

# LARIMER COUNTY | HEALTH AND ENVIRONMENT

1525 Blue Spruce Drive, Fort Collins, Colorado 80524, 970.498.6700, Larimer.org/health

Director Tom Gonzales, MPH

## BOARD OF HEALTH

Jennifer Lee, President  
Bernard Birnbaum, MD  
Janna West Kowalski, MS  
Teri Olson, RN, MSN  
Brian DeGrosso

### **Department of Health and Environment Mission:**

Our mission is to promote a healthy community and reduce unnecessary suffering caused by preventable disease, disability, or death.

This mission is accomplished by providing community health and environmental health services, communicable disease control, health education, vital records management, health data assessment, development of policies that advance the public's health, and advocacy for community-based services that provide needed health care.

## **LARIMER COUNTY BOARD OF HEALTH – August 1, 2019**

The Larimer County Board of Health (BOH) convened its regular meeting at the Larimer County Department of Health and Environment, 1525 Blue Spruce, Fort Collins, in CSU Extension Conference Room, at 6 p.m.

### **Members Present:**

Jennifer Lee  
Dr. Bernard Birnbaum  
Janna West Kowalski  
Brian DeGrosso

**Executive Secretary:** Tom Gonzales

**County Staff:** Thomas Butts, Andrea Clement-Johnson, Kelli Curl, Jim Devore, Kelsey Lyon, Chris Manley, Shaun May, Kim Meyer-Lee, Cheryl Miget, Dr. Chris Nevin-Woods, Katie O'Donnell, Bruce Peters, Sara Rhoten, Lorenda Volker, Kori Wilford

**Call to Order** - Jennifer Lee, board president, called the meeting to order at 6:05 p.m.

**Public Comment** - There was no public comment.

### **Approval of the Minutes**

**ACTION:** Janna West Kowalski made a motion to approve the May 2019 minutes and Brian DeGrosso seconded the motion.

***The motion was unanimously approved.***

**Financial Report** – Bruce Peters presented the financial report. The fund analysis in the report was based on the 2019 adopted budget and not the 2019 revised budget. Mr. Peters explained that the \$216,000 in expenses is for 2019 payouts and retirement benefits.

**Medical Director Report** - Dr. Nevin-Woods is working with the team on expanding the department's travel clinic. People who wouldn't normally come into the Health Department but come in for the travel clinic are able to learn more about other services. Tom Gonzales said the travel clinic is important for the community, including individuals who are traveling abroad, as well as for the community at large to know that they are safe and protected. Dr. Bernard Birnbaum said he's excited about the expanded travel clinic and asked if there was any talk about the family planning clinic providing pre-exposure prophylaxis treatment (PrEP). Dr. Nevin-Woods said they're aware of the treatment but haven't looked into providing it and suggested the department could work with other partners to see what's available.



Brian DelGrosso asked if West Nile Virus cases this year were similar to other years. Dr. Nevin-Woods said they have detected WNV in mosquitoes. Mr. Gonzales said the department is reviewing mosquito data every week and so far it's not near the threshold. Shaun May met with the city of Fort Collins in his first month as Environmental Health Director and said he wants to make sure the department is being a good partner with the city.

**Resolution of Recognition and Appreciation for Thomas Butts** - Jennifer Lee read a resolution recognizing and thanking Interim Environmental Health Director Thomas Butts for his time with the department. Mr. Butts said the Environmental Health staff has been great to work with and it was great to be part of the department's leadership team as Mr. Gonzales brought them together.

**Election of Officers** - Ms. Lee said she would be willing to serve another term as BOH president.

**ACTION:** Ms. West Kowlaski made a motion to nominate Jennifer Lee as BOH president; it was seconded by Mr. DelGrosso.

**The motion was unanimously approved.**

**ACTION:** Mr. DelGrosso made a motion to nominate Dr. Bernard Birnbaum as BOH vice president; it was seconded by Ms. West Kowalski.

**The motion was unanimously approved.**

**2020 Draft Budget Presentation** – Mr. Gonzales recognized all of the staff for working hard during the budget process. Mr. Peters and Cheryl Miget did a budget presentation about the revised 2019 budget and the proposed 2020 budget draft. The revised 2019 budget does not use any fund balance as long as the county reimburses the \$216,000 in retirement payouts. Ms. Miget worked with staff and the leadership team to put the budget together and the BOH has final control over the budget and the use of the fund balance.

Mr. DelGrosso asked what the overall process of forming the budget was and if there was any justification from the programs or service areas if there was an increased budget request. Mr. Gonzales said he wants to use strategic planning and performance measurement to measure programs and use strategic planning to start to identify any inefficiencies. Mr. Peters said that programs haven't historically been involved in the budget process and that this process comes with mentoring supervisors on how to formulate budgets. Mr. DelGrosso asked how they're empowering supervisors to figure out how to move money around in their budgets. Mr. Peters said those conversations have started within the leadership team.

Mr. Peters stated that the Larimer County Board of County Commissioners have approved the 2020 salary increases for county staff. On January 1st all pay ranges and employee salaries will increase by a 2% market adjustment. Employees with standard or better evaluations who are not yet at the maximum of their pay range are eligible to receive up to a 3% merit increase. Mr. Gonzales, as appointing authority, has extended the same increases provided to other county employees to the department's four appointed service area directors and staff level temporary employees.

Mr. DelGrosso asked for clarification on the 3 percent merit-based raise and if it's based on a pass or fail rating within the evaluation. Mr. Gonzales said the supervisor team is working with HR to further define what exceeds and meets expectations on performance evaluations. Mr. DelGrosso asked how the department rewards exceptional performers and what incentive is there for staff to work above and beyond. Ms. Volker said the department can give bonuses up to certain amounts, and that the bonus process is relatively new. Mr. Gonzales said he wants the department to be strategic about bonuses and will be working to develop what the internal process looks like.

Mr. Peters highlighted that the department's budget is organized using the Foundational Public Health Model. The same framework is being used in the state's transformational public health model so any changes that are recommended from that effort align with the department's budget framework.

Mr. DelGrosso asked if the 103 full time equivalent employees (FTE) was the optimal staffing level for the department, or if the department is overstaffed or understaffed. Mr. Gonzales said they're still in the process of determining and will come to that determination through the strategic planning process.

Mr. Gonzales said that even though the strategic plan isn't complete for the 2020 budget process, allocation was still strategic to support the department's five focus areas. For example, there are no cuts to workforce development or health equity efforts.

Dr. Birnbaum asked to see revenue comparison with other county health departments and that, by looking at the comparisons, it could give some ideas for potential growth and opportunities for the department.

**ACTION:** Mr. DeGrosso made a motion to accept the budget as presented, it was seconded by Dr. Birnbaum.

***The motion was unanimously approved.***

**Director's Report** - Mr. Gonzales presented an updated department organizational chart. Highlights include, emergency preparedness and response is now under the Office of Communications, communicable disease teams have been reorganized into one team, and the creation of the Office of Public Health Planning and Partnerships.

During the summer, a public health intern inspected over 100 swimming pools at 60 facilities in the county with public and semi-public swimming pools. Sixty-five percent of the swimming pools had some significant compliance issues and around 30 pools were closed. Moving forward, the department will be working with the industry to propose a regulatory framework and fee structure to propose to the BOH.

Mr. Gonzales presented a draft 2018 annual report.

A health equity fellow, working with the Office of Public Health Planning and Partnership, worked with program supervisors to measure their programs using the department's Health Equity Matrix. The matrix highlights areas where the programs could improve elements of equity. The health equity fellow then provided recommendations to program supervisors on how to improve equity within their program.

**Strategic Planning Update** – Mr. Gonzales provided a handout about the strategic planning process. David Koons and Michael Murphree are in the strategic discovery phase and meeting with department staff. The leadership team and supervisor team will be participating in a mission and vision workshop in the fall.

**Board Member Updates** – Dr. Birnbaum said the Health District of Northern Larimer County have a new medical director. The medical school at Colorado State University is moving forward. A Memorandum Of Understanding (MOU) has been signed and the process of developing job descriptions is happening.

**The meeting adjourned at 8:28 p.m.**