

# OFFICIAL RECORD OF PROCEEDINGS

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## Boulder County Board of Health (B O H) Regular Meeting Online/Telephonic Meeting June 10, 2024

### B O H Members:

*President Morgan McMillan; Vice President Landrey Fagan, M.D.; Board Members Lindy Hinman, and Amber Johnson. Absent: Board Member Brooke Harrison*

### Boulder County Public Health Staff:

*Executive Director, Lexi Nolen; Chief Medical Officer, Dr. Bob Belknap; Deputy Director, Indira Gujral; Director of the Strategic Initiatives Branch, Kelli Hintch; Finance Manager, Desiree Kazarosian; Site Manager and Vital Records Manager, Jordan Bullard; Business Operations Manager, Jorden Thomas; Administrative Assistant, Patrick Kuhnell.*

### Boulder County Staff:

*Senior Assistant County Attorney, Erica Rogers*

### Members of the Public who Provide Comment:

Lindsey Loberg, Boulder Colorado

### Meeting Called to Order.

President McMillan called the meeting to order at 5:30 p.m. and asked all participants to identify themselves for the record (see above). Jorden Thomas conducted a rollcall and declared that a quorum was present, that notice of this meeting was posted on the Board of Health website, and that the call-in information and address was included to allow for public participation. This meeting was held in hybrid-fashion with members of the board, staff, and members of the public meeting in-person and online.

### ITEM 1. Public Comments (on unscheduled agenda items).

Member of the public requested an end to using tax dollars to support Israel and encouraged the Board of Health and Boulder County Public Health to make a statement in support of a ceasefire in Palestine.

### ITEM 2. Approval of Meeting Minutes.

Vice President Fagan made a motion, which was seconded by Board Member Johnson, to approve the May 13, 2024, Regular Board of Health minutes. With all present Board Members in favor of the motion, President McMillan declared the motion unanimously carried.



**ITEM 3. Program Spotlight: Administration and Finance (A&F) Refresh**

Jordan Bullard, in his role as project manager for the A&F refresh, presented an overview of efforts to streamline internal process and improve efficiency. This was an agency wide project begun in late 2022 and will be rolled out late this summer.

- Prior to the pandemic our administrative and financial systems were outdated and burdensome, and the pandemic exacerbated that and pushed our systems and the people that work in those systems to the max.
- We started on this process of eliminating unnecessary steps and streamlining processes in the middle of 2022 with discovery meetings identifying places we could make some easy improvements before jumping into the more strategic work.
- In the later part of 2022, we started process mapping each one of our processes within our nine administration and finance areas and in that work we invited stakeholders from across the agency to do this with us. We identified what was worth keeping around, what was worth getting rid of, what was worth streamlining, and what we had to keep in place because it was regulatory. We identified 32% of our process steps as value add and worth keeping around, almost 50% of steps are business necessary, but almost 20% of our steps were non-value added so there's a lot of room for improvement.
- We're going to do a soft launch of the refresh later this summer and will proceed with continual analysis and process improvement later this year and into next year. Our goal is to build this into an ongoing quality improvement process.

**ITEM 4. Standing Budget Update: Priority Based Budgeting and 2024 Budget**

Desiree Kazarosian presented an update on current 2023 budget audit, progress on 2024 budget, budget savings, and new funding sources totaling \$3.7 million over the next 4 years. Key issues to note include:

- The audit will be complete by the end of June. We recognized a significant time savings this year by giving the auditors direct access to the data in Oracle.
- We are working with the County to correct errors in Dimensions uploading data into the General Ledger (our grant accountant has identified multiple issues.) The Dimensions transition was a huge project on the scale of the Oracle transition a few years ago and we continue to work on systems integration.
- We have recognized 2024 budget savings from: programs voluntarily reducing \$250K in spending, temporarily pausing bonuses, and placing a hold on hiring non-critical positions.
- The State has increased ECE (Early Childcare Education) inspection requirements - President McMillan- Who is going to pay for this? Lexi says we are still working on it, the increase in CDPHE contract (not a grant) from \$45k to \$95k will help offset some of this cost.

- WIC local match requirement increased to \$240k, revised impacted budget by \$240k - President McMillan - Will this impact our services and budget? Lexi - Working it into the operations and will not reduce clients and services; Boulder County is well appreciated at the state and still working to identify solution, need to review budget wholistically so can review funding sources for various programs.
- Lexi (and Jorden and Patrick) - Working on a budgeting timeline/calendar - what is flexible, what is a hard deadline, prepping for discussions.

ITEM 5. Director's Report

- Testing pills - Legislative update - working with legal department on how to implement the law, legal has some concerns about doing this on County property.
- Harm Reduction program will begin syphilis testing, and will receive free supplies through an MOU with CDPHE.
- Board Member Johnson - Are we doing any public communication for the avian flu? Indira: State health department is taking the lead, and if we have a localized case then we would work with the state and have local communication.

ITEM 6. Old and New Business

None

ITEM 7. Adjournment

There being nothing further to discuss, President McMillan declared the meeting adjourned at 6:06 p.m.



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Signed, Morgan McMillan,  
President



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Signed, Alexandra (Lexi) Nolen,  
Executive Director