



BOARD OF DIRECTORS REGULAR MEETING

**March 24, 2020
5:00 pm**

Health District of Northern Larimer County
120 Bristlecone Drive
Fort Collins, CO



BOARD OF DIRECTORS MEETING
March 24, 2020
5:00 pm
REMOTE/PHONE CONFERENCE

Join Zoom Meeting
<https://zoom.us/j/144270189>

Meeting ID: 144 270 189

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AGENDA

- 5:00 p.m. **Call to Order; Introductions; Approval of Agenda**..... Michael Liggett
- 5:05 p.m. **PUBLIC COMMENT**
Note: If you choose to comment, please follow the "Guidelines for Public Comment" provided on the back of the agenda.
- 5:10 p.m. **DISCUSSION & ACTIONS**
- **COVID-19 Emergency: Status and Decisions**
 - Status of COVID-19 James Stewart
 - Ratification of Emergency Declaration Michael Liggett
 - Ratification of Remote Meeting Policy Michael Liggett
 - Budget Change Authorization Carol Plock
 - Temporary Changes in Programs to Better Assure Community Health Services Carol Plock, Karen Spink
- 5:45 p.m. **OTHER UPDATES & REPORTS**
- Executive Director Updates Carol Plock
 - **COVID-19: Accomplishments and Priorities**
 - Health District Services: priorities (essential services), progress
 - Community Response: Mental Health, Homeless Services
 - Liaison to PVHS/UCHealth North Report Faraz Naqvi, MD
 - Election Update Chris Sheafor
- 5:55 p.m. **ANNOUNCEMENTS**
- April 14, 4:00 pm, Board of Directors Special Meeting (TBD: if needed)
 - April 28, 4:00 pm, Board of Directors Regular Meeting
- 6:00 p.m. **ADJOURN**

■ MISSION ■

**The Mission of the Health District of Northern Larimer County is
to enhance the health of our community.**

■ VISION ■

- District residents will live long and well.
- Our community will excel in health assessment, access, promotion and policy development.
 - Our practice of **assessment** will enable individuals and organizations to make informed decisions regarding health practices.
 - All Health District residents will have timely **access** to basic health services.
 - Our community will embrace the **promotion** of responsible, healthy lifestyles, detection of treatable disease, and the **prevention** of injury, disability and early death.
 - Citizens and leaders will be engaged in the creation and implementation of ongoing **systems and health policy development** at local, state, and national levels.
 - Like-minded communities across the country will emulate our successes.

■ STRATEGY ■

The Health District will take a leadership role to:

- Provide exceptional health services that address unmet needs and opportunities in our community,
- Systematically assess the health of our community, noting areas of highest priority for improvement,
- Facilitate community-wide planning and implementation of comprehensive programs,
- Educate the community and individuals about health issues,
- Use Health District funds and resources to leverage other funds and resources for prioritized projects, and avoid unnecessary duplication of services,
- Promote health policy and system improvements at the local, state and national level,
- Continuously evaluate its programs and services for quality, value, and impact on the health of the community,
- Share our approaches, strategies, and results, and
- Oversee and maintain the agreements between Poudre Valley Health System, University of Colorado Health and the Health District on behalf of the community.

■ VALUES ■

- Dignity and respect for all people
- Emphasis on innovation, prevention and education
- Shared responsibility and focused collaborative action to improve health
- Information-driven and evidence-based decision making
- Fiscal responsibility/stewardship
- An informed community makes better decisions concerning health

GUIDELINES FOR PUBLIC COMMENT

The Health District of Northern Larimer County Board welcomes and invites comments from the public. If you choose to make comments about any agenda item or about any other topic not on the agenda, please use the following guidelines.

- **Before you begin your comments please:** Identify yourself – spell your name – state your address. Tell us whether you are addressing an agenda item, or another topic.
- **Limit your comments to five (5) minutes.**

ORDER DECLARING A LOCAL DISASTER EMERGENCY IN AND FOR
THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY, COLORADO

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act"), provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters and emergencies;

WHEREAS, pursuant to the Act, an "emergency" is an unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures, and an "emergency epidemic" is cases of an illness or condition, communicable or noncommunicable, caused by bioterrorism, pandemic influenza, or novel and highly fatal infectious agents or biological toxins;

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster emergency may be declared unilaterally by the principal executive officer of a political subdivision, here the Executive Director;

WHEREAS, pursuant to C.R.S. § 24-33.5-709, the declaration activates the response and recovery aspects of any applicable disaster emergency plans and authorizes the furnishing of aid and assistance under such plans;

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1) the declaration of a local emergency shall not be continued beyond a period of 7 days or removed except by action of the Board of Directors;

WHEREAS, because of the COVID-19 pandemic, which was recognized by the Governor of the State of Colorado on March 10, 2020, the District is suffering and has suffered a disaster emergency as defined in the Act.

NOW, THEREFORE, IT IS HEREBY ORDERED, on this 19th day of March, 2020, that a disaster emergency is declared in and for the Health District of Northern Larimer County, Colorado, beginning on this day and ending on March 26, 2020, unless extended by action of the Board of Directors.

IT IS FURTHER ORDERED that this Order shall be given prompt and general publicity, and a copy of it shall be sent to the Larimer County Clerk and Recorder as well as to the Colorado Office of Emergency Management.



Carol Plock, Executive Director

ATTEST:

Anita K. Benavidez
Secretary

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY RATIFYING THE DECLARATION OF A LOCAL DISASTER EMERGENCY

WHEREAS, on March 10, 2020, the Governor of the State of Colorado recognized the COVID-19 pandemic and declared a state of emergency;

WHEREAS, on March 19, 2020, the Executive Director declared a local disaster emergency in and for the Health District of Northern Larimer County, Colorado (the "District"), pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act");

WHEREAS, pursuant to the Act, the Executive Director's unilateral declaration is only effective for a period of 7 days, and formal action of the Board of Directors is required to extend the declaration beyond 7 days; and

WHEREAS, the emergency conditions caused by the COVID-19 pandemic, as defined by C.R.S. § 24-33.5-702, persist and require additional and sustained action by the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY AS FOLLOWS:

Section 1. The Board of Directors consents to, ratifies and adopts the Executive Director's March 19th declaration of a local disaster emergency. The term of the local disaster emergency declaration shall continue until such time as the Executive Director determines the conditions justifying this local emergency no longer exists.

Section 2. During the local disaster emergency, the Executive Director shall have the full power and authority granted by the Act and any other applicable rules, regulations or orders.

Section 3. Pursuant to C.R.S. § 24-33.5-709(1), this Resolution shall be given prompt and general publicity and shall be filed promptly with the Larimer County Clerk and Recorder and the Colorado Office of Emergency Management.

SO RESOLVED BY THE BOARD OF DIRECTORS OF THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY THIS 24th DAY OF MARCH, 2020.

Board President

Secretary

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY REMOTE MEETING POLICY

I. Purpose.

The purpose of this Policy is to specify the circumstances under which meetings of the Board of Directors may be held without the physical presence of the members, District staff or the public at a designated meeting location (a "Remote Meeting").

II. Procedure.

A. General. Remote Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.

B. Conditions. Remote Meetings may be held if all of the following conditions are met:

1. The State of Colorado or the District or both have declared a state of emergency.
2. The members can hear one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation.
3. The public has the opportunity to participate to the greatest extent possible.
4. Hearings on quasi-judicial matters shall only be held with the prior written consent of the applicant, in which the applicant waives any legal challenge to the hearing being conducted at a Remote Meeting.
5. All votes shall be conducted by roll call. Each member may vote on all matters at a Remote Meeting in the same manner as other meetings.
6. Minutes of the meeting shall be taken in the same manner as other meetings.

C. Determination. The decision to hold a Remote Meeting shall be made by the Executive Director or the Chair of the Board, and arrangements shall be made, to the extent possible, to ensure full and timely notice is given to the public. Notice shall set forth the time of the meeting as well as the fact it will be a Remote Meeting.

IV. Applicability.

Upon implementation, this Policy will apply to regular and special meetings, including study sessions, of the Board of Directors.

V. Reasonable Accommodation.

The District shall provide reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals full and equal access to Remote Meetings.



A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY APPROVING FUNDING IN RESPONSE TO THE COVID-19 PANDEMIC

RESOLUTION 2020-4

WHEREAS, on March 10, 2020, the Governor of the State of Colorado recognized the COVID-19 pandemic and declared a state of emergency;

WHEREAS, on March 19, 2020, the Executive Director declared a local disaster emergency in and for the Health District of Northern Larimer County, Colorado (the "District"), pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, et seq. (the "Act");

WHEREAS, on March 24, 2020, the Board of Directors of the Health District of Northern Larimer County ratified and adopted the Executive Director's March 19th declaration of a local disaster emergency;

WHEREAS, the Board of Directors anticipates that the current situation and conditions may require the Health District of Northern Larimer County to commit resources and expend Health District of Northern Larimer County funds to protect the public's health, safety and welfare;

NOW THEREFORE, be it resolved by the Board of Directors of the Health District of Northern Larimer County as follows:

1. The District Board of Directors hereby approves the expenditure of up to \$200,000 of funding from the Health District 'Contingency' budget line item, at the discretion of the Executive Director, to be used in connection with the provision of health services in response to the COVID-19 pandemic. This amount may be increased by future Board direction, if necessary. These funds shall remain available for this purpose until the end of 2020, and any unexpended funds shall remain in the 'Contingency' budget line item.

SO RESOLVED BY THE BOARD OF DIRECTORS OF THE HEALTH DISTRICT OF NORTHERN LARIMER COUNTY THIS 24TH DAY OF MARCH, 2020.

Michael Liggett, Board President

Secretary to the Board



TO: Health District Employees
FROM: Karen Spink, Assistant Director
RE: Updated Temporary COVID-19 Pandemic Travel Restrictions Policy
DATE: March 24, 3030

To support the health and safety of both staff and clients as COVID-19 continue to evolve, the Health District is implementing travel restrictions for all staff. These restrictions will remain in place until further notice. As always, these guidelines are based on staffing needs.

Work-related travel

Effective immediately, all non-essential business-related travel to large group trainings and conferences will be restricted. Many conferences are already cancelling or offering refunds based on COVID-19 concerns; your travel specialist will work on refunds for airfare, hotels, and if appropriate, registrations. Some trainings and conferences may be offered remotely or postponed, so you may not want to cancel registration until you are aware of your options.

Exceptions to this travel restriction must be approved by the Executive Director, or their designee.

Nearly all meetings should be conducted through the use of virtual options including telephone and online conferencing/webinar platforms.

Personal travel

The Health District expects all staff to shelter in place unless work assignments include working outside of the home. Staff should not engage in international travel and should refrain from non-essential local travel.

As of the date of this policy, the Department of State advises U.S. citizens to avoid ALL international travel, and the Larimer County Department of Health strongly discourages travel of any kind. Domestic or international travel may put you at risk. Based on the evolving circumstances, you may be subject to self-quarantine requirements upon your return if you travel to a location with widespread local transmission. Exposure risk should be considered for not only travel destinations, but also for potential exposure on flights, trains, buses and other modes of transportation. We encourage you to stay abreast of CDC, state and local guidelines to assess the risks.

All travel carries potential risks, and you may experience barriers in returning home.

We encourage everyone to be mindful of impacts to your team should you require quarantine.

International Travel

As noted above, the Department of State advises US citizens to avoid ALL international travel at this time. Any travelers returning from travel from any high risk countries defined as a Level 3 Country by the CDC **must stay home for 14 days after returning from travel**, monitor their health, and practice social distancing. If you are traveling internationally to a Level 3 Country, as defined by the CDC, you must be cleared by the Medical Director before you return to work.

Employees should refer to the CDC website for the most current information.
(<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>)

Domestic Travel

As things develop, there may be restrictions placed on locations within the United States that have widespread local transmission. Employees should refer to the guidance provided by the CDC for travelling within the United States. (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>).

An employee may be required to quarantine upon return from travel. Quarantine and return to work guidance will be provided by the Medical Director.

Other Important Information

If an employee undertakes travel to any known restricted areas, and are required to be quarantined, the employee may be required to use PTO for the time in quarantine if they are unable to perform your assigned tasks.

If the employee is planning to travel either domestically or internationally, the employee should report their travel plans to their supervisor.

Supervisors should keep Dr. James Stewart informed regarding any of their staff's travel plans and he will advise further as to any restrictions on returning to work.

We continue to actively monitor COVID-19 developments and are taking measures in accordance with local and national guidelines to promote the health and safety our community; this information is subject to change based on evolving conditions.

Thank you for your partnership in caring for each other, being safe, and taking the protection of our community seriously.

Memo

To: Health District Employees
From: Karen Spink, Assistant Director
Date: March 24, 2020
Re: Temporary COVID-10 Pandemic Special Leave Policy (updated March 24, 2020)

This is an emergency policy implementing leave provisions and workplace flexibility options during the COVID-19 pandemic and replaces the Preliminary COVID-19 Special Leave Policy, dated March 13, 2020. This policy supplements policies found in the Employee Handbook, under section 400: Time Off. This policy is effective immediately, and will remain in effect until further notice. The policy is subject to change at any time. Abuse of this policy will not be tolerated and could result in disciplinary action, including termination.

Until further notice, the Health District will continue to pay the employee their regular rate for the hours they would have otherwise worked to the extent that the employee is unable to work or telework due to a need for leave because the employee:

1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Is assigned to work at a Health District facility or other community location and is sick with an illness that has high contagion in the workplace (including a cold), but NOT exhibiting symptoms of COVID-19.

Between now and May 31, 2020, the Health District will continue to pay the employee their regular rate for the hours they would have otherwise worked to the extent that the employee is unable to work or telework do to a need for leave because the employee:

5. Is caring for an individual who is subject to either number 1 or 2 above.
6. Is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.

As of June 1, 2020, to the extent that the employee is unable to work or telework due to a need for leave for situations 5 and 6 the rate of pay MAY be reduced to two-thirds (2/3) of their regular rate of pay.

For the following situation, the Health District will continue to pay the employee their regular rate for the hours they would have otherwise worked to the extent that the employee is unable to work or telework. However when the absence is due to the employee's need to care for someone else, the pay MAY be reduced to two-thirds (2/3) of their regular rate of pay.

7. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor (no conditions have been listed as of yet).

Procedures for Reporting Leave and Return to Work Clearance:

- If the employee is scheduled to work on location (at a Health District facility or other assigned community location and meets any of the above criteria) they **SHOULD NOT** report to work.
- All employees should notify both their supervisor and Director.
- Employees should follow public health or medical provider guidance (as directed by the Medical Director) for quarantine and isolation protocols for situations 1-5, and 7 as applicable. They must be cleared by the Medical Director to return to work following quarantine or isolation.

In any circumstance where the employee is under quarantine or isolation, but are otherwise healthy, they will likely be required to work from home. The supervisor will work with the employee to determine appropriate tasks or training that can be done through telework or remotely. These tasks may be outside of the employee's normal duties.

Application of the Federal Families First Coronavirus Act Supplemental Family and Medical Leave Policy

To comply with the Families First Coronavirus Act, the Health District of Northern Larimer County provides up to 12 weeks of emergency family and medical leave for circumstances where you are unable to work (including telework) **due to the need to care for a minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.** To be eligible, the employee must have been employed by the Health district for at least 30 days.

Requesting Leave

If the employee needs to take emergency family and medical leave under this policy, the employee should notify their supervisor immediately. The supervisor will work with the FMLA administrator to process the request for leave under this supplemental policy.

Compensation

If before May 30th, the Health District will continue to pay the employee's regular rate for the number of hours they would have otherwise worked. If after June 1st, compensation MAY be reduced to two-thirds (2/3) of the employee's regular rate for the number of hours they would otherwise worked.

Job Restoration

Upon returning to work at the end of leave, the employee will generally be placed in their original job or an equivalent job with equivalent pay and benefits. The employee will not lose any benefits that accrued before leave was taken.

We continue to actively monitor COVID-19 developments and are taking measures in accordance with local and national guidelines to promote the health and safety our community; this information is subject to change based on evolving conditions. Thank you for your partnership in caring for each other, being safe, and taking the protection of our community seriously.