

OFFICIAL RECORD OF PROCEEDINGS

Boulder County Board of Health (BOH) Regular Meeting Online/Telephonic Meeting September 9, 2024

BOH Members:

President Morgan McMillan; Vice President Landrey Fagan, M.D.; Board Members, Lindy Hinman, and Amber Johnson.

BCPH Staff:

Executive Director, Lexi Nolen; Deputy Director, Indira Gujral; Chief Medical Officer, Dr. Bob Belknap; Interim Director of Administration and Finance, Desiree Kazarosian; Director of the Strategic Initiatives Branch, Kelli Hintch; Environmental Health Division Manager, Joe Malinowski; Director of Communicable Disease and Emergency Management, Stephanie Faren; Director of Health and Racial Equity, Kevalyn Maw; Manager Health Planning and Evaluation, Elise Waln; Health Planner, Rachel Mintel; Communications Manager, Shawn Hollister; Population Health Epidemiologist, Michael Wu; Administrative Assistant, Patrick Kuhnell

Boulder County Staff:

Senior Assistant County Attorney, Kate Haywood.

Members of the Public who Provide Comment:

Lindsey Loberg, Dr. Padi Fuster Aguilera

Meeting Called to Order.

President McMillan called the meeting to order at 5:32 p.m. and asked all participants to identify themselves for the record (see above). President McMillan 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).

Members of the public encouraged the Board of Health and Boulder County Public Health to make a statement in support of a ceasefire in Palestine and to end the censorship of employees expressing support for Palestine in the workplace.

ITEM 2. Approval of Meeting Minutes.

Vice President Fagan made a motion, which was seconded by Board Member Johnson, to approve the August 12, 2024, Regular Board of Health minutes. With all Board Members present in favor of the motion, President McMillan declared the motion unanimously carried.



ITEM 3. Staffing Announcement: Reappointment of Landrey Fagan

Lexi Nolen announced that the Boulder County Board of County Commissioners reappointed Dr. Landry Fagan to the Board of Health for a second five-year term.

ITEM 4. Standing Agenda Item: Budget Update

Desiree Kazarosian presented budget slides that were used during BCPH's budget presentation to the Boulder County Board of County Commissioners (BOCC). The information has been updated since the August 21, 2024, Budget Study Session, including: 2023-2025 General Fund requests to the BOCC; budget trends from 2018-2024; 2025 reserve amount and forecasting; budgetary control dashboard to date; BCPH funding by source type; and general updates: Clifton Larsen Allen contract, spend down projections, new staff announcements, and next steps for the budget process.

• Discussion:

- President McMillan asked if the 2025 \$7,000,000 General Fund base figure could be updated in future presentations to include merit and cost-of-living adjustments for salaries.
 - Desiree and Lexi agreed to this change in future presentations.
- Desiree presented 2025 reserve projection options based on the final budget decision of the BOCC, and Morgan confirmed the reserve level is based on Board of Health approval.
- Board Member Johnson asked if there is a timeline for the BOCC's decision.
 - Lexi said we will learn more in mid-October.
 - President McMillan added a final decision is planned for November.
 - Lexi confirmed, and reminded the board of the second Budget Study Session that is planned for early November, and have also moved the December board meeting to adjust for budget updates based on the BOCC's decision.
- Board Member Hinman expressed concern of funding the agency's deficit from reserves with no clarity on a policy moving forward, especially since it was mentioned at the August Budget Study Session that this coverage only be used in one-off issues. Board Member Hinman said BCPH should request the funding from the county to cover the deficit.
 - President McMillan agreed, and acknowledged the progress the agency has made to increase revenue in the last couple of years.
 - Lexi noted the agency is working to reduce the deficit.
 - President McMillan and Board Member Hinman thanked Lexi for the effort. Board Member Hinman emphasized the agency could request more general funding from the BOCC.
- Board Member Johnson asked to confirm one of the proposed priorities is requesting funding for only one year. Lexi, Desiree, and Morgan confirmed it is Priority #3.
- Desiree requested the BOH review the budgetary control dashboard to date slide and provide any questions they may have when reading the chart. Lexi also noted Desiree will be working to create 2024 projections that will be included in future presentations.
- Lexi and members of the board thanked Desiree for her commitment and expertise while serving as the Interim of Administration and Finance.

ITEM 5. Strategic Plan Update

Kelli Hintch thanked the board for their patience throughout the Strategic Plan process, and thanked the numerous staff who have been involved in the process. Rachel Mintle and Elise Waln reintroduced the Strategic Plan components to the board and will be seeking formal approval of the plan at the October board meeting.

- **Discussion:**

- Lexi asked if Rachel could highlight some of the changes the plan has undergone throughout the process. Rachel noted the first iteration of the plan had roughly 26 goals, which have now been shifted into objectives. Each priority has one overarching goal, and the previously identified 26 goals are now the objectives under each priority. Additionally, there is now a Health Justice Framework embedded within the plan of how the agency will approach work with priority populations, addressing sustainability, and resource mobilization. Finally, each priority narratives have been enhanced to include data, logic models, and additional information.
- President McMillan asked if the strategic plan reports going to be separate to the board or will they be embedded into the Director's Report. Lexi and Elise noted it will more than likely be embedded within the Director's Report and the Health Planning and Evaluation Team will work with the Business Operations Team to develop an updated report format to meet the needs of the board. President McMillan said embedding the Strategic Plan report into the Director's Report would provide a nice structure for programmatic updates.
- Board Member Johnson asked if the quarterly report narratives include a forecast into the work that will be completed over the following quarter.
- Vice President Fagan asked to include measurements and evaluation progress in the quarterly reports. Elise confirmed and noted the first quarterly report the board will receive will be reflective of roughly 6-months' worth of work and will provide high-level status updates, but moving forward the quarterly reports will have more robust metrics and data reporting since there will be more work done in each priority.
- Board Member Hinman thanked the team for all their work in this space, and is really pleased with the emphasis of the plan's measurement focus.

ITEM 6. Approval of BOH Meeting Cycle Shift and Opportunities for Connection with Staff

Approval of BOH Meeting Cycle Shift: Lexi reviewed the overview slide proposing changes to the Board of Health meeting cycle and agenda and proposed moving the full shift to January since

this is a significant change in management process, but there are actions that can be taken now. Lexi then asked for questions or feedback.

- **Discussion**

- President McMillan: I think it makes a lot of sense. Appreciate the shift and the focus on our role and priorities as a board.
- General discussion around the proposed February timing of the joint retreat with the BOCC.
 - This way we are coming fresh off of our own prioritization conversation and then we can bring that to a joint meeting and if the BOCC is on a different page we still have enough time to make adjustments to our budget request before we have to present it.
 - Decision: Have a BOH retreat in February to focus on setting BCPH priorities and strategy and move the joint retreat with the BOCC to March.
- All agreed to move forward in October and November with:
 - A shorter directors report with less detail and more strategy
 - Bi-monthly division reporting
 - 2 budget study sessions (July and Nov)
 - A Board of Health retreat in February
 - A joint retreat with the BOCC in March

Opportunities for Connection with Staff/Champions: Lexi presented a summary of written and in-person options.

- **Discussion**

- Board Member Johnson likes the calendar idea, if we know well enough ahead of time and tours would be great as long as we can keep it informal and not be a burden. Board Member Hinman, concur with Board Member Johnson if the agency doesn't go out of the way to accommodate.
- President McMillan would like to see the board make a light commitment to attend an All Staff, ideally an in-person one. A good opportunity to connect with staff.
- Board Member Johnson, not opposed to being a champion, but needed time to digest, and be mindful of commitments.
- President McMillan, need to avoid having programs feel like they are neglected if they don't have a champion.
- Not ready for submitting to RePHresh yet.
- Decision: Send BOH and invite for All Staff on Oct 30th and collect calendar events from divisions that can be shared with BOH for them to attend as possible.

ITEM 7. Director's Report

- Lexi discussed a policy meeting that was hosted by Allie Morgan at CALPHO (Colorado Association of Local Public Health Officials). She provided staff with information on the state legislature, differences between education, advocacy, and lobbying, and also how to create a compelling testimony.
- Two BCPH programs received awards from the National Association of Counties:
 - A la Raíz
 - Immunizations

ITEM 7. Old and New Business.

None.

ITEM 8. Adjournment.

There being nothing further to discuss, President McMillan declared the meeting adjourned at 6:49 p.m.



Signed, Morgan McMillan,

President



Signed, Alexandra (Lexi) Nolen,

Executive Director