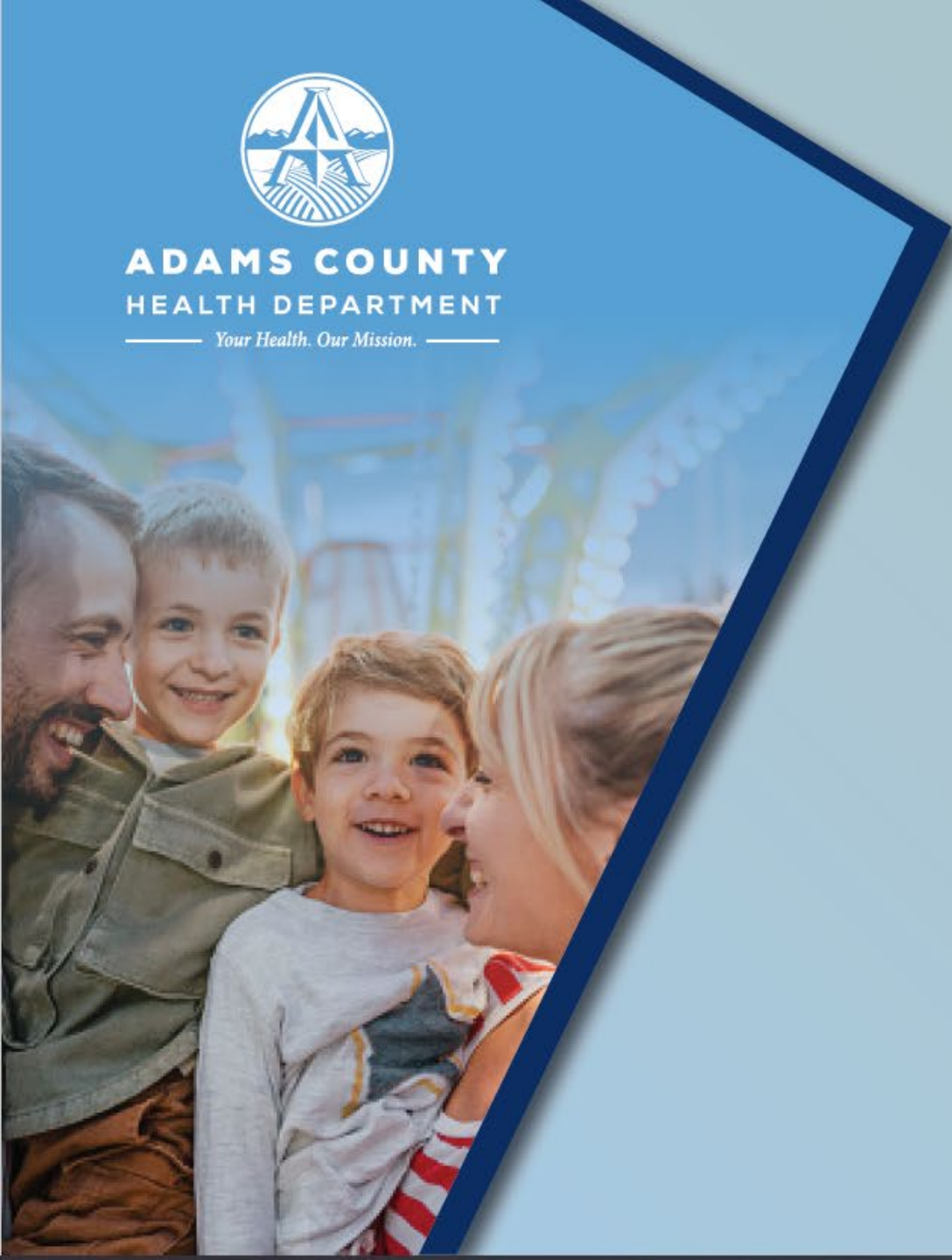




ADAMS COUNTY
HEALTH DEPARTMENT

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Board of Health Governance

Governing Documents, Guidance, and Board
Decision Points

Board of Health Governing Documents

I. State Statute and Regulation

II. Board of County Commissioner Resolutions

- Board of Health/Agency Establishing Resolution
- Board of Health Member Appointment Resolutions
- Health Department Budget Resolution

III. Board of Health Resolutions

- Contracts Process
- Meeting Schedule

IV. Board of Health Bylaws

- County's Ethics Policies
- County's Finance Policies

V. State and National Guidance



Summary of Board Decision Point Recommendations

- **Bylaw Quorum Language** – Clarification
- **Bylaw Timing of Board Officer Elections** – Clarification
- **Annual Review of the Executive Director** – Possible Bylaw Addition or Resolution
- **Board of Health Self-evaluation** – Possible Bylaw Addition or Resolution
- **Other** – Anything else the Board would like to clarify or edit related to Board of Health Governance/Operations. Bylaws or Resolutions.



I. State Statute and Regulation



Local Board of Health Organization and Governance

- **BOCC Appoints at least five, resident, Board of Health members. No majority from one entity or professional group.**
- **Board of Health members must serve staggered first-year terms, then five-year terms thereafter.**
- **Jurisdiction is all incorporated and unincorporated county.**
- **Board of Health Meetings**
 - Regular meetings at least once every three months – Schedule established by BOH resolution.
 - Special meetings may be called by the BOH President, Executive Director, or majority of the BOH.
 - BOH may adopt bylaws.
 - A majority of the board shall constitute a quorum.



Other

- **Local Board of Health Duties and Powers**
 - Develop and promote public policies
 - Approve the local public health plan
 - Issue orders and adopt rules not inconsistent with the public health laws of the state
 - Provide EH services and assess fees to offset the direct costs
 - Determine general policies to be followed by the public health director
 - Advise the public health director
 - Certify claims or demands against the public health fund
 - Examine all nuisances
- **Agency required to advise BOH on PH policy issues.**
- **Members must attend CDPHE's annual public health and emergency training.**
- **Establish and adopt detailed rules for on-site wastewater treatment**
- **Unlawful for members or staff to accept a gift for the improper performance of duties**



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State Regulation

- **State Board issues Orders, Rules, Regulations and Standards.**
- **Establishes the minimum quality standards for PH services.**
- **Establishes the minimum qualifications for county PH Directors and Medical Officers.**
- **Establishes criteria for the county public health plans.**
- **Establishes the formula for allocating moneys to county PH agencies.**
- **Establishes minimum standards for disease control, retail food regulation, methamphetamine cleanup, product safety, etc.**



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II. Board of County Commissioner Resolutions



BOCC Establishing Resolution

- “Members shall serve no more than two consecutive terms.”
- **Requires the BOCC to consider the following when appointing BOH – (1)** Representation of diverse races, ethnicities, ages, socioeconomic statuses, and genders. **(2)** Representation of persons with disabilities. **(3)** Representation of community partners such as healthcare, community-based organizations, businesses, advocacy organizations, and citizens. **(4)** Geographical representation of Adams County, including rural and urban representation. **(5)** Representation from a broad range of professional backgrounds including public health; environmental health; medical/nursing; health equity; health promotion/education; mental health/social work; education; advocacy; media relations; and business.
 - “Ideal candidates should also have a clear understanding of the underpinnings of social determinants of health, social justice, and health equities; knowledge of or experience working with public health programming; and commitment to attending Board of Health meetings on a regular basis.”



BOCC Board of Health Member Appointment Resolutions

- Outlines that the member had interest in serving; that the BOCC reviewed all candidates deemed qualified; and that the BOCC selected the member to fill a current vacancy.
- **Member Staggered Terms**
 - **Dee Dee Gilliam** January 31, 2026
 - **Brett Keiling** January 31, 2025
 - **Jeremiah Lindemann** January 31, 2025
 - **Sheela Mahnke** January 31, 2026
 - **Lisa Winkler** January 31, 2025



BOCC Health Department Budget Resolution

- “...Intended to establish budgetary guidelines for the new Health Department and facilitate collaboration between the Board of County Commissioners, County administration, and the new Health Department and Board of Health.”
- “...pursuant to C.R.S. § 30-11-107(2)(a), the BOCC is afforded broad discretion on budgetary matters and has exclusive power to adopt an annual budget for all county departments and agencies funded by county appropriations.”
 - “...in order to facilitate the efficient and effective budget planning and oversight for the new Adams County Health Department (“Health Department”), the following protocols and policies will be utilized to establish a yearly budget for the Health Department and provide oversight of spending:...”



BOCC Health Department Budget Resolution

Continued

1. The Health Department and BOH will adhere to all County finance and ethics policies, including Purchasing Policies and the Code of Ethics.
2. The Health Department and BOH will adhere to County personnel policies regarding recruitment and compensation and will adhere to the County's compensation guidelines when hiring and compensating Health Department employees. Salaries, bonuses, and benefits paid to Health Department employees must be approved by the County's People & Culture Department. Any dispute between the Health Department and the People & Culture Department regarding salaries or benefits may be brought to the BOCC for resolution.



BOCC Health Department Budget Resolution Continued

3. Health Department personnel shall receive such compensation, benefits (including leave accruals and holidays), and expense allowance as set forth in Adams County policy for all County employees.
4. The Public Health Director for the Health Department shall meet with the County Manager or their designee at least monthly to provide updates regarding Health Department operations and budget.
5. The BOH and BOCC shall jointly meet at least two times per year to discuss Health Department operations and budget issues.
6. The Health Department will consult with the BOCC when completing its local public health plan and will consider BOCC input in determining the needs for a healthy community.



BOCC Health Department Budget Resolution

Continued

7. The BOCC, Health Department leadership, and BOH will identify administrative key performance indicators for the Health Department and that data shall be provided to the BOCC at least twice per year.
8. In order to allow County administration and the BOCC sufficient time to review and evaluate the Health Department's proposed budget, the Health Department shall submit their estimate of total expenses and income as well as its proposed budget for the ensuing fiscal year no later than July 1 of each year.
9. The proposed budget for the Health Department shall be submitted through the budget process determined by the County's Budget & Finance Director each year.



BOCC Health Department Budget Resolution Continued

10. The proposed budget for the Health Department shall be based upon program and function and costs and revenues will be identified based upon program and function.

11. The proposed budget will include any changes to the number of personnel for each program or function and specifically identify any requests for new positions.

12. The BOH and the Health Department shall cooperate with any financial or legal compliance audit initiated by the BOCC or any regulatory body with oversight over health programs or funding.



BOCC Health Department Budget Resolution Continued

13. Without impact to the Health Department budget, the BOCC will procure liability insurance to cover the operations of the Health Department.

14. Without impact to the Health Department budget, the BOCC will authorize the County Attorney to provide legal services to the BOH and Health Department.

15. Without impact to the Health Department budget, the BOCC will provide staff to provide human resources, finance/budgeting/ procurement, communications, information technology, facilities, and risk support to the Health Department.



III. Board of Health Resolutions



Board of Health Resolutions

- **Regular Meeting Schedule Resolution** – Monthly, 5:30pm, Third Thursday of each Month.
- **Delegating Signature Authority to the PH Executive Director** – Executive Director signs all agreements as long as “consistent with the overall direction and programming approved by the BOH. Prior BOH authorization required for >2-year commitments. ED has signing authority up to \$250,000 under County Finance Policy.
- **Regulation Resolutions** – On-site Wastewater Treatment Systems, Body Art, Environmental Health Fee Schedule, Meth Cleanup
- **Approval of ACHD’s Clean Syringe Exchange Program**
- **Process for Execution of Urgent Agreement** – ED can execute urgent agreements, >2-years and/or over \$250,000, after providing the BOH with an opportunity to request a meeting to discuss further.
- **Approving ACHD’s 2023 Budget**



IV. Board of Health Bylaws



Board of Health Bylaws

- Organization
- Membership
- Officers
- Duties of Board Officers
- Meetings
- Member Conduct
- Finances
- Public Health Director and Staff
- Powers and Duties of the Board of Health
- Legal Actions and Judicial Review
- Amendments to Bylaws



Board of Health Bylaws

- **Board Officers**

- The Board shall elect from its members a President and a Vice President and such other officers as deemed necessary by the Board...
- Board officers shall be elected annually from the membership of the Board at the final meeting of each year... Board members shall serve no more than two consecutive terms in any Board officer position.
- “A majority of Board members present at Board meetings shall constitute a quorum.”

- **Bylaws**

- May amend bylaws at any regular meeting of the Board by a majority vote of Board members.... All current Board members must be present, and a majority vote of its members shall be required for this purpose.
- Bylaws shall be reviewed by the Board at least every two years.



Board of Health Bylaws Continued

- **Conflict of Interest**

- No financial stake in business
- Adopts and requires compliance with the County's Code of Ethics.

- **Finances**

- “The Executive Director shall prepare a budget annually for the ensuing calendar year, which shall be submitted to the Board, the County's Budget & Finance Director, and the BOCC in accordance with the Adams County Health Department Budget Policy.”
- “The Department and Board must adhere to all County finance and ethics policies, including Purchasing Policies and the Code of Ethics.”
- Twice per year, the Board and Department shall prepare and provide an update to the BOCC concerning Department operations and budget.



V. State and National Guidance



State and National Guidance

- **Colorado Association of Local Public Health Officials (CALPHO)**
- **National Association of Local Boards of Health (NALBOH)**
 - Six Functions of Public Health Governance – (1) Policy Development, (2) Resource Stewardship, (3) Legal Authority, (4) Partner Engagement, (5) Continuous Improvement, (6) Oversight.
 - National Public Health Performance Standards – Public Health Governing Entity Assessment Instrument
- **National Public Health Accreditation Board**
 - Duties as the Department’s “Governing Body.”
 - **CDC, Association of State and Territorial Health Officials (ASTHO) National Association of County and City Health Officials (NACCHO), The Network for Public Health Law, American Public Health Association (APHA)**



VI. Decision Points



Decision Points

- **Board officers shall be elected annually from the membership of the Board at the final meeting of each year. – Statute**
 - 12 months or December Meeting?
- **“...A majority of the board shall constitute a quorum...” – Statute and Current Bylaws**
 - A majority of members present?
 - Caveat that a majority of members must be present to conduct business?
- **Currently, any edits must be passed at a Regular Meeting, with all Members present, by majority vote.**
 - Edit to allow changes at a Special Meeting?
 - Any other changes?



Decision Points

- **Board of Health Self-evaluation**
- **Board of Health Evaluation of the Executive Director**
- **Other?**





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