

DRAFT - SUBJECT TO CHANGE

ARCHULETA COUNTY PUBLIC HEALTH AGENCY TRANSITION OVERVIEW

Quarter 1 - January 1-March 31, 2023	Quarter 2 - April 1-June 30, 2023	Quarter 3 - July 1-September 30, 2023	Quarter 4 - October 1-December 31, 2023
Goals:	Goals:	Goals:	Goals:
* Develop organizational structure to support provision of public health	* Determine Leadership Needs	* Finalize infrastructure for new department	* Confirm budget and ensure all final funding is secured
* Assess Community Health Needs	* Identify programs and services	* Secure staff	* Complete hiring staff and finish onboarding and training
	* Determine Staffing needs	* Prepare and finalize initial 2024 budget	
Tasks:	Tasks:	Tasks:	Tasks:
X BoCC establishes the Agency	X BoCC appoints transitional Board of Health ("BoH")	* Secure funds for programs/services	* Continue proposal and work plan development, ensuring all contracts signed and executed for January 1, 2024
X BoCC forms Transition Oversight Committee ("TOC")	* TAC finalizes its recommendation to TOC/BoH for programs	* Develop proposals, work plans, etc. to get all contracts/funding streams in place for launch date	* Plan for launch of Public Health Department and first weeks of operation
X BoCC forms Transition Advisory Committee ("TAC")	* TOC/BoH determines programs and services desired	* Implement staff recruitment and hiring processes	* Training and onboarding of new staff
* TOC considers approaches to gather input from residents and businesses	* TOC/BoH determines plan/process for hiring staff	* Assure infrastructure is in place for:	* BoCC appoints Board of Health ("BoH")
* TOC determines the plan and process to hire leadership staff	* BoH launches approval process for required fees, rules, procedures, etc.	* Community Engagement * Communications * Human Resources	* BoH holds organizing meeting, appoints its officers, adopts Bylaws and executes MOU to secure County resources
X TAC researches structures for Board of Health	* TAC/TOC gathers input from residents, businesses, and other community partners	* IT and Systems * Finance/Procurement * Facilities	* BoH attends identified trainings and study sessions to build a stronger understanding of the public health needs/services
X TAC researches statutory requirements	X BoH hires Director	* Policies	
X TAC researches staffing needs and certification requirements	* TAC researches grant opportunities	* TAC develops draft rules and regulations for programs, forms needed, etc.	
X TAC researches budgeting requirements	* TAC develops draft Bylaws of BoH	* TAC develops draft information to include on website	
X TAC develops drafts of Mission Statement		* TAC finalizes its recommendation to TOC/BoH for 2024 budget	
X TAC collects copies of all current contracts and reviews for use by Agency		* TOC/BoH develops initial 2024 budget based on programs determined	