

**ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT TRANSITIONAL  
ADVISORY COMMITTEE MEETING MINUTES  
February 27, 2023**

The Archuleta County Public Health Department Transitional Advisory Committee held a regular meeting on February 27, 2023, noting committee members Susanne Bryant, Kathy Campbell, Sally Kennedy, Andrea Phillips, John Ranson, Rhonda Webb and Ashley Wilson present. Mary Helminski attended via Zoom.

**Disclosures and/or Conflicts of Interest**

There were none.

**Approval or Adjustments to Agenda**

**Committee Member Rhonda Webb moved to approve the agenda as presented. Committee Member Andrea Phillips seconded the motion and it carried unanimously.**

**Consent**

**A. Review and Approval of Meeting Notes from February 13, 2023**

**Committee Member Kathy Campbell moved to approve the consent agenda as presented. Committee Member Sally Kennedy seconded the motion and it carried unanimously.**

**New Business**

**A. Consideration and Selection of Chair and Vice Chair**

**Committee Member Rhonda Webb moved to select Kathy Campbell as Chairman of the Committee and Sally Kennedy as Vice-Chair. Committee Member John Ranson seconded the motion and it carried unanimously.**

**B. Discussion of Allowing Public Comment During Committee Meetings**

**Committee Member Rhonda Webb moved to approving giving attendees an opportunity for three minutes of public comment at the beginning of each meeting starting today as presented. Committee Member Andrea Phillips seconded the motion and it carried unanimously.**

**C. Consideration and Designation of Committee Member Research Topics of Focus**

**Committee Member Andrea Phillips moved to designate the following committee members to focus on the following research topics:**

**Communicable Disease, Prevention, Investigation & Control – Sally Kennedy**

**Environmental Public Health - Susanne Bryant and Andrea Phillips**

**Maternal, Child, Adolescent & Family Health – Ashley Wilson and Mary Helminski**

**Chronic Disease, Injury Prevention & Behavioral Health Promotion – Kathy Campbell and Rhonda Webb**

**Access to and Linkage with Health Care – Kathy Campbell and Rhonda Webb**

**Financing – John Ranson**

**Committee Member Kathy Campbell seconded the motion and it carried unanimously.**

**D. Discussion of State Requirements for Public Health Director**

Statute was discussed and no action was taken.

**E. Review and Discussion of Draft Job Description for Public Health Director**

Draft job descriptions were discussed and will be reviewed for final action at the next committee meeting.

**F. Discussion of Drafting of Mission Statement for County Health Department**

Committee Member Andrea Phillips moved to create the Mission Statement for the Public Health Department to read “Our Mission is to protect, promote and enhance community health across Archuleta County through access, prevention and partnerships” and to forward to the Oversight Committee for their review and approval as presented.

Committee Member Kathy Campbell seconded the motion and it carried unanimously.

**G. Initial Discussion Related to Documents Reviewed by Committee**

The various research topics of focus were discussed and the designated committee meeting members will do their assigned research and come back to the committee in late March with their findings.

**Additional Committee Member Comments**

Future agenda items were discussed. The next meeting will be on Monday, March 6, 2023 at 9:00 a.m.

With no further business coming before the committee, Chairperson Campbell adjourned the meeting at 11:00 a.m.

Approved this 6th day of March, 2023.

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Kathy Campbell, Chairperson