowalski pointed out that the strategy maps included in Ms. Lyon’s presentation weren’t included in the printed draft versions of the CHIP. Ms. Lyon explained that the printed CHIP is more of the process of CHIP. Ms. West Kowalski suggested including the strategy maps in the printed version.

The Healthy Larimer Committee, which is made up of community residents who are using their lived experience to help make decisions, will be an advisory committee for CHIP. Mr. Gonzales said that he was intrigued when he saw the concept for the Healthy Larimer Committee when applying for the public health director position. He added that he really wants to make sure that the committee knows that they have commitment from the board

and the department, and that we're excited to have them. Ms. West Kowalski said that leadership opportunities should be built in to the committee and that members might possibly apply to be a member of the Board of Health one day. The board needs to make sure they're listening to the committee and honor their input and feedback. Ms. West Kowalski suggested looking at similar work in Aurora, Colorado.

The board discussed ways to interact with the Healthy Larimer Committee including having a liaison from the committee attend board meetings, including an agenda item for an update (under the Director's Report), and board members attending a committee meeting.

Mr. Gonzales said that approving the Community Health Improvement Plan is a role of local Boards of Health. He stressed that this is the board's plan and requested any comments and feedback. Ms. West Kowalski said that the equity work within the plan is an improvement and important step. She added that the CHIP should include the high-level ways that the county is going to meet the priority areas identified and that a lot of time goes into the assessment process, and not as much time goes in to making community change. She would like to put more communication regarding how we promote and work on the priorities. Ms. West Kowalski also recommended including information about the Health Department's role and commitment in the CHIP. Ms. Lyon said those conversations are starting to happen within the department but could be included in the CHIP as well.

Mr. DelGrosso said the printed version of the plan should have more information about how it's going to achieve the goals and how they will be measured. Ms. Olson said that the draft version reads like this is the beginning of the process, and that one of the neat things about the plan is that it encourages the community to talk with one another so that there's less duplication of effort. Mr. Gonzales said that the Larimer Health Tracker dashboard can be included to show health data indicators within the plan. Ms. Lee suggested including more statistics and graphs within the printed version to show the problem and how the plan proposes to address the problem. Ms. West Kowalski proposed laying it out regarding what are the priorities, what's the problem, why does it matter, what are the high-level strategies, and how are we going to measure it. Mr. Gonzales thanked the board for their feedback and indicated that staff will include their suggestions into an updated CHIP.

An agenda item will be included for the Feb. 20 meeting to approve an updated CHIP.

8. Board of Health Retreat – Ms. Lee said that two items for the retreat are to look at strategic planning and visioning for the department but wanted to know if there were any other items or presentations from staff that the board would like to have at the retreat. Ms. Olson said she would like to talk about succession planning for board members, and to review the roles of board members. Ms. West Kowalski suggested having the Colorado Department of Public Health and Environment provide a presentation on the role of public health, Mr. Gonzales said he's reached out to CDPHE staff to do a presentation and can make the presentation for earlier in the day.

The board clarified the time for the retreat from 1:30 to 5 p.m. with dinner from 5 to 6 p.m. The Board of Health meeting will follow from 6 to 8 p.m. on Wednesday, Feb. 20, at the Loveland Larimer County Building. Ms. Lee said that she will craft an agenda for the retreat. Board members should send her general topics by Jan. 23 to get the agenda out by Jan. 28, 2019.

9. Director's Report – Mr. Gonzales went over the new board member packet that board members received before the meeting, including a Director's Report that highlights activities in the department. Mr. Gonzales went over several changes he's made in the department including building a leadership team and setting up a supervisor's group for all department supervisors to meet. He's currently meeting with all supervisors to learn about department programs and is setting up listening sessions for staff in Estes Park, Loveland, and Fort Collins. The Office of Communications and the public health planner are now direct reports to Mr. Gonzales. All-staff meetings have also been implemented. Ms. West Kowalski proposed that a board member attend a meeting (one per quarter) and said she appreciated that staff attend the board meetings. Ms. Lee suggested adding a public comment period at the beginning of the board meeting. Ms. Volker will send Mr. Gonzales notes about what other county boards do for public comment and can bring that to the retreat.

Ms. Lyon gave a presentation about the department's 2019 annual work plan. This year the work plan is around Mr. Gonzales five focus areas. The 2020 work plan will be based on the department's strategic plan developed in 2019. The board can add additional objectives for the Board of Health within the work plan. Mr. Gonzales said the vision of the work plan is to make things that are not easy to accomplish. These are stretch goals that are going to challenge programs, but these are still important goals to include.

ACTION: Mr. DelGrosso made a motion to adopt the 2019 work plan, it was seconded by Ms. Lee.

Discussion: Ms. West Kowalski noted all of the effort that went in to the work plan and advised that there's no need to redevelop a tool kit or trainings, see what is already out there. She would like for the 2020 work plan to have a report on the 2019 work plan on what happened as a result of the objectives.

The motion was unanimously approved

Mr. Gonzales highlighted the work within the department to help plan a mental health summit on Feb. 23 with the Office of Behavioral Health Services and the Health District. Ms. Volker gave an update on the development and the difference between the Behavioral Health Policy Council and the Technical Assistance Committee and that applications are being accepted through Feb. 1. Ms. West Kowalski suggested a retreat topic should be to look at key boards or task forces within the county and identify where it would be helpful to have a board member serving.

Mr. Gonzales said that the department has updated the ECHO database for food inspections. Mr. Gonzales and Ms. Volker went over ways the department and the county are working to address the current and possible effects of the partial government shutdown. The WIC program is affected and Mr. Gonzales will send the presentation that he gave to the Board of County Commissioners to the board.

10. Legislative Update – The board was provided with an overview of several bills being considered in the state legislature that impacted public health, Ms. Strand went over each bill within the report. Mr. Gonzales said that he would like the board to consider supporting House Bill 19-1052 which would allow for the creation of special taxing districts to fund early childhood education. This would benefit the town of Estes Park and it's in line with one of the CHIP priorities.

ACTION: Ms. West Kowalski made a motion for the board to take a stance on House Bill 19-1052 in support and that the board offer that support in a letter and it was seconded by Ms. Olson.

Discussion: Mr. DelGrosso said that the vote is conducted on a property tax with people who are voting that don't have to pay property tax. In Estes Park most people rent and don't pay a property tax, but landlords increase the rent to cover

the property tax. Mr. Del Grosso said there are a lot of people that don't understand how the vote will work. However, it will help all over the state and he will ultimately support it.

The motion was unanimously passed

11. Board Member Updates – Ms. West Kowalski thanked Ms. Olson for attending the Northern Colorado Health Network's open house. Ms. Olson said she was impressed with the Northern Colorado Health Network, that it's welcoming, that staff was very knowledgeable and that they are very professional with the way they treat people.

Ms. West Kowalski said she appreciated that Tom brought something specific for the board to support and take action on, and thanked Mr. DelGrosso for his input on the bill and providing the knowledge that he has.

Mr. Peters provided a follow up to the financial report about the \$100,000 in revenues not received and Mr. Gonzales said the leadership team will be looking at the numbers and providing feedback to the board.

12. The meeting adjourned at 8:41 p.m.

DIRECTOR'S REPORT

January 2019

Workforce Development

Goal: Strengthen LCDHE's workforce to improve public health and environmental quality

2019 Annual Workplan Objective Goal and Result:

- By Feb. 1, 2019, develop and implement meaningful and sustainable department and division level performance measurements that are integrated into work processes.
 - The first round of performance measures has been developed and implemented for all programs. The department looks forward to measuring successes and identifying gaps that will be a starting point for the new Quality Improvement (QI) team.
- By Jan. 9, 2019, implement the consumer protection database for all Environmental Health staff.
 - Staff that conduct inspections of retail food establishments, child care facilities and schools began using the new field inspection application on Jan. 2. The change provides environmental health specialists with the updated Colorado retail food regulations and inspection form consistent with CDPHE and other local public health agencies.
- By Jan. 15, 2019, train CHIP department specialist on dashboard functionalities.
 - Completed, and creates staff capacity for entering data, building out dashboards, and assisting interns with questions.

Non Workplan Related Department Activities:

- Two environmental health specialist II's, Michael Wolf and Trey Westberry, were promoted to lead positions through the reorganization plan. --
- Interviews were completed for seven qualified applicants for the environmental health director position and plans have begun for a second round of interviews to include Board of Health and Board of County Commissioner representatives, CDPHE, School of Public Health and EHD staff.
- Communicable Disease staff worked with Weld County regional epidemiologist, Colorado Department of Public Health and Environment, and other local public health agencies in the 11 county Northeast Region to develop a workplan for coordinating communicable disease work in the Northeast Region.
- Regional generalist and regional epidemiologist from the emergency preparedness program completed training on the Colorado Volunteer Mobilizer (CVM) to become system administrators for LCDHE. CVM is statewide system for volunteer management.

Technology

Goal: Strengthen capabilities to collect, analyze, share, and use data to make decisions

2019 Annual Workplan Objective Goal and Result:

- By Jan. 30, 2019, establish fully executed data use agreements (DUAs) with all existing Colorado Health Observation Regional Data Service (CHORDS) participants.
 - Completed. We now have DUAs with seven hospitals in Colorado. While UHealth is still not at the table, drastically limiting our sample size, Salud, Children’s Hospital Denver, and Sunrise Community Health Center are all in this data sharing group. We look forward to seeing what aggregated data is pulled from the CHORDS system.
- By Jan. 30, 2019, establish the mission, vision and goals of the Health Planners and Analysts meeting.
 - Due to the Hospital Transformation Project for hospital partners, the strategic planning for the Health Planners and Analyst Meeting was put on hold so that partners could discuss data needs of the hospitals for their project with a quick turnaround time.
- By Feb. 1, 2019, determine role in Health District Community Health Assessment, funding responsibilities, and any contracting needs for the 2019 Community Health Assessment (CHA).
 - The department is providing funding given from CHORDS to the Health District to complete the survey. Staff have a meeting in February to look at the CHA questions and provide feedback to the Health District.

Non Workplan Related Department Activities:

- Staff attended an update on the transformation from Colorado Benefits Management System (CBMS) to the Salesforce platform which is underway at the state level and provided suggestions for improving agency effectiveness via possible modifications that could be incorporated with the update.
- Environmental Health is piloting a Google Form to track complaints and track progress on addressing submitted complaints not related to restaurants or child care centers. Complaints typically include concerns with air quality, solid waste, mold, liquid waste (septic), water quality, public swimming pools, and body art (tattooing and piercing).
- Both the public health planner and Built Environment team have been invited to participate in an internal County Data Working Group that is working to create data dissemination standards.
- Reproductive Health and IT team have been collaborating to create systems solutions for newly required reporting on use of STI treatment medications received from Colorado Department of Public Health and Environment (CDPHE).

Communication

External Goal: Strengthen LCDHE’s capabilities to provide information on public health programs and issues to external partners

Internal Goal: Strengthen LCDHE's internal communication capabilities

2019 Annual Workplan Objective Goal and Result:

- By Jan. 1, 2019, begin mandatory and effective all staff meetings, utilizing gathered feedback from staff around desired and needed presentations.
 - An All-Program Supervisor Group was established and had a facilitated activity to develop a charter and select leadership within the group.

Non Workplan Related Department Activities:

- Public health director gave a presentation to the Board of County Commissioners on the potential impacts to WIC from the federal partial government shutdown.
- The Positive Work Culture Committee had their first meeting in January. This group will be working on communication, health equity, and workforce development elements of the work plan.
- The final report for last summer's salmonella outbreak associated with a Fort Collins restaurant was completed. Completion of the report was the final step in the outbreak investigation.
- Eight animals were tested for rabies with seven skunks testing positive for rabies; positive specimens are mapped on the LCDHE website, larimer.org/health/communicable-disease/rabies/map-positive-rabies-animals#/map/2019 and is updated each time a positive is detected.

Community Partners

Goal: Develop and maintain strong relationships with key community partners to support public health

Non Workplan Related Department Activities:

- Health Care Program (HCP) for children and youth with special health care needs, with input from Healthy Communities, saw a need and filled that gap for middle income families with a child with extensive hospital costs, by working with the Larimer County

Department of Human Services to educate UHealth staff on a type of Medicaid that can cover people who have been hospitalized for 30 or more days. Staff facilitated the training of UHealth financial staff, who are now prepared to save middle-income families thousands of dollars via this program.

- Submitted a letter of partnership to the Early Childhood Council of Larimer County for an upcoming grant focused on building the early childhood workforce. The CHIP priority to provide access to quality childcare, closely aligns the department with the work of the Early Childhood Council of Larimer County. As part of this grant partnership the CHIP team will be working on monitoring and evaluation, and developing a partnership with the Early Childhood Council and the Healthy Larimer Committee. This will ensure that the Early Childhood Council hears the unique needs of the under resourced populations in Larimer County.
- Public health director met individually with two County Commissioners to seek their feedback as part of his listening sessions.
- The Leadership Team met with Commissioner Kefalas to give an overview of the department.
- Reproductive Health staff met with Northern Colorado Health Network staff to discuss collaboration on sexual transmitted infection (STI) testing efforts.
- Submitted a letter of support for Sunrise Community Health (Sunrise) FY2019-2020 Colorado Dental Health Care Program for low-income seniors.
- Email was sent to all Larimer County licensed child care centers to promote CSU Extension's free radon test kit give away. This coordination is part of an effort to reduce indoor radon exposure in child care centers.
- Built Environment team utilized a trainer from the Trail Head Institute to deliver a training on sustainability planning for the Built Environment leadership team.
- Built Environment facilitated the community engagement working group which selected two projects focused on fostering and coordinating community engagement efforts between multiple agencies.
- Estes Park Communities that Care (CTC) partnered with Youth in Action to match 10 Youth in Action students to serve on local nonprofit boards, to meet with three additional nonprofits to discuss and finalize new projects in the Estes Valley, and to finalize a priority strategy to bring to the community board to guide discussions.
- CTC staff in Estes Park and Northern Larimer County built new partnerships for the Community Board and Key Leader Board. These boards guide the community through the CTC process and provide advice on strategic direction. New partners include Estes Valley Crisis Advocates, Partners Mentoring Youth, SummitStone Health Partners, and Center for Family Outreach.
- Northern Larimer County CTC submitted Community Action Plan 1.0 to the Colorado Department of Public Health and Environment and received approval to begin implementation planning for the 3 identified strategies; filling gaps in social emotional learning opportunities within PSD, building support for a local tobacco retail license, and building support for a youth center.
- Tobacco Prevention staff provided vaping education to the following groups: Youth Action for Health; Students at Estes Park Middle School; Parents in Estes Park; and Human Services staff.

- Tobacco Prevention staff met with various partners to provide education on tobacco-free schools policy and municipal policy. Partners included Colorado Early Colleges; Town of Timnath; Team Wellness & Prevention; Health District of Northern Larimer County; and Poudre School District.

Health Equity

Goal: Increase awareness of health equity issues, its systemic causes, and opportunities to foster health equity

Goal: Remove barriers to healthcare and community resources to improve health outcomes among health disparate populations

2019 Annual Workplan Objective Goal and Result:

- By Feb. 1, 2019, implement quarterly client satisfaction surveys for CHS/Clerical programs that see clients.
 - Client satisfaction surveys have been implemented for all programs that see clients. These surveys vary in how they are administered, but all ask the same few questions to ensure the department is providing services in an equitable way. We will be looking at the results of the first quarter of this survey in April. We hope it will inform on ways to improve services.

Non Workplan Related Department Activities:

- TB program participated in a day-long statewide strategic planning meeting focusing on Goal 1 and 2 of the six-goal plan for TB elimination. Outcome of the meeting was the development of action plans for Goal 1 which is to find and engage individuals and populations at risk for TB infection and Goal 2 which is to test those at risk for TB infection and progression to TB disease so individuals "Know their TB Status". Next step is to develop a monitoring and evaluation framework for measuring success.
- TB program reviewed month one of the Salud Pilot with CDPHE's TB program for successes and challenges. Purpose of the pilot is to create a template for use by other private provider groups to begin testing for latent TB infection and treating their high risk for TB populations. Greatest roadblock to success of the pilot is how Salud can provide the screening services to uninsured individuals who cannot pay for chest x-rays, lab work

and medication. State TB Program will revisit this and other findings with Salud to search for resolutions.

- A kick-off meeting for the Healthy Larimer Committee is set for Feb. 25. The first few Healthy Larimer Committee meetings will be onboarding members and determining governance and processes. This committee will take an active advisory role in the CHIP to ensure equitable implementation of strategies and will be a resource for other programs in the department and in the community.
- Loveland Reproductive Health/Family Planning clinic began offering walk-in services to clients on Monday afternoons and Friday mornings. This increases access to those clients who have difficulty accessing our services using appointments.

Other Items:

- EH staff processed more than 1,000 retail food establishment license renewals. Money collected from licensing fees helps fund the food safety program.