



ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT

TRANSITIONAL ADVISORY COMMITTEE

Meetings are conducted in person at the Administration Building located at 398 Lewis Street. Whenever possible, meetings will be broadcast online via Zoom, which can be accessed from a computer or phone with internet access. The Committee does not and cannot guarantee internet service or online broadcasting.

Remote attendance is at the risk of the attendee as public meetings will continue in person regardless of the County's broadcast capability. View the Zoom meeting at: <https://us06web.zoom.us/j/86527731867?pwd=bEY0VWV3eVdpNFF1WklFeCs1NHdCdz09> Meeting ID 865 2773 1867 - Passcode HealthyAC

CALL TO ORDER THE REGULAR MEETING OF THE COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL ADVISORY COMMITTEE ON MARCH 13, 2023 AT 9:00 A.M.

DISCLOSURES AND/OR CONFLICTS OF INTEREST

APPROVAL OR ADJUSTMENTS TO AGENDA

PUBLIC COMMENTS FROM THE FLOOR

This is an opportunity during the session for the public to address the Committee. Please complete the Public Comment Request form and hand it to a committee member prior to the beginning of the meeting.

Please keep your comments to three (3) minutes or less. The Committee is not required to discuss or reply to your comment.

Documents:

[PUBLIC COMMENT REQUEST FORM.DOCX](#)

CONSENT

.A. Regular Meeting Minutes - March 6, 2023

Documents:

[3-6-23 MEETING NOTES.PDF](#)

DISCUSSION ITEMS

.A. Discussion Of Options For Structure Of Board Of Health

Documents:

[BOARD OF HEALTH STRUCTURE.PDF](#)

.B. Discussion With San Juan Basin Public Health Regarding Current Operations

.C. Discussion Related To Public Health Director

Questions have been brought up regarding who will be the direct supervisor of the Public Health Director when hired and who will be involved in the interviewing process. This agenda item allows a discussion related to those questions.

ADDITIONAL COMMITTEE MEMBER COMMENTS

**ADJOURN THE REGULAR MEETING OF THE COUNTY HEALTH DEPARTMENT
TRANSITIONAL ADVISORY COMMITTEE**



Advisory Committee Meeting Request for Public Comment

**(Use this form if you'd like to speak during the PUBLIC
COMMENT section of the agenda only)**

(Please print clearly)

| | |
|--------------------------------------|--|
| Date of Meeting | |
| Full Name | |
| Full Address | |
| Phone Number or Email Address | |
| Topic of Comment | |

By completing and signing this form, I acknowledge that I have read and will comply with the Public Hearing/Meeting Rules adopted by the Board of County Commissioners on June 21, 2022, including the following:

- 1) My comments must be limited to 3 minutes.
- 2) No direct response from the Committee is required. In addition, if my comments are unrelated to any item on today's agenda, any response from the Committee is prohibited since the topic is not posted on the agenda and any comment could potentially violate the Colorado Open Meetings Law.
- 3) The length of the public comment period for Advisory Committee meetings will be at the discretion of the person. Therefore, this form does not necessarily guarantee all individuals who complete this form will have the opportunity to be heard during that period.

Signature: _____

Date: _____

March 6, 2023, TAC committee meeting notes

Susanne Bryant, Kathy Campbell, Sally Kennedy, Andrea Phillips, John Ranson, Rhonda Webb and Ashley Wilson, Derek Woodman present.

Called to order by chair Kathy Campbell at 9:03

Disclosures and/or Conflicts of Interest

There were none.

Approval or Adjustments to Agenda

After a few procedural questions, Rhonda Webb moved to approve the agenda as presented. John Ranson seconded the motion and it carried unanimously.

Public comments from the floor

None for those present or on Zoom.

Reports

Committee member John Ranson discussed the results of his meeting with the County Manager and Finance Director. He reviewed a handout of his meeting notes with the committee, clarifying items and responding to questions from the committee. He provided an overview of existing funds and those projected for January 2024 that will help committee members determine the feasibility for services, both required by state statues as well as those beneficial to the community.

Consent

- A. Review and Approve Meeting Minutes from February 27, 2023.
Committee Member Andrea Phillips moved to approve the consent agenda as presented. Committee Member Rhonda Webb seconded the motion and it carried unanimously.

New Business

- A. Consideration and Approval of Job Descriptions for Executive Director
Committee member Andrea Phillips moved to approve both the Transitional Executive Director and the Executive Director job descriptions with minor edits to recommended changes from committee members to be done by committee member Sally Kennedy who will then send them to Mary Helminski. Committee members Suzanne Bryant and Kathy Campbell seconded the motion and it carried unanimously.
- B. Review of Health Investigative Committee Reports with Members of the Investigative Committee

Three community members joined the meeting to review the results of the Health Investigative Committee from 2021. Marybeth Snyder, LPN, a member of the investigation committee, gave a presentation on the gaps in health care services that she and a cadre of dedicated community members were faced with during the pandemic in late 2021. Mozhdeh Bruss PhD, the chairman of the investigative committee, joined the group to answer questions, clarify information in the documents previously provided to the committee members, and offer guidance on additional avenues to research. Joining on Zoom was Leslie Davis, RN, a former community health nurse in Archuleta County who offered information on her work and thoughts and suggestions for consideration.

Additional Committee Member Comments

- A. Committee member Ashley Wilson mentioned that she had compiled the questions used on various questionnaires that might help the committee members focus their individual research. She asked for someone on the committee to assist in reviewing those questions for applicability to public health. Committee member Sally Kennedy agreed to do so.
- B. Committee member Sally Kennedy reviewed yet to be completed items on the Q1 timeline for consideration to add to the individual committee members' individual research. Topics considered were:
 1. if statutory requirements were in place for the services or if the services were deemed beneficial to the community.
 2. Recommendations as to whether specific services should be considered in Archuleta County or if additional data were required as to community needs before such a recommendation could be made.

Upcoming meetings will include:

March 13th

- Rhonda has contacted San Juan Basin Public Health to come for a Q&A and Liane Jollon will join us. Not sure if this will occur in person or on Zoom.
- Other item for discussion - structure of Board of Health.

With no further business coming before the committee, Chairperson Kathy Campbell adjourned the meeting at 10:56

Approved this 13th day of March, 2023.

Kathy Campbell, Chairperson

Local Board of Health Structures

COUNTY AGENCIES

- ◆ Each county board of health shall consist of at least five members.
- ◆ The terms of the initial appointments are staggered, and then for five years thereafter.
- ◆ Members of the county board of health shall reside within the county where the public health agency is located.
- ◆ No business or professional group or governmental entity shall constitute a majority of the board.
- ◆ In counties with populations of less than 100,000, a three member board may be appointed. The board of county commissioners may designate itself as the county board of health if there was not a separate board of health prior to the effective date of the Act.

DISTRICT AGENCIES

- ◆ Each district board of health shall consist of a minimum of five members, and include at least one representative from each county in the district.
- ◆ Members of the district board of health shall be residents of one of the counties within the district.
- ◆ No business, professional group or governmental entity shall constitute a majority of the board.

Electing Local Board of Health Officers

Once a local board of health is established, a president and other officers should be elected at an organizational meeting. The Public Health Director may serve as secretary, at the board's discretion, but shall not be a member of the board.

Meetings

Regular meetings of a board of health must be held at least once every three months. Special meetings may be called with three days notice, or in the case of an emergency twenty-four hours notice by the public health director, the president of the board, or by the majority of the members of the board.

Adopting By Laws

A county or district board may adopt, and at any time, may amend bylaws in relation to its meetings and the transaction of its business. A majority of the board shall constitute a quorum.

Local Board of Health Appointments

The Act (C.R.S. 25-1-508) states that members of a county board of health shall be appointed by the board of county commissioners. Furthermore, members of a district board shall be appointed by an appointments committee, composed of one commissioner from each county comprising the district.

Because local boards of health play a vital role in the public health system by providing oversight, recommending budgets, and developing policies to keep the public safe and healthy, the National Association of Local Boards of Health (NALBOH) has developed recommendations for appointing authorities to consider. NALBOH recommends that board membership reflect the diversity of the community it serves, and board members have expertise in the areas of:

- ◆ Public Health
- ◆ Environmental Health
- ◆ Medicine/Nursing
- ◆ Health Promotion/Health Education
- ◆ Mental Health/Social Work
- ◆ Education
- ◆ Community Advocacy
- ◆ Media Relations
- ◆ Business

In addition, the Act specifies that members of the board shall serve without compensation, with the exception of necessary travel and subsistence expenses to attend meetings.