



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

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**STUDY SESSION AGENDA
TUESDAY
April 19, 2022**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

10:15 A.M.	ATTENDEE(S):	Heidi Miller
	ITEM:	Executive Session Pursuant to C.R.S. 24-6-402(4)(e) for the Purpose of Instructing Negotiators Regarding Economic Incentive
10:45 A.M.	ATTENDEE(S):	Alisha Reis
	ITEM:	Administrative Item Review / Commissioners Communication
11:15 A.M.	ATTENDEE(S):	Julie George / Alan Morse / Elisabeth Rosen
	ITEM:	State Lobbyists Update
11:45 A.M.	ATTENDEE(S):	Nancy Duncan / Jen Tierney / Bethany Frank
	ITEM:	Update to Adams County Procurement Policies
12:15 P.M.	ATTENDEE(S):	Kelly Weidenbach / Callie Preheim, MSPH, Population Health Epidemiologist with Tri-County Health Department
	ITEM:	Public Health Transition - Review of Adams County Community Health Assessment Methodology and Results
1:45 P.M.	ATTENDEE(S):	Nancy Duncan / Terri Lauth / Debbie Hearty / Ameer Faquir / Jason Schultz / Christa Bruning
	ITEM:	Internal Service Support FTEs for Adams County Public Health Department

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: April 19, 2022
SUBJECT: Update to Adams County Procurement Policies
OFFICE/DEPARTMENT: Budget & Finance Department - Procurement
CONTACT: Jen Tierney-Hammer, Procurement Manager, Nancy Duncan, Budget & Finance Director
FINACIAL IMPACT: None, Informational Only
SUPPORT/RESOURCES REQUEST: BoCC Approval to Move Forward with Procurement Policy Revisions
DIRECTION NEEDED: To Move Forward and Submit for 10 Day EO and Director Review
RECOMMENDED ACTION: Approve Moving Forward with Updated Procurement Policies

DISCUSSION POINTS:

The Procurement Policies had not been reviewed and updated in several years. Due to department requests to update the policies, the Procurement Division reviewed and updated the polices to help streamline the procurement/project process.



Purchasing Policies & Procedures Manual

Recommended Updates

Overview

- A full review along with recommended updates to all Policies conducted.
 - All recommended track changed updates will be e-mailed for review
- This presentation will focus on substantial recommended updates
- Recommended updates reviewed by County's Attorney's Office-completed 02/2022
- Changes to policy will adhere to Policy 1006-Changes to Policy Manual

Policy 1071-Quality Construction

- Recommendation to increase SOQ process on major remodeling projects from \$1,000,000+ to \$2,500,000 +
 - Originally presented and pre-approved by the BOCC on April 6, 2021
- Revisions and Clarifications made to the Procedure

Policy 1081-Professional Services

- Recommendation to update policy to On Call Services and Master Agreements
- Establish the use of and process of the solicitation and awarding of Master Agreements
- Master Agreements are:
 - Used when a recurring need is anticipated over a fixed time period
 - The number of suppliers selected for specific services is dependent upon the value and frequency estimated for the service
 - Master Agreements help streamline the procurement and contracting process and ensure quality suppliers
 - Projects awarded through a Master Agreement are in accordance with Policy 1010-Approval Authorization Levels for Purchasing Transactions

Policy 1085 Change Orders

- Recommendation for contract changes that are 10% or less than the initial contract amount up to \$50,000 total that are within the original budgeted amount may be approved by staff even if originally approved by the BOCC.
 - Will reduce the delay caused by multi level approvals for smaller dollar amounts when construction projects are in process
 - Change Orders within budget, will still require review and/or approval of the following:
 1. Project Manager; and Architect and/or Engineer for Construction
 2. Department Director or Elected Official;
 3. Budget
 4. Procurement Manager

Art and Entertainment Policy

- Recommendation to establish a Policy for the Procurement of Art and Entertainment
 - The county does not currently have a Policy addressing the Procurement of Art and Entertainment
 - The policy establishes a written procedure utilized by the Adams County Visual Arts Commission for the procurement of Art
 - The policy addresses a written procedure for the procurement of Entertainment for the County

Policy 1010-Purchasing Authorization Levels for Purchasing Transactions

- Recommendation to increase the Authorization Limits for Procurements within the Approved Budget
 - Initially proposed in AIR to the BOCC in August 2021, Procurement thresholds will remain the same
 - Will reduce project delays caused by multi level approvals.
 - Will reduce the time spent on preparation and review of Agenda Items
 - Will increase efficiency of departments that are project heavy
 - Auditor recommendations *
- “The County may consider reexamining its purchasing approval authority limits in order to align the stringency of approval requirements with the magnitude of the project. Efficiency and effectiveness of county staff and the BOCC may be inhibited if authority limits are too low. Consideration could be given to budget line items to extend these limits or a range of limits to seek a reduced burden of approval when construction projects are in process.”

*Audit conducted & reported in 2018

Recommended Revisions to Procurement Authorization Levels

Position	Current	Recommended
BOCC	NO LIMIT	NO LIMIT
County Manager County Attorney	\$250,000	\$500,000
Deputy County Managers Budget & Finance Director	\$100,000	\$150,000
Directors/Deputy Directors	\$50,000	\$50,000
Elected Officials	\$50,000	\$50,000
Purchasing Manager	\$50,000	\$50,000
Risk Manager	\$50,000	\$50,000

POLICY 1010 Continued

Comparison to Other Municipalities

Colorado Entity	Approval Limits BOCC/Council	Approval Limits County Manager (or equivalent)	Approval Limits Other	Comments
County				
Adams County	≥ \$250,000	<\$250,000	Deputy County Managers <\$100,000 Directors, Pur Manager <\$50,000	
Arapahoe County	None – all delegated	N/A	≥ \$100,000 Directors	
City/County Denver	City Council approval needed when additional spend is added to a purchase where the cumulative total >\$500k	N/A	Unlimited within Purchasing (Dir, Deputy Dir, Supervisor, Senior, Associate)	
El Paso County	≥ \$150,001	N/A	Directors – None Procurement Manager – All contracts ≤ \$150,000	BOCC approval items are put on consent and approved in one vote
Jefferson County	≥ \$500,000	≥ \$250,000 County Manager	≥ \$100,000 Department Directors	
Larimer County	≥ \$50,000- *The Finance Director approves on behalf of the BOCC	N/A	≥ \$50,000 Department/Division Directors	

Policy 1010 Continued

Comparison to Other Municipalities

Based on a survey conducted by MAPO in 2021

Colorado Entity	Approval Limits BOCC/Council	Approval Limits County Manager (or equivalent)	Approval Limits Other	Comments
City				
Ft. Collins	Not if on approved Budget	Not included on report	Not included on report	Council approves Sole Source >\$200k
Arvada	≥ \$150,000	<\$150,000	Deputy County Managers <\$125,000 Directors <\$100,000	
Lakewood	Not if on approved Budget	Unlimited if on approved budget	Directors- \$50k Managers- \$25k Supervisors- \$5k	Council approves CIP & Unapproved >\$50k
Thornton	Not if on approved Budget	Not included on report	Not included on report	Council approves Unapproved >\$25K
Westminster	≥ \$250,000	Not included on report	Not included on report	De-Centralized
Greeley	Not if on approved Budget	Not included on report	Directors \$50k-\$100k Managers \$10-\$50k	If a project increases by 25%
Longmont	Not if on approved Budget	Unlimited if on approved budget	<\$100,000 Directors <\$5,000 Managers	Council approves large CIP

Current Federal Guidelines

2 CFR Part 200 Uniform Guidance

PROCUREMENT BEAR CLAW



- MICRO-PURCHASE
\$10,000 OR LESS
- SMALL PURCHASE
\$250,000 OR LESS
- SEALED BID
OVER
\$250,000
- COMPETITIVE PROPOSAL
OVER \$250,000
- SOLE SOURCE
ANY DOLLAR
AMOUNT

MyFedTrainer.com
Grants Training for Busy People

MORE AT:
<https://blog.myfedtrainer.com/new-procurement-rules-clarified-by-omb/>

Next Steps

Proceed with change(s) as directed by BOCC.

- a) Email proposed changes to BOCC, ELT, Elected Officials and Directors for 10-day review and comments per policy.
- b) Finalize w/CAO and approved in Public Hearing as Consent Item.
- c) Ongoing review Purchasing Policies and present at future Study Sessions.



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: April 19, 2022
SUBJECT: Public Health Transition: 2022 Community Health Assessment
OFFICE/DEPARTMENT: County Manager's Office
CONTACT: Kelly Weidenbach
FINACIAL IMPACT: n/a
SUPPORT/RESOURCES REQUEST: Information to be shared about the health of the Adams County community and community voices around public health needs to inform future discussions and decisions around desired public health programs and services
DIRECTION NEEDED:
RECOMMENDED ACTION: BOCC to consider population health data in future discussions around mandated vs non-mandated public health programs and desired public health service programming

DISCUSSION POINTS:

- In 2021-2022, Tri-County Health Department conducted a comprehensive community health assessment (CHA) to learn about the health of the community, to identify contributing factors of health outcomes, and to provide data to be utilized to improve population health.
- TCHD's CHA process was guided by the Colorado Health Assessment and Planning System (CHAPS), which is an 8-phase collaborative assessment and planning process.
- TCHD designed and executed a robust community engagement process with community member, partner, and stakeholder input to garner primary data around the perceived public health and social needs in the community.
- TCHD also used secondary data collection and analyzed 30+ sources of data to examine quantitative measures of health and risk/protective behaviors.
- The 2022 Adams County Community Health Assessment provides important context for upcoming discussions and decision-making at BOCC study sessions around the structure and scope of the new Adams County Health Department.

An Overview of Community Health Assessment and Public Health Planning in Adams County



What is Health Assessment?

Assess and Monitor Population Health is one of the 10 Essential Public Health Services

- Maintaining an ongoing understanding of health in the jurisdiction by **collecting, monitoring, and analyzing data on health and factors that influence health to identify threats, patterns, and emerging issues**, with a particular emphasis on disproportionately affected populations
- Using data and information to **determine the root causes of health disparities and inequities**
- **Working with the community** to understand health status, needs, assets, key influences, and narrative
- Collaborating and facilitating **data sharing** with partners, including multi-sector partners
- **Using innovative technologies, data collection methods**, and data sets
- Utilizing various methods and technology to **interpret and communicate data** to diverse audiences
- **Analyzing and using disaggregated data** (e.g., by race) to track issues and inform equitable action
- **Engaging community members** as experts and key partners

<https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html>



Community Health Assessment and Public Health Improvement Plan

PURPOSE

- A formal planning process mandated by state statute and Public Health Accreditation Board (PHAB)
- Used to improve community health

PRINCIPLES

- Guided by principles of inclusiveness and transparency
- Community engagement is a core tenet

PROCESS

- Often uses an assessment and planning framework
- Requires the use of multiple data sources and multiple types of data (quantitative and qualitative)

RESULTS

- Used in prioritizing and investing in evidence-based interventions, while allowing for innovative interventions that can improve health
 - Interventions may include services, policy/advocacy strategies, and systems-based solutions
- Evaluating the results of investments and incorporating these results into an ongoing cycle of evidence-based assessment and improvement

Colorado Health Assessment and Planning Process (CHAPS)

CHA Cycle and Requirements

- Required every five years (Colorado state law; PHAB)
- Guided by the Colorado Health Assessment and Planning Process

CHAPS Process

guidance from CDPHE Office of Public Health Practice, Planning and Local Partnerships (OPHP)

Phase 1: Plan the process

Phase 2: Equity and community engagement

Phase 3: Conduct a community health assessment ← **We are here!**

Phase 4: Assess capacity

Phase 5: Prioritize issues

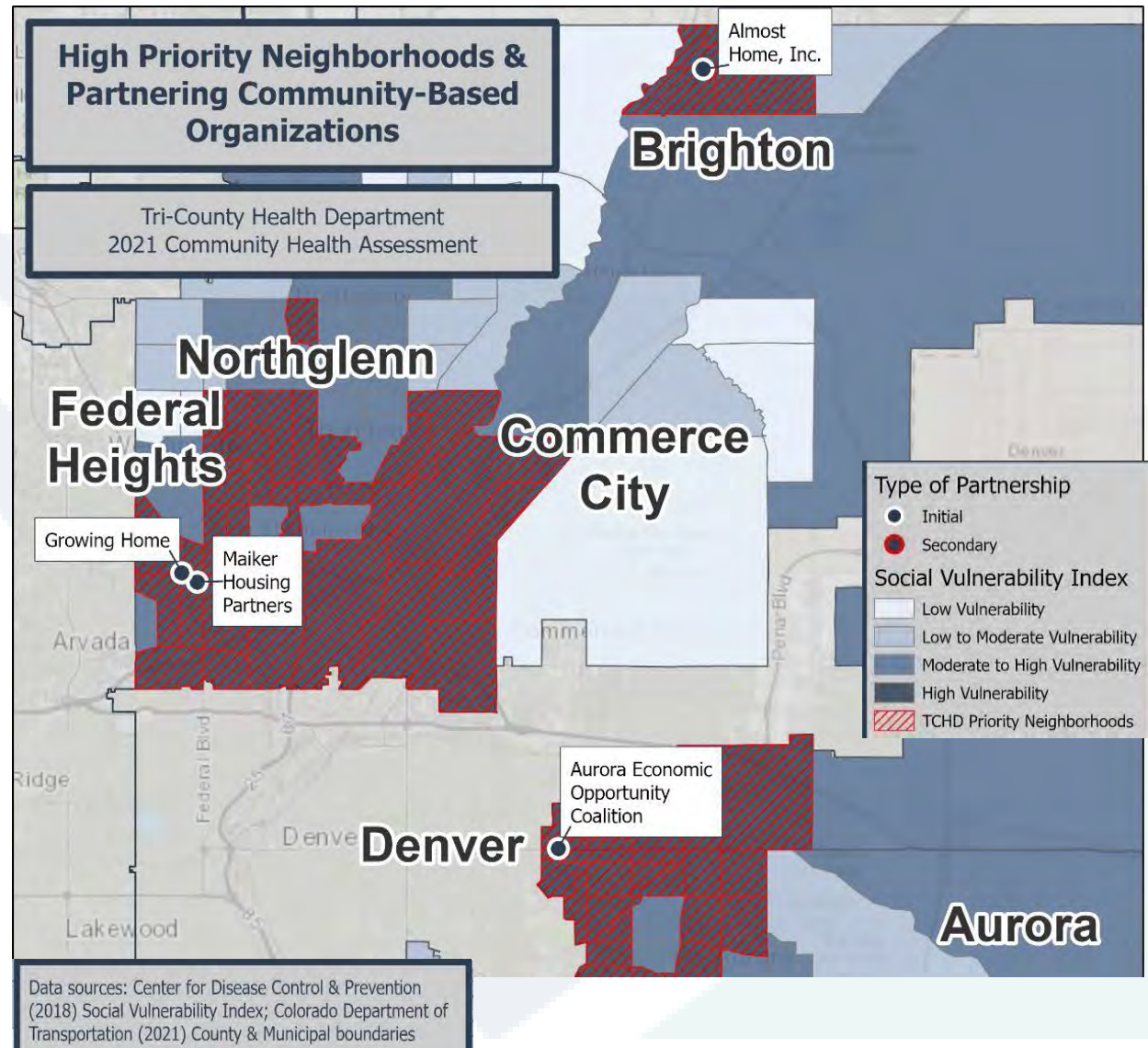
Phase 6: Develop a plan (Public or Community Health Improvement Plan, PHIP/CHIP)

Phase 7: Implement, promote, and monitor

Phase 8: Participate in statewide public health improvement opportunities

Qualitative Data collected by TCHD

- Community Engagement
 - Focus groups
 - TCHD funded CBOs to conduct focus groups
 - Community member surveys
 - English and Spanish
- Elected Official and Government Leaders Engagement Survey
- Partner Engagement Survey
- Staff Survey
- Environmental scan and literature review



TCHD analyzes a variety of secondary data sources

30+ external data sources to provide comprehensive look at health indicators

- From state and national sources (e.g., Census Bureau, DOLA, CDOT, CDHS, CDPHE, CHA, CHI, EPA, etc.)
- Data sources have different cycles: some are annually, some are every-other-year
- Data are released at different times throughout the year

- American Community Survey (ACS), U.S. Census Bureau
- Centers for Disease Control and Prevention
- Colorado Bureau of Investigations
- Colorado Department of Education
- Colorado Department of Human Services
- Colorado Department of Public Health and Environment (CDPHE)
 - * Colorado Behavioral Risk Factor Surveillance System
 - * Colorado Electronic Disease Reporting System
 - * Colorado Vital Records
 - * Colorado WIC Program (The Special Supplemental Nutrition Program for Women, Infants, and Children)
 - * Health eMoms Survey
 - * Healthy Kids Colorado Survey
 - * Pregnancy Risk Assessment Monitoring System
 - * STI/HIV/Viral Hepatitis Branch
 - * Tuberculosis and Refugee Health Program
- Colorado Department of Transportation
- Colorado Discharge Data Set, Colorado Hospital Association
- Colorado Health Access Survey, Colorado Health Institute
- Colorado Health Foundation Pulse Survey
- Colorado Health Observation Regional Data Service
- Colorado Immunization Information System
- Environmental Protection Agency
- Feeding America
- Metro Denver Homeless Initiative
- State Demography Office, Colorado Department of Local Affairs
- U.S. Bureau of Labor Statistics
- United States Department of Agriculture

Community Engagement: Preliminary Findings





COMMUNITY SURVEY

1250+ people living in or serving Adams County

- 968 residents
 - 20% responded in Spanish
- 13 elected officials and county leaders
- 248 TCHD staff
- 30 partners



FOCUS GROUPS

45 Adams County and Aurora residents

- Facilitated by CBOs funded by TCHD
- 7 focus groups
- English and Spanish-speaking

Key Community Needs from Survey

- Safe, affordable housing
- Financial security and economic opportunities
- Healthy, accessible, and affordable food
- Social connection and support
- Obesity and diabetes



Top Health-Related Problems from Focus Groups

- Drug and substance abuse
- Environmental health, air quality, and climate change
- Safety and security
- Mental health
- Food access



Secondary Data Analysis: Preliminary Findings

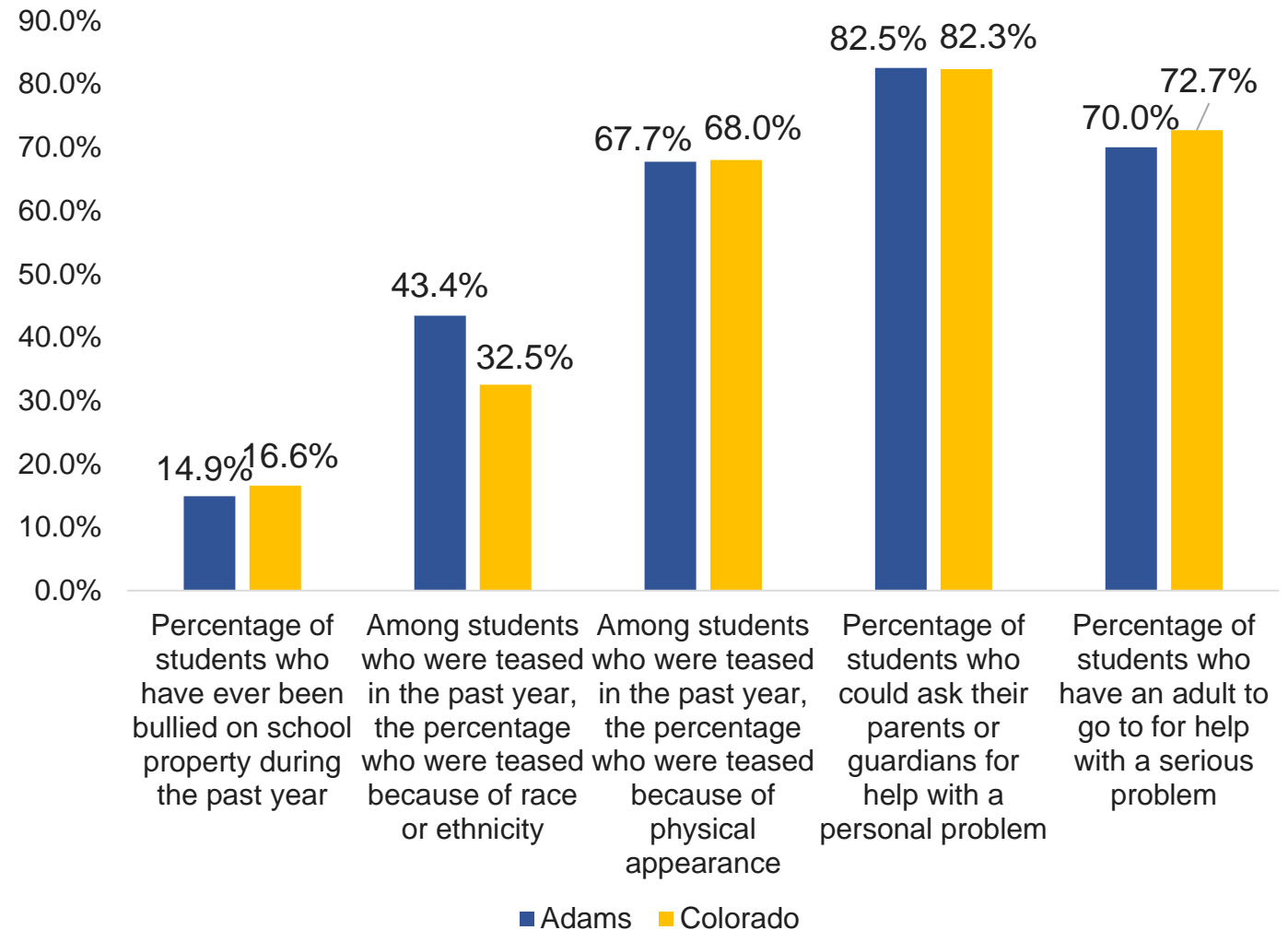


Social Connections and Health

Social Connections and Health

- Positive social relationships are important for mental and physical health, and overall wellbeing.
- The COVID-19 pandemic highlighted the importance of social connection for many Adams County residents.
- In our community survey, we heard from residents who felt disconnected from each other and from social, political, and economic systems in their communities.
- Not all youth have a trusted adult in their lives or feel like they can ask parents/guardians for help with a personal problem.

Connection and Belonging among High School Students, 2019



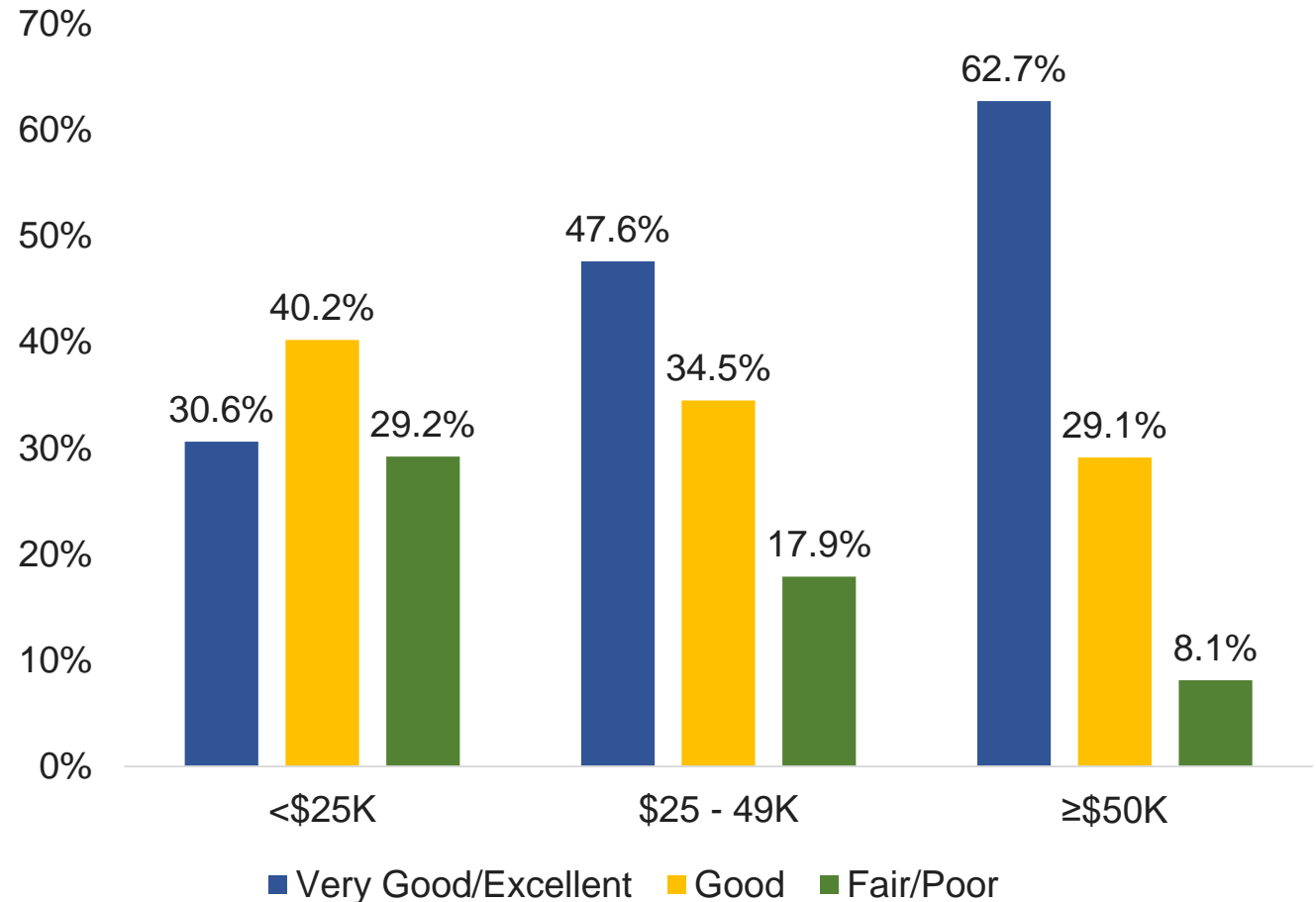
Source: Healthy Kids Colorado, CDPHE, 2019

Economic Security and Health

Economic Security and Health

- Income is a fundamental social determinant of health
- Economic security has a direct, positive relationship to mental and physical health and wellbeing.
- Opportunities that lead to wealth are not equitably distributed in our communities.

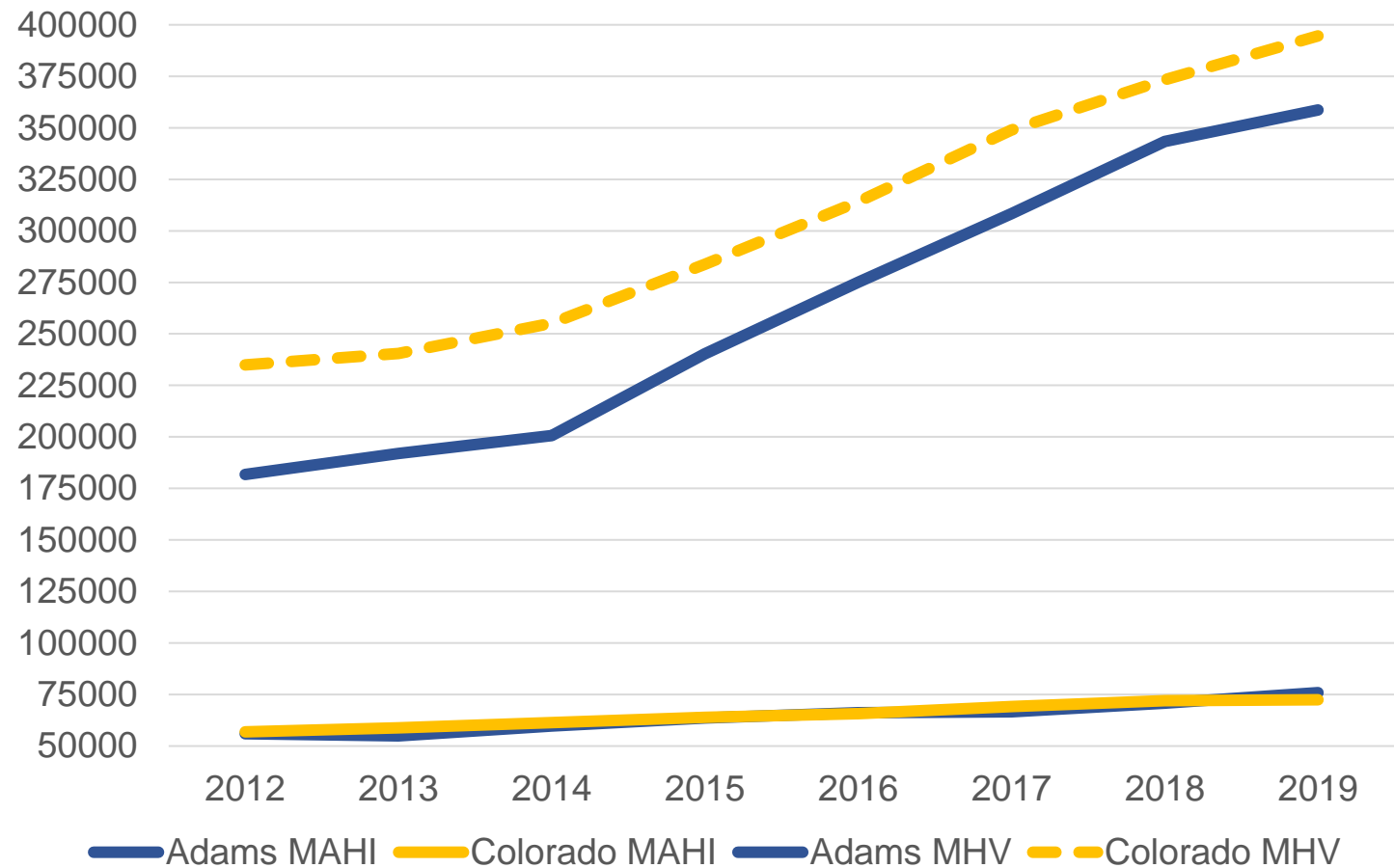
Self-reported general health status by annual household income, 2018-2020, Adams County



Source: Behavioral Risk Factor Surveillance System, Colorado Dept. of Public Health and Environment, Analyzed by Tri-County Health Department

- Income increases are not keeping pace with the increasing cost of living expenses, challenging upward economic mobility.
- Between 2012 and 2019, household income increased 36% while median home value increased 97%.
- The COVID-19 pandemic negatively impacted our economies and the economic security of our residents.

Trends in Median Home Value (MHV) and Annual Median Household Income (MAHI), 2012-2019



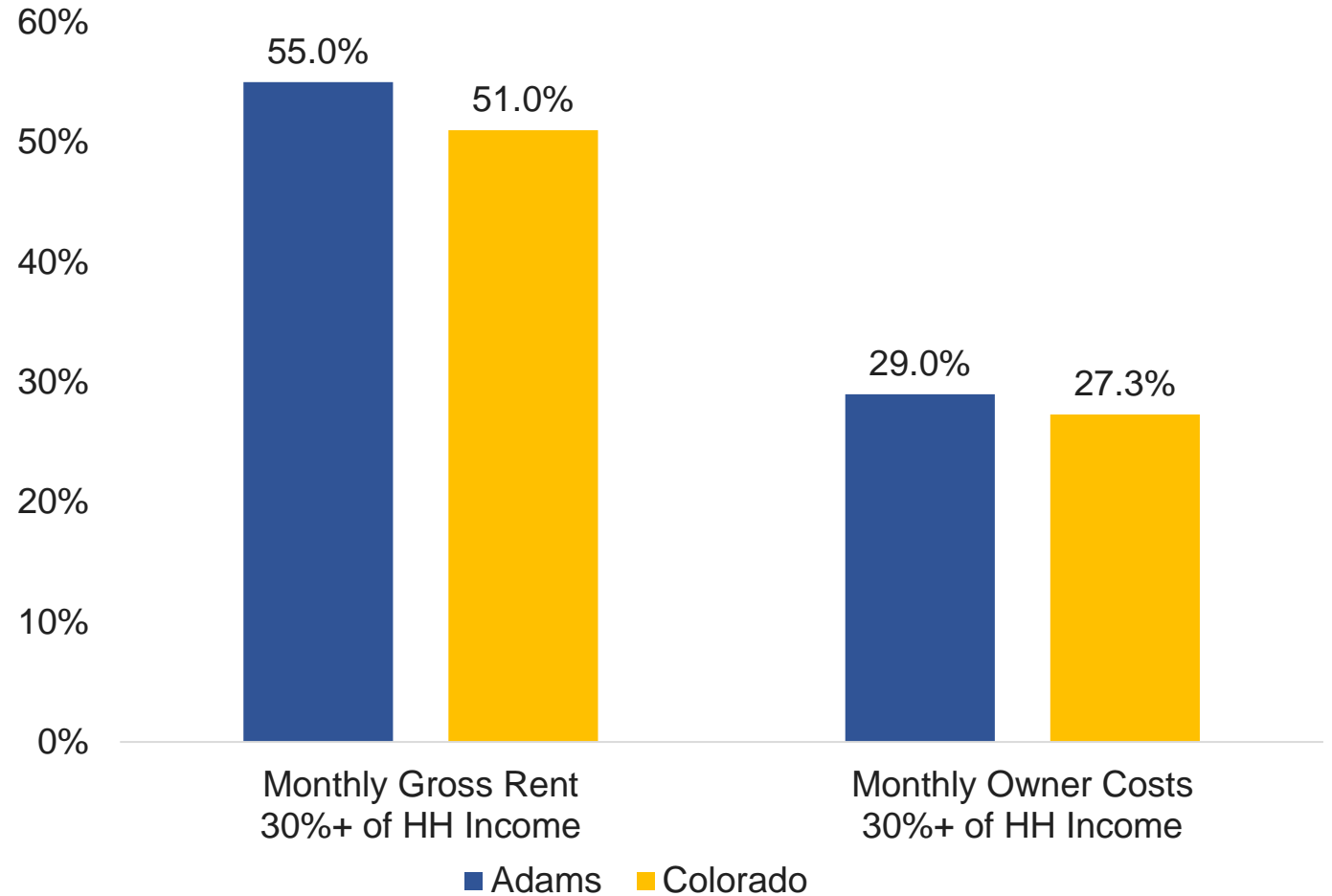
Source: American Community Survey (ACS), U.S. Census Bureau

Health and Housing

Health and Housing

- Community members and partners reported that finding affordable housing is a significant problem facing their communities.
- The cost of housing is outpacing wages in Adams County.
- More than half (55%) of renters in Adams County pay 30% or more of their monthly income on housing

Comparison of monthly renter and owner housing costs exceeding 30% of household income, 2019

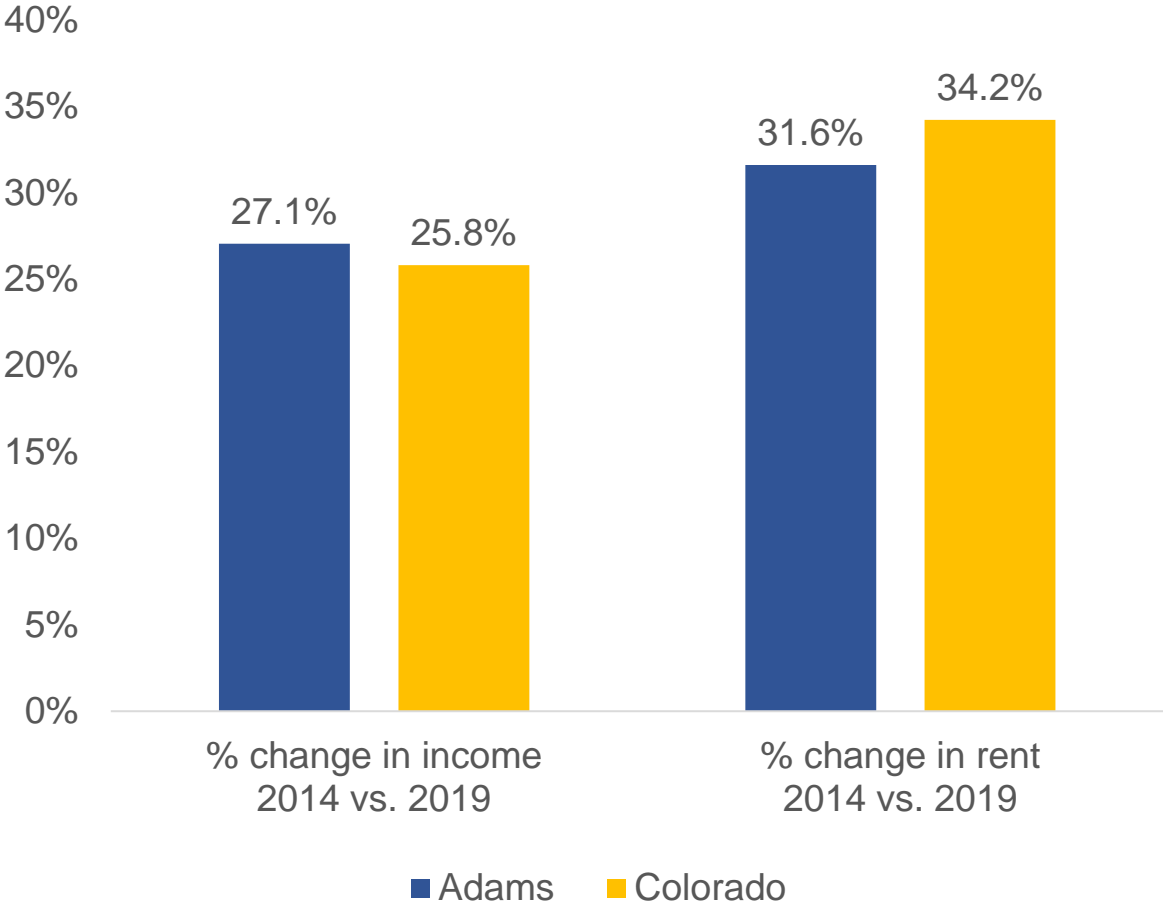


Source: American Community Survey, U.S Census Bureau,

Health and Housing

- Safe, stable, affordable, healthy housing is directly related to health.
- Unstable, unhealthy housing impacts health behaviors, outcomes, and access to care
- There were more than three times the amount of persons experiencing homelessness in 2021 compared to 2020.

Percent change in average monthly income and average monthly rent cost between 2014 and 2019



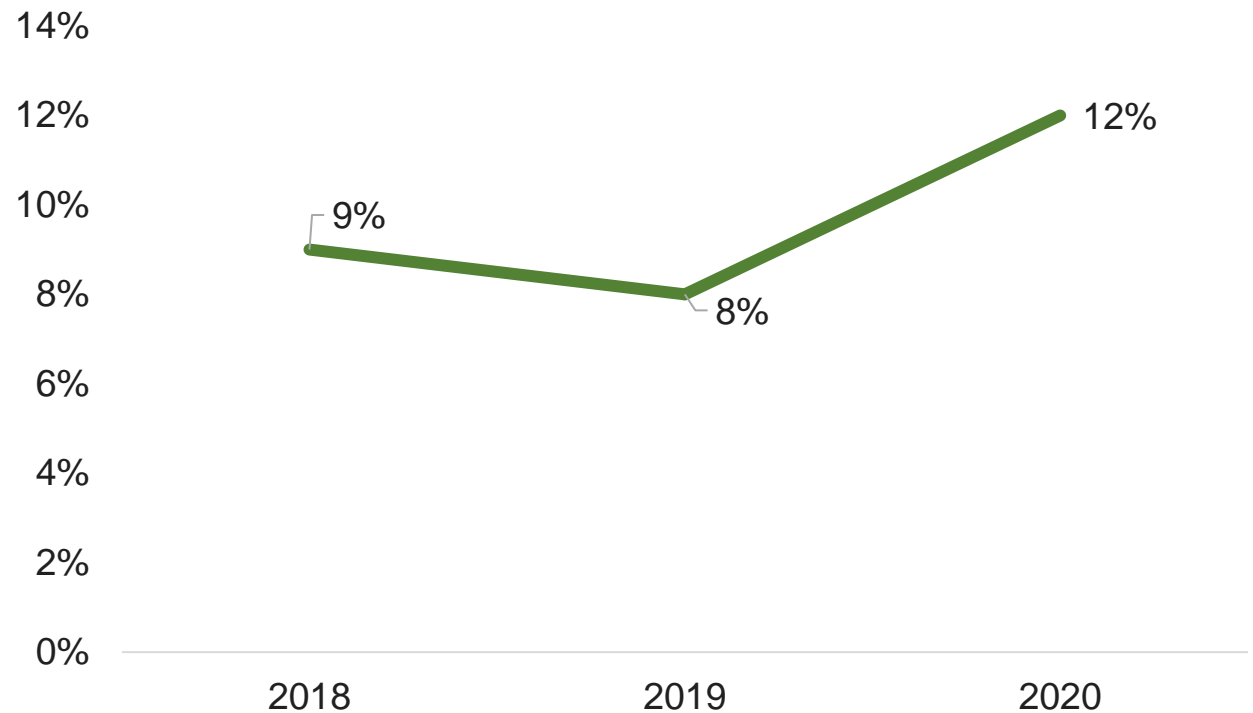
Source: American Community Survey, U.S. Census Bureau

Health and Food

Health and Food

- Not all community members have access to nutritious, affordable food.
- As fixed costs increase, families can be left with less money to spend on healthy food.
- In 2020, approximately 1 in 8 people were food insecure in Adams County.

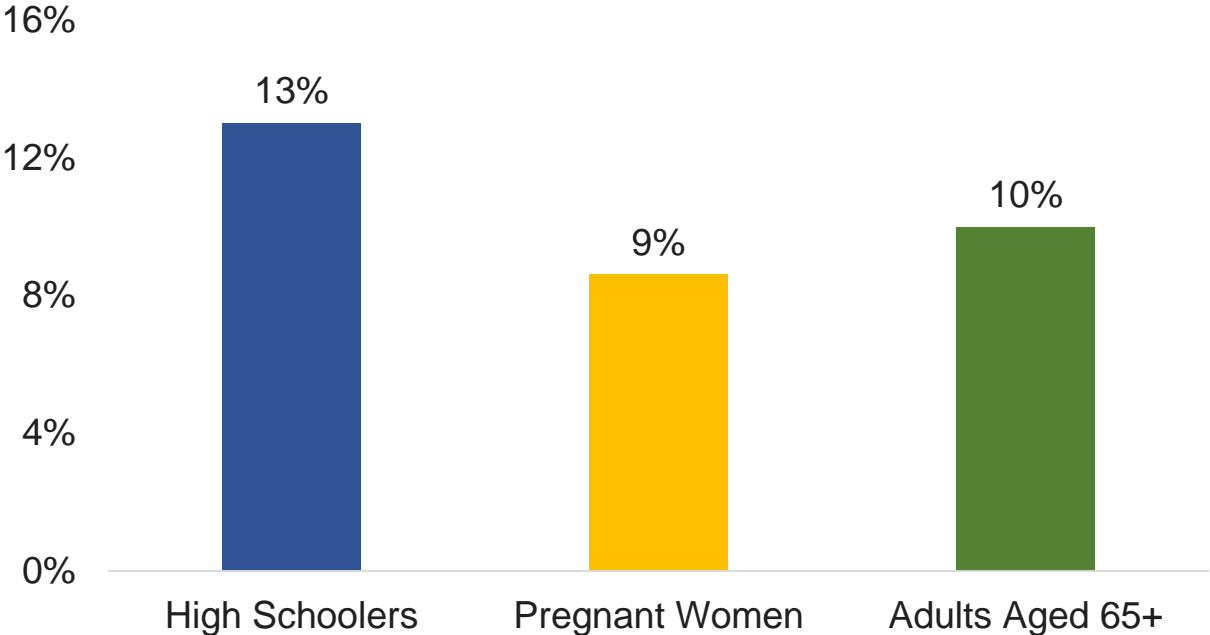
Trends in Food insecurity, Adams County, 2018-2020



Source: Feeding America (2021)



Food Insecurity Among Vulnerable Populations, Adams County, 2019



- 1 in 10 pregnant women and adults over the age of 65 were food insecure in 2019.
- As a result of COVID-19, 63% of the Women, Infants, and Children Program (WIC) clients in Colorado stated they experienced household food insecurity.
- In 2020, 17.3% of children were considered food insecure in Adams County (up from 11.6% in 2019)

Sources: Colorado Department of Public Health & Environment: Healthy Kids Colorado Survey (2019), Behavioral Risk Factor Surveillance System (2019) and Pregnancy Risk Assessment Monitoring System (2016-2019)

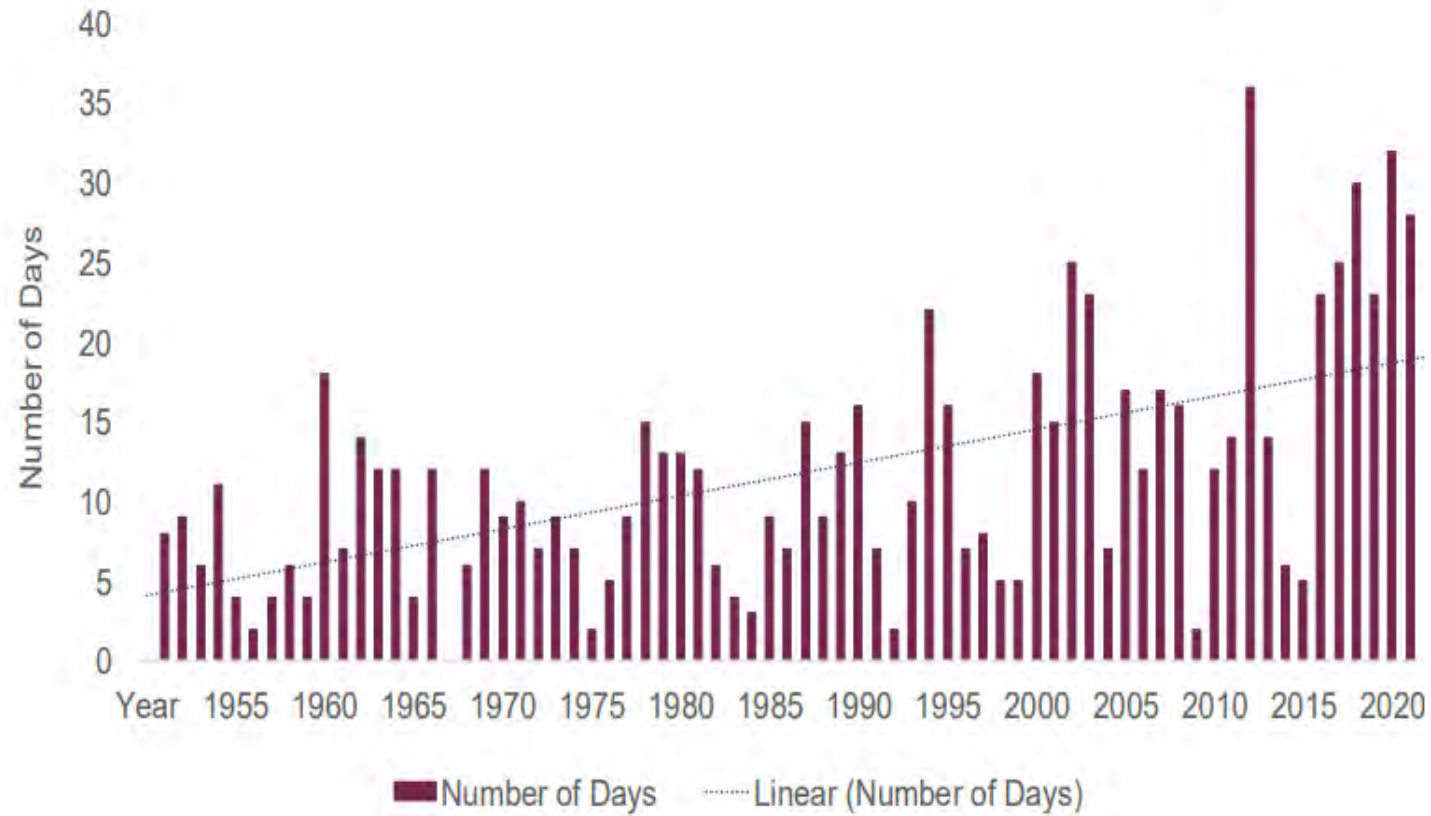
Health and the Environment



Health and the Environment

- Climate change poses a significant threat to the health and safety of our residents.
- As climate change continues, experts predict the number of excessive heat days to increase as well as the frequency of other extreme weather events.

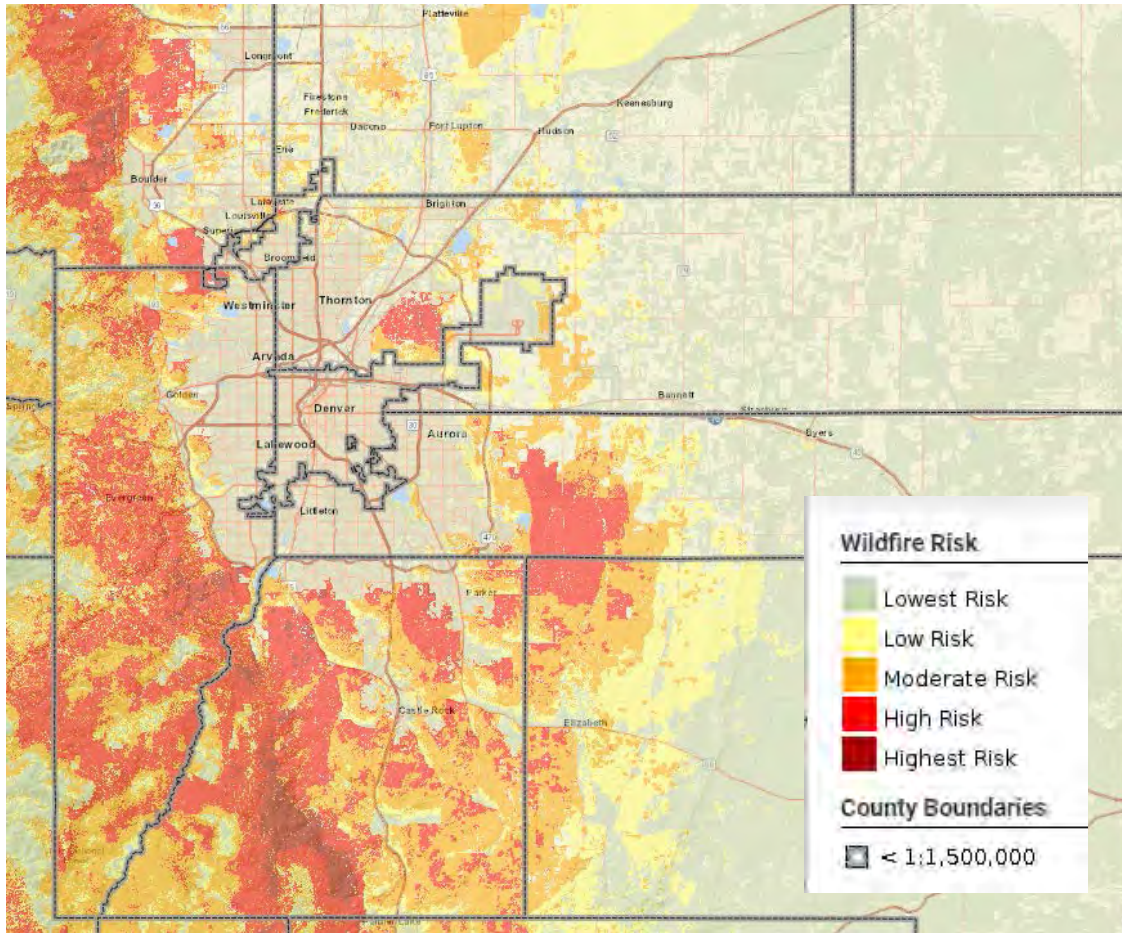
Number of Days Air Temperature was over 95° F in the Denver Metropolitan Area, 1950-2021



Source: United States. (2006). NOAA online weather data (NOWData): Interactive data query system : public fact sheet. Washington, D.C.: National Oceanic and Atmospheric Administration



Wildfire Risk in the Denver Metro Area, 2019



- Increasingly poor air quality poses health risks to our community members, especially older adults, young children, and people with respiratory and cardiovascular health problems.
- Drought and low-humidity increase wildfire risk in Adams County and throughout the metro area.
- Like the natural environment, the built environment—infrastructure and design of homes, communities, and cities—impacts our behavior and our health.

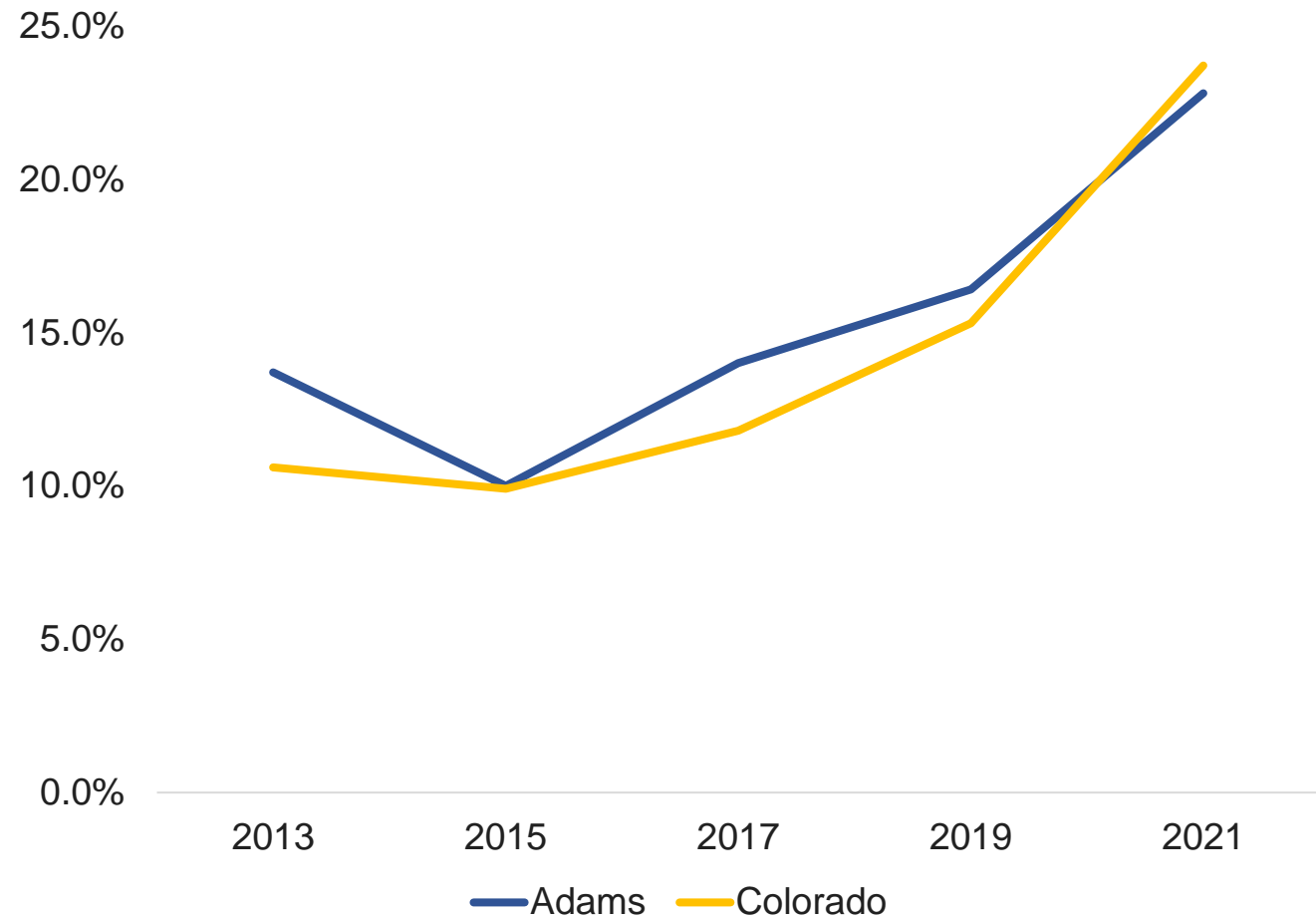
Source: Colorado State Forest Service, <https://co-pub.coloradoforestatlas.org/#/>

Mental Health

Mental Health

- Mental health helps determine how we handle stress, relate to others, and make choices.
- Poor mental health can increase the risk for other chronic health problems such as stroke, diabetes, and heart disease.
- Nearly 1 in 4 (23%) Adams residents reported they were in poor mental health in 2021.

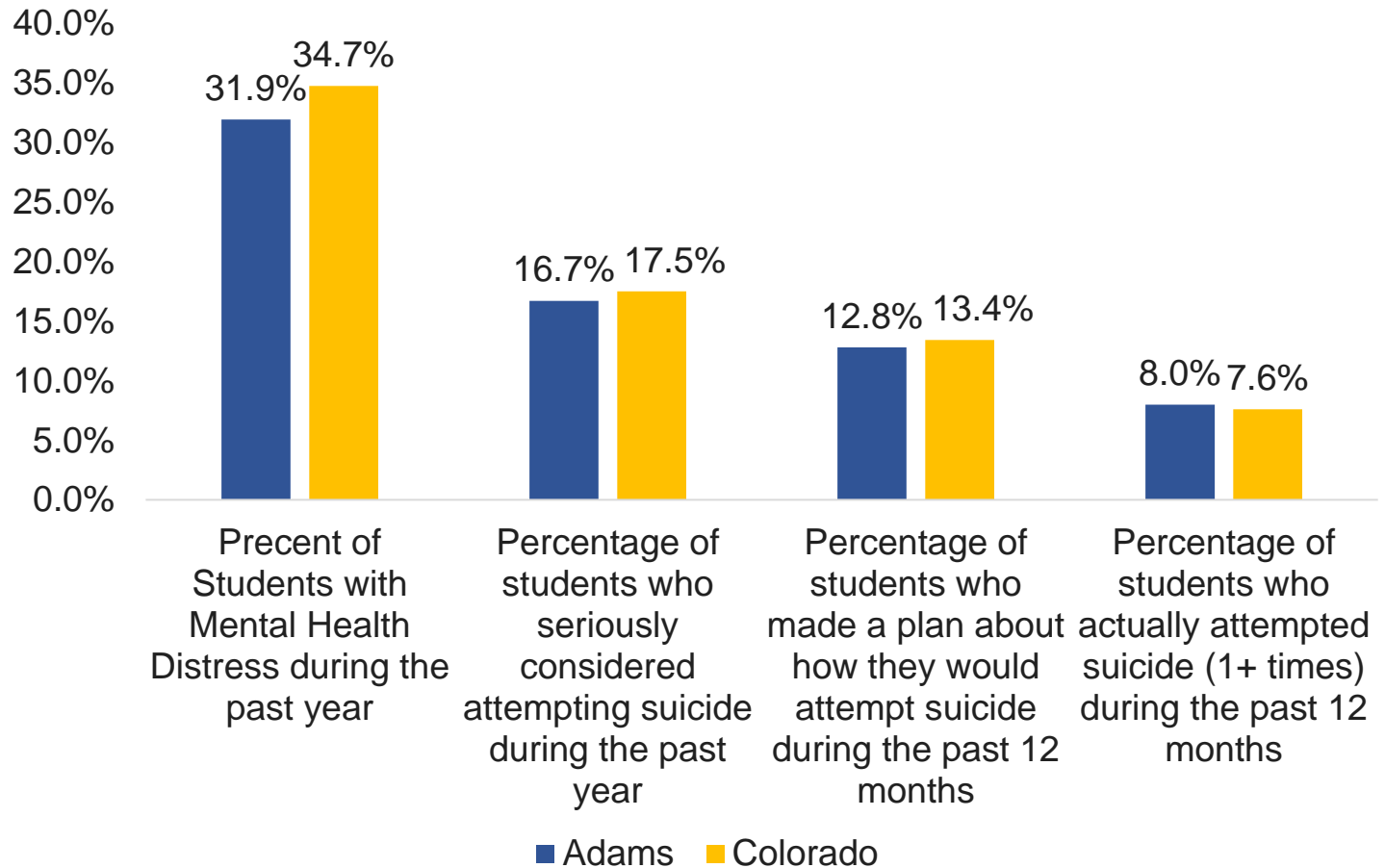
Percentage of People Reporting 8+ Poor Mental Health Days in Past Month, 2013-2021



Source: Colorado Health Access Survey, 2021, Colorado Health Institute

- One-third of high school students report mental health distress.
- Mental health is impacted by a complex combination of experiences, biology, and social conditions including exposure to racism, discrimination, violence, and poverty.
- Connectedness to individuals, family, community, and social institutions are protective factors for positive mental health.

Percentage of High School Students Experiencing Mental Health Distress or Suicidal Ideation, 2019



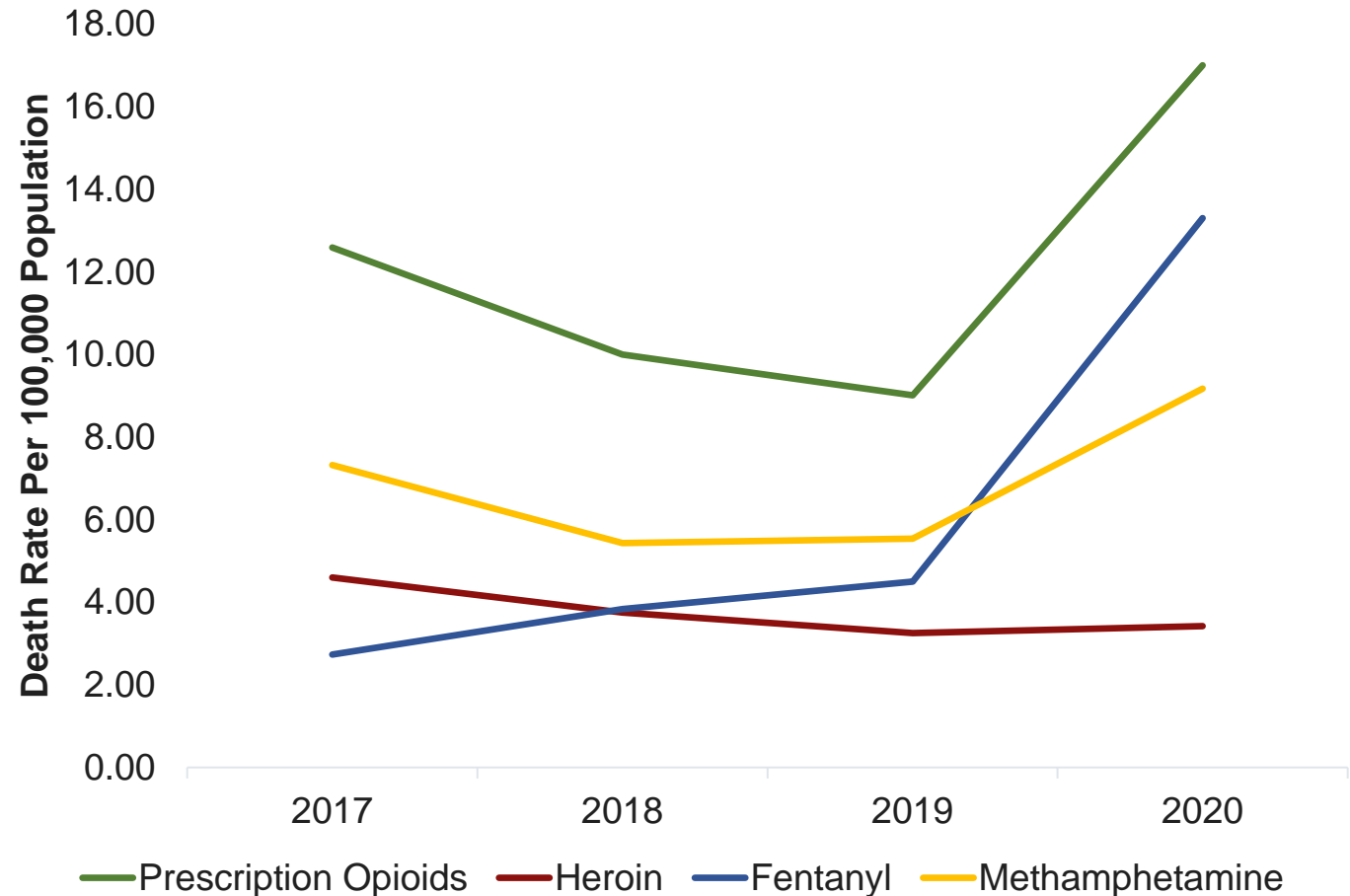
Source: Healthy Kids Colorado, 2019, CDPHE

Substance Use

Substance Use

- Like other diseases, a combination of behavioral and biological factors, as well as one's environment, increase the risk for developing addiction or engaging in substance abuse or misuse
- Overdose deaths due to opioids are increasing, but there are many actions communities can take to prevent further loss.
- Between 2019 and 2020, mortality from prescription opioids, fentanyl, and methamphetamine increased

Age-adjusted death rate per 100,000 population for prescription opioids, heroin, and fentanyl, Adams County, 2017-2020



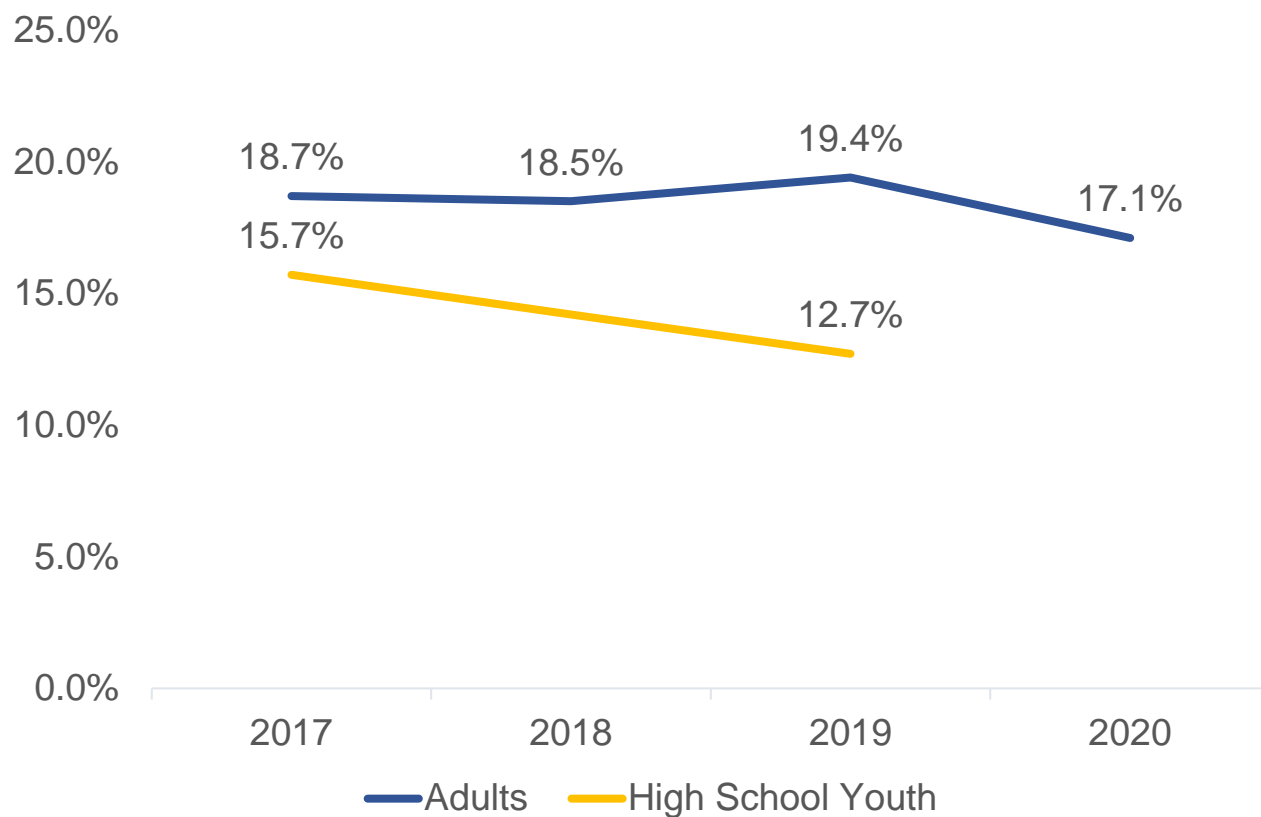
Source: Vital Statistics Section, CDPHE



Substance Use

- Alcohol is the most commonly used substance among teens and adults in Colorado and Adams County.
- Use and misuse of alcohol, marijuana, and tobacco all increase in communities with more retailers and advertisements for substances.
- Impaired driving is responsible for over a third of deaths in fatal car crashes. These deaths are fully preventable.

Percentage of People Reporting Binge Drinking, Adults and High-School-Aged Youth, Arapahoe County, 2017-2020



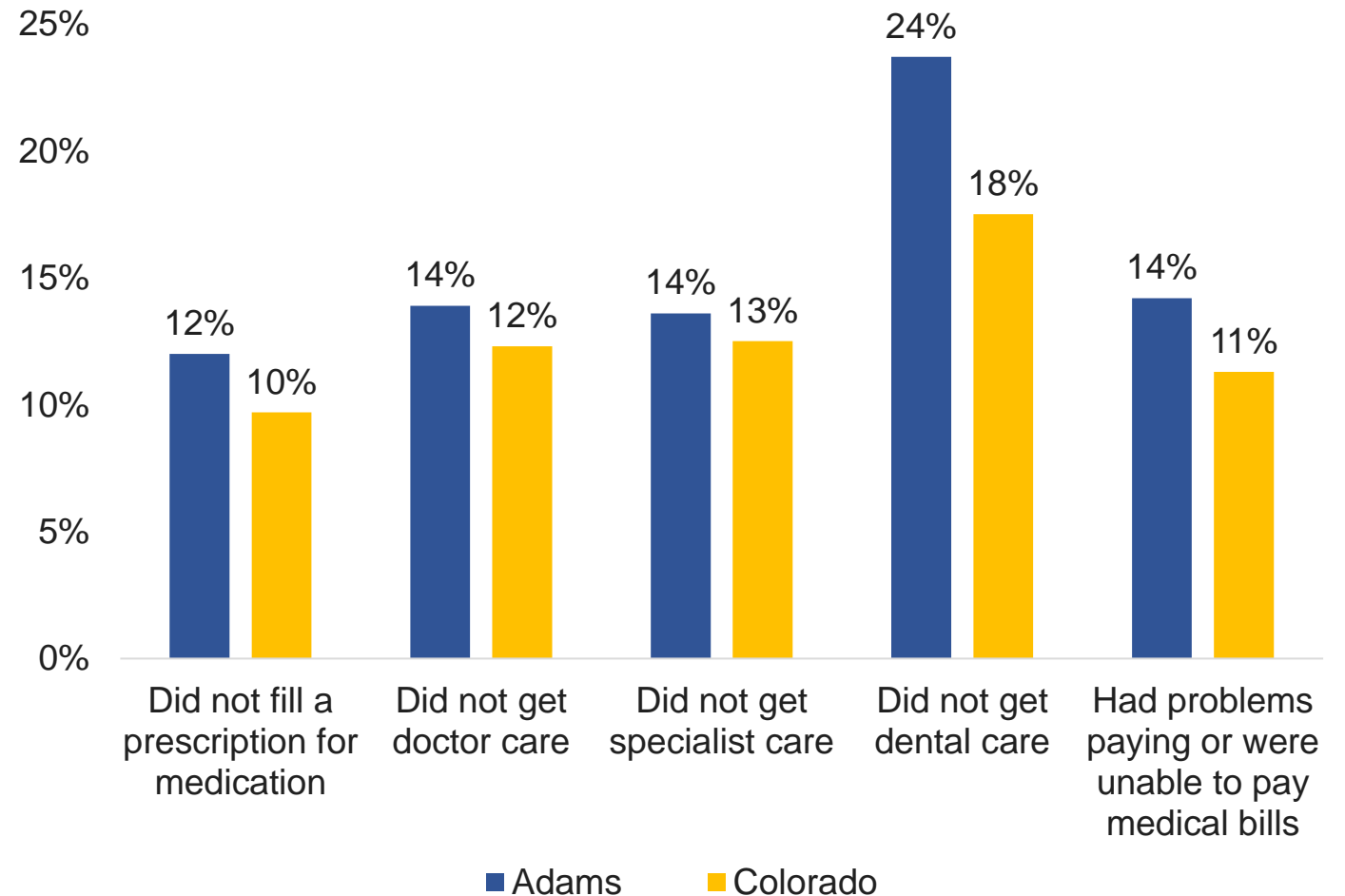
Sources: Healthy Kids Colorado, 2017 and 2019, CDPHE; Behavioral Risk Factor Surveillance System (BRFSS), CDPHE

Access to Care

Access to Care

Percent of people unable to obtain certain types of care *due to cost* in past 12 months (regardless of insurance status), 2021

- Cost remains a primary reason people go without care or services.
- Specialty care, oral health care, and mental and behavioral health care services are less utilized and less accessible than primary physical health care.

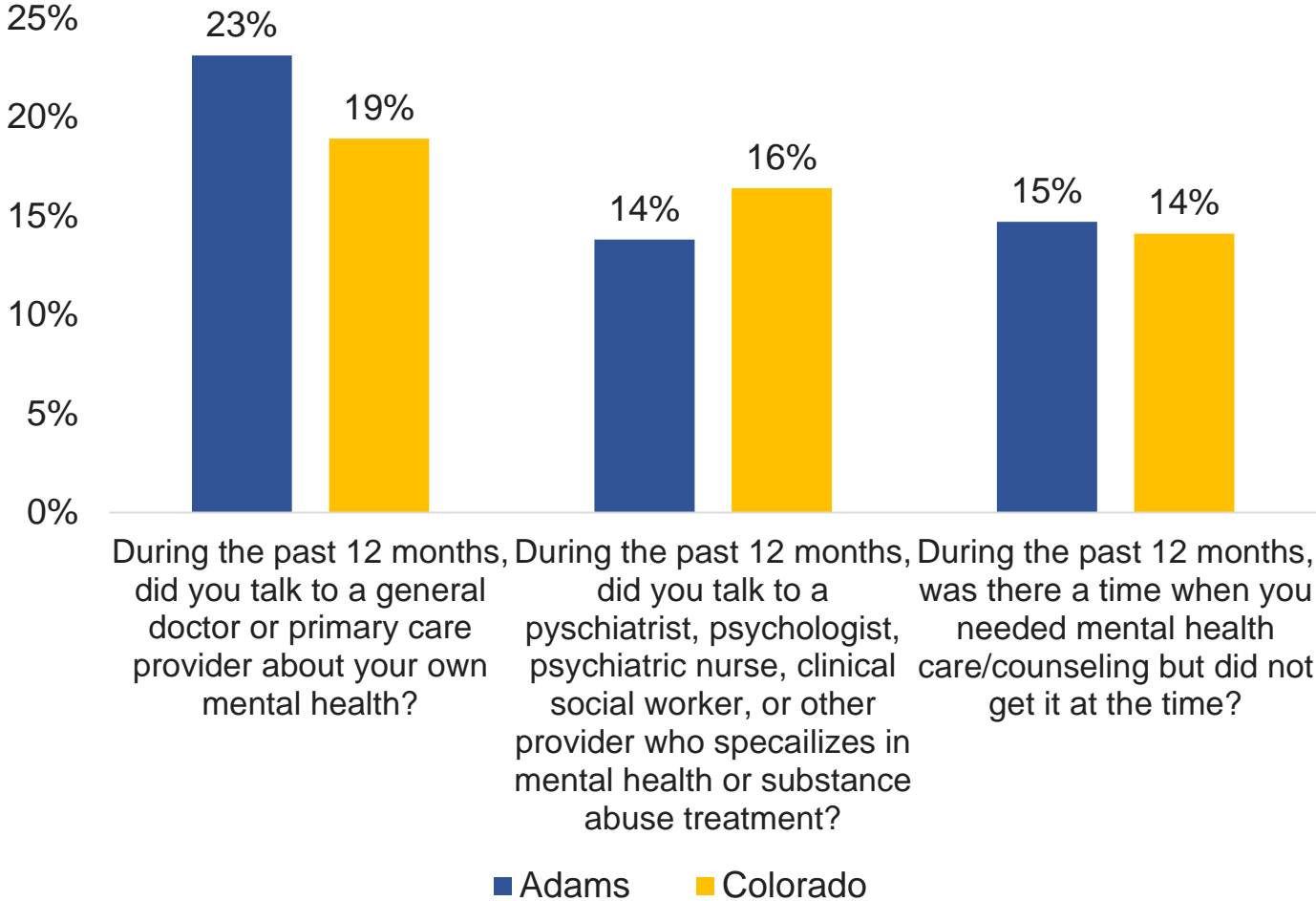


Source: Colorado Health Access Survey, Colorado Health Institute



- 15% of people who needed mental health services did not receive them.
- The better systems and services are connected, the more able people are to use them well and appropriately.
- Specialty care, oral health care, and mental and behavioral health care services are less utilized and less accessible than primary physical health care.

Mental Health Care Utilization, Adams County and Colorado, 2021



Source: Colorado Health Access Survey, Colorado Health Institute

What happens next?

The Adams County CHA will be complete by end of May 2022

Typically, TCHD would initiate public health improvement planning

- Informed by CHA data
- Identify priorities and opportunities for health department and its partners to act upon
- Engage community leaders, residents, partners, and stakeholders in a prioritization process
- Develop the **Public/Community Health Improvement Plan (P/CHIP)**
 - Shared work plans
 - Shared performance indicators and measures of success

Because of TCHD's transition, it is not likely that TCHD will continue the PHIP process.

We hope that Adams County will find the CHA useful when it begins its planning processes.

Questions?



Callie Preheim, MSPH | Population Health Epidemiologist
cpreheim@tchd.org



**Public Health Transition – Proposed Study Session Schedule
April -June 2022**

BOCC Study Session Date	Topic/Purpose	Presenter
Tuesday, April 12, 2022	Initial Public Health FTE and Implementation Cost Request	Dr. Kelly Weidenbach
Tuesday, April 19, 2022	Review of Adams County Community Health Assessment Methodology and Results. Objectives: Provide base information on <ul style="list-style-type: none"> • Status of population health in Adams County • State requirements around health assessment for local health departments • Methodology of 2021-2022 Adams County Community Health Assessment conducted by TCHD • Overview of community engagement data for public health priorities available to-date 	Dr. Kelly Weidenbach (Adams) and Callie Preheim, Population Health Epidemiologist (TCHD)
Tuesday, April 26, 2022	Overview and Discussion of Mandated Public Health Services Objectives: <ul style="list-style-type: none"> • Review state requirements for local health departments for mandated services • Programmatic delivery of required services • Populations served • Projected funding sources • Initial ideas around organizational structure and staffing for these programs 	Dr. Kelly Weidenbach
Tuesday, May 3, 2022	Overview and Discussion of Voluntary/Optional Public Health Services and Programs Objectives: <ul style="list-style-type: none"> • Review common, but optional public health services and programmatic delivery 	Dr. Kelly Weidenbach



	<ul style="list-style-type: none"> • Rationale for providing these optional services • Populations served • Projected funding sources • Initial ideas around organizational structure and staffing • Opportunities to address equity and SDoH in new health department structure and resourcing • Opportunities for innovation 	
Tuesday, May 10, 2022	<p>Adams County Health Department and Linkages with Other Adams County Departments</p> <p>Objectives</p> <ul style="list-style-type: none"> • Examine opportunities for alignment/linkage/collaboration with other County Departments and programs • Examine where there may be risks for redundancies • Discuss options for synergizing efforts within the County • Identify opportunities to collaborate with external partners 	Dr. Kelly Weidenbach
Tuesday, May 17, 2022	<p>Adams County Health Department Organizational Structure and Staffing</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Review proposal organizational chart and programmatic staffing models to enable further necessary FY22 and FY23 budgeting • Develop understanding of where county general fund support will be necessary • Prioritize optional services 	Dr. Kelly Weidenbach
Tuesday, May 24, 2022	<p>Second FTE Request for FY22</p> <p>Objectives</p> <ul style="list-style-type: none"> • Review staffing needed in FY22 to implement new health department • Review hiring plan and onboarding schedule 	Dr. Kelly Weidenbach



	<ul style="list-style-type: none"> • Provide updated estimate of implementation costs – specifically around assets/equipment and office space 	
Tuesday, June 14, 2022	<p>Considerations for Adams County Board of Health</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Discuss options for Board of Health governance, size, scope • Determine BOH selection process 	Dr. Kelly Weidenbach, Mellissa Sager
Tuesday, June 28, 2022	<p>Board of Health Empanelment Preparation and Process</p> <p>Objectives</p> <ul style="list-style-type: none"> • Update BOCC on BOH selection process and empanelment considerations • Desire to have BOH members empaneled by end of July • BOH orientation and August 2022 NALBOH Conference 	Dr. Kelly Weidenbach, Mellissa Sager

*With proposed monthly study sessions for updates July-December 2022 and/or more as needed.



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: 04/19/2022
SUBJECT: Internal Service Support FTEs for Adams County Public Health Department
OFFICE/DEPARTMENT: Various Internal Departments
CONTACT: Nancy Duncan, Budget & Finance Director; Christa Bruning, Communications Director; Ameer Faquir, FFM Director; Jason Schultz, ITi Deputy Director; Terri Lutt & Debbie Hearty, P&C Directors
FINANCIAL IMPACT: \$387,204 for 2022
SUPPORT/RESOURCES REQUEST: Internal Support the Adams County Public Health Department
DIRECTION NEEDED: Approval to Move Forward
RECOMMENDED ACTION: Approve New Internal Service FTEs to support the ACPHD

DISCUSSION POINTS:

Positions Needed (All Annualized Salaries & Benefits:

- **Budget & Finance Department:**
 - Contract Specialist 2 or 3 (1 FTE) - \$117,925 (TCHD currently has one FT contract specialist and one FT procurement technician)
- **Communications:**
 - Communication Specialist (1 FTE) - \$96,725
 - Graphic Designer (1 FTE) - \$103,350
- **Fleet & Facilities Management:**
 - Project Manager – (1 FTE) - \$144,617
- **ITi:**
 - Desktop Technician (1 FTE) - \$103,312
- **People & Culture:**
 - P&C Generalist (2 FTE) - \$104,239 x 2 = \$208,478