



ARCHULETA COUNTY PUBLIC HEALTH DEPARTMENT INTERNAL TRANSITIONAL OVERSIGHT 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 OVERSIGHT COMMITTEE ON MARCH 8, 2023 AT 9:00 A.M.

NEW BUSINESS

- .A. Overview Of Dissolution Of San Juan Basin Public Health With Receiver Bellann Raile
The receiver appointed for the dissolution of San Juan Basin Public Health will be available to answer any questions or concerns related to the dissolution and to provide input on different approaches to providing public health.
- .B. Consideration And Approval Of County Health Department Mission Statement
The County Health Department Transitional Advisory Committee approved a mission statement for the new county public health department to read: Our mission is to protect, promote and enhance community health across Archuleta County through access, prevention and partnerships. This agenda item is for the Oversight Committee to approve this statement and schedule it for final Board of County Commissioners' approval at their next meeting.
- .C. Consideration And Approval Of Job Descriptions For Transitional And Permanent Executive Director
The County Health Department Transitional Advisory Committee drafted and approved job descriptions for the Transitional Executive Director and for the Executive Director position. This agenda item is for the Oversight Committee to approve these job descriptions and to forward to the Human Resources Department to begin the recruitment process for the Transitional Executive Director.

Documents:

JOB DESCRIPTION- TRANSITIONAL EXECUTIVE DIRECTOR-FINAL.PDF
JOB DESCRIPTION- EXECUTIVE DIRECTOR-FINAL.PDF

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

Documents:

BOARD OF HEALTH STRUCTURE.PDF

OTHER ITEMS OF MUTUAL INTEREST

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



**ARCHULETA COUNTY, COLORADO
JOB DESCRIPTION**

JOB TITLE: Transitional Executive Director
DEPARTMENT: Public Health
FLSA STATUS: Exempt

JOB SUMMARY

The Public Health Executive Director is an exciting, new, strategic leadership position, steering the creation of a fresh approach to public health in Archuleta County. This visionary leader will lead the transition from San Juan Basin Public Health to a county-specific plan based on the unique needs of the Archuleta County community. The Director will collaboratively build a transition plan based on community needs and input, research and cutting-edge best practices that will ensure that Archuleta County has accessible, viable and effective public health services for the community by January 2024.

This transitional position has a strong potential to become a permanent position beginning in January 2024.

SUPERVISION RECEIVED

Receives direction from the Board of County Commissioners and/or the County Board of Health, when it's been established.

SUPERVISION EXERCISED

Plans, organizes, and directs the work of professional, technical, and administrative staff engaged in the delivery of health services.

ESSENTIAL

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The administration retains the right to modify or change the duties or essential functions of the job at any time.

The Director will:

- collaborate with the Transitional Oversight Committee and Transitional Advisory Committee to develop the vision and corresponding transition plan for Archuleta County public health based on the Board of County Commissioners' vision, community needs and input, and research.
- ensure a sustainable funding model for future services.
- appraise service providers to determine external contracts for service as of January 2024.
- create an operational structure and hire a diverse, high-quality team poised to execute the new plan by January 2024.

- design program evaluation efforts and service impact metrics to ensure effectiveness of the new service plan.
- work collaboratively with San Juan Basin Public Health and Archuleta County staff on the transition of services, information, and data across teams.
- actively partner with current service providers to identify gaps in service and determine the most effective path forward.

MINIMUM QUALIFICATIONS

Any combination of experience and training which provides the applicant with the level of required knowledge and abilities will be considered.

The minimum qualifications for this position are established in Rule 6 CCR 1014-6. The Executive Director may be a physician, a public health nurse or other qualified public health professional. If the Executive Director is not a physician, the county will employ or contract with at least one medical officer to advise the Executive Director on medical decisions.

- A Physician Executive Director candidate shall:
 - Be licensed to practice medicine in the state of Colorado within six months of hire;
 - Have graduated from an approved medical school (MD or DO) and preferably be certified by the American Board of Preventive Medicine or American Board of Osteopathic Preventive Medicine; and
 - Have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
 - A candidate with one year of graduate study in a recognized school of public health is preferred.
- A Non-Physician Director candidate shall:
 - Have a master's degree in a public health discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, etc.; nursing, or a closely related discipline; and
 - Have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
 - A nurse candidate shall be licensed to practice in the state of Colorado within six months of hire.

Other qualifications include:

- Extensive experience of management principles including planning, organizing, supervising, and decision making.
- Experience in advancing health equity by addressing systemic health disparities and collaborating with diverse, vulnerable, and underrepresented populations.
- Leadership-level experience in communicating with diverse groups of stakeholders on complex topics.
- Experience with budgets and financial, contractual, and program management.
- Experience with developing program rules, regulations and policies that adhere to state and/or federal guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES

An individual who has:

- an advanced level of interpersonal skills necessary to provide effective leadership and develop cooperative working relationships.
- the ability to effectively reflect Archuleta County's mission and vision statements when developing the programmatic goals and objectives for the foundational services.
- a high level of analytical and technical skills.
- effective oral and written communication skills in the English language.
- bilingual skills are desirable but not required.
- characteristics of dependability, honesty, willingness to take on responsibility and challenges, adaptable to change, and persistent in solving problems.

TOOLS AND EQUIPMENT USED

- Multi-line central telephone and voice mail system
- Personal computer including Microsoft Office, Microsoft Teams, Zoom, WebEx
- Printer
- Copier
- Automobile (normally a county vehicle)
- Web camera and microphone

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit for more than two-thirds of any given workday, speak clearly, reach with hands and arms, and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee must occasionally lift, carry, push, or pull burdens up to 30 pounds.
- Physical demands include those that may add stress to the hands, wrists, forearms, eyes and back associated with ongoing computer work.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must be able to drive a motor vehicle in inclement weather.
- The employee must be available and capable of effectively working in excess of a standard eight-hour workday and five-day work week.

COGNITIVE DEMANDS

Requires the ability to:

- arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- recall directions, processes for all essential duties, remembering facts, past conversations, situations, and events.
- focus on relevant information and data, be detail-oriented, and thorough when completing tasks.
- apply general rules to specific situations to produce results that make sense.
- rapidly assess a situation and determine when something is wrong or is likely to go wrong. Requires the ability to use logic, reasoning, and best evidence to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- reflect on strategies and plans when adopting an approach to a problem, critically evaluate that approach, and change directions if needed.
- choose the right mathematical methods or formulas to solve problems.
- understand the implications of new information and best evidence for problem-solving and decision-making.
- use effective time management strategies so that tasks get done in an efficient manner and deadlines are met.
- attend to detail when reading/writing reports, reviewing/preparing/presenting budgets, and representing the county at internal/external meetings.
- assess the performance of oneself, other individuals, and the organization to make improvements or take corrective action.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderately quiet.
- This job may require work from a remote location.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date



**ARCHULETA COUNTY, COLORADO
JOB DESCRIPTION**

JOB TITLE: Executive Director
DEPARTMENT: Public Health
FLSA STATUS: Exempt

JOB SUMMARY

Will oversee the departmental operations to meet state and federal public health service requirements and the needs of Archuleta County's citizens.

SUPERVISION RECEIVED

Receives direction from the Board of County Commissioners and/or the County Board of Health.

SUPERVISION EXERCISED

Plans, organizes, and directs the work of professional, technical, and administrative staff engaged in the delivery of health services.

ESSENTIAL FUNCTIONS

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The administration retains the right to modify or change the duties or essential functions of the job at any time.

- Administers and enforces the public health laws of the state and the public health orders, rules and standards of the state department or state board and the county.
- Acts as the local registrar of vital statistics for Archuleta County.
- Uses independent judgment and discretion in executing the mission, vision, and guiding principles of the department with creativity, respect, engagement, accountability, team focus, excellence, and service.
- Communicates with transparency, openness, and trust.
- Disseminates, interprets, and implements policies, laws, and regulations of state/federal directives regarding medical and public health issues to physicians, department staff, and representatives of hospitals, nursing homes, medical clinics, and schools.
- Develops positions on legislation and advocates the County's position before state and federal agencies and community groups.
- Consults and coordinates with federal and state health officials and representatives of local public and private health agencies in the enforcement of health laws, the development of programs to meet public health needs, and a plan for emergency responsiveness.
- Directs searches for new funding sources and oversees grant application preparation and negotiation. Coordinates public healthcare activities with related services provided

by other county departments including social services, mental health, and environmental health.

- Makes public presentations and meets privately with physicians and administrators of health and social service agencies. Secures and maintains community support for public health programs.

MINIMUM QUALIFICATIONS

Any combination of experience and training which provides the applicant with the level of required knowledge and abilities will be considered.

The minimum qualifications for this position are established in Rule 6 CCR 1014-6. The Executive Director may be a physician, a public health nurse or other qualified public health professional. If the Executive Director is not a physician, the county will employ or contract with at least one medical officer to advise the Executive Director on medical decisions.

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 - A candidate with one year of graduate study in a recognized school of public health is preferred.
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 - Have a master's degree in a public health discipline such as environmental health, health education, epidemiology, health administration/policy, biostatistics, etc.; nursing, public administration, health administration or a closely related discipline; and
 - Have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
 - A nurse candidate shall be licensed to practice in the state of Colorado within six months of hire.

Other qualifications include:

- Extensive experience of management principles including planning, organizing, supervising, and decision making.
- Experience in advancing health equity by addressing systemic health disparities and collaborating with diverse, vulnerable, and underrepresented populations.
- Leadership-level experience in communicating with diverse groups of stakeholders on complex topics.
- Experience with financial management, budgets, contract management, and program management.
- Experience with developing program rules, regulations, and policies.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced level of interpersonal skills necessary to provide effective leadership and develop cooperative working relationships.
- Ability to effectively develop and operationalize Archuleta County's mission and vision statements.
- High level of analytical and technical skills.
- Effective communication, both oral and written.
- Bilingual skills would be a definite plus but are not required.
- Ability to attend to detail when reading/writing reports, reviewing/preparing/presenting budgets, and representing the county at internal/external meetings.
- Ability to manage and track his/her own time and the time of others effectively so that tasks are completed in an efficient manner and deadlines are met.
- Characteristics of dependability, honesty, willingness to take on responsibility and challenges, and is adaptable to change and persistent in solving problems.

TOOLS AND EQUIPMENT USED

- Multi-line central telephone and voice mail system
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- Physical demands include those that may add stress to the hands, wrists, forearms, eyes and back associated with ongoing computer work.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must be able to drive a motor vehicle in inclement weather.
- The employee must be available and capable of effectively working in excess of a standard eight-hour workday and five-day work week.

COGNITIVE DEMANDS

Requires the ability to:

- listen to, read, understand, and communicate the English language so that others are able to understand. This must be done both orally and in writing at the level appropriate for the position.
- arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- recall directions, processes for all essential duties, facts, past conversations, situations, and events.

- focus on relevant information and data, be detail-oriented, and thorough in completing tasks.
- apply general rules to specific situations to produce results that make sense.
- rapidly assess a situation and determine when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- reflect on strategies and plans when adopting an approach to a problem, critically evaluate that approach, and change directions if needed.
- choose the right mathematical methods or formulas to solve a problem.
- understand the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.
- assess the performance of oneself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

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Employee Signature

Date

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.