



# ADAMS COUNTY BOARD OF HEALTH BYLAWS

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## I. Organization

The Adams County Board of County Commissioners adopted Adams County Resolution 2022-383 on July 19, 2022, establishing the Adams County Board of Health (“Board” or “BOH”) as the governing body of the Adams County Health Department (“ACHD” or “Department”), in compliance with relevant state law. The Board and Department shall have jurisdiction over all areas within Adams County, including municipalities, as provided by law and as outlined in the Board establishing resolution.

These bylaws shall regulate the procedures of the Board with respect to the internal management and governing of the Board. Nothing contained herein shall be construed to conflict with Colorado statutes or any other law or regulation.

## II. Membership

As required by state statute and as outlined in the Board establishing resolution, the Board shall consist of five members (“members”) who shall be appointed by the Adams County Board of County Commissioners (“BOCC”) to serve five-year, staggered terms. All Board members must reside in Adams County. Board members may serve no more than two consecutive, five-year terms.

As recommended by the National Association of Local Boards of Health (“NALBOH”), Board membership should reflect the diversity of the community it serves. The BOCC, after statutory requirements are met, and to the greatest extent possible, shall consider the following when appointing members to the Board:

- Representation of diverse races, ethnicities, ages, socioeconomic statuses, and genders.
- Representation of persons with disabilities.
- Representation of community partners such as healthcare, community-based organizations, businesses, advocacy organizations, and citizens.
- Geographical representation of Adams County, including rural and urban representation.
- 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 meetings on a regular basis.

All Board members shall serve without pay, except that members are entitled to receive reimbursement for actual and necessary expenses incurred due to provision of Board member duties.

## Officers

The Board shall elect from its members a President and a Vice President (“officers”) and such other officers as deemed necessary by the Board. The public health director of the agency (“Executive Director”), or their designee, shall serve as Secretary to the Board but shall not be a member of the Board. All officers shall hold their positions at the pleasure of the Board.

Board officers shall be elected annually from the membership of the Board at the final meeting of each year or at the first Board meeting after the occurrence of a vacancy involving a Board officer. Newly elected officers shall assume their position at the conclusion of the meeting at which elected. Board members shall serve no more than two consecutive terms in any Board officer position.

## Duties of Board Officers

The President shall preside at all meetings of the Board, appoint committees, be an ex-officio member of committees, lead the Board so that the Board performance is consistent with its own bylaws, working agreements, and policies, and perform such other duties that parliamentary custom requires.

The Vice President shall act as President in the absence of the President.

The Secretary shall issue public notices of all Board meetings, attend Board meetings, keep and provide minutes of all Board meetings, and maintain custody and control of the records and books of the Board.

## III. Meetings

### Regular Meetings

Meetings shall occur regularly at locations and times, but at least once every three months, as may be established by resolution of the Board. Regular meetings may also be held via videoconference or teleconference transmission at which time all Board members shall have an opportunity to participate in the same manner as they would participate in a Board meeting at which they are physically present in person.

### Special Meetings

Special Board meetings may be called at the discretion of the President or the Executive Director or a majority of the Board, provided that at least three days' notice or, in the case of an emergency, twenty-four (24) hours' notice, is given to all members and notice to the public is provided in accordance with the Colorado Open Meetings Law.

### Conduct and Record of Meetings

All Board meetings shall be conducted and recorded in accordance with the Colorado Open Meetings Law. Meetings shall be conducted in keeping with general parliamentary procedure.

### Meeting Notices

The posting of Board meeting notices shall be conducted in accordance with the Colorado Open Meetings Law and all Adams County meeting posting requirements.

### Quorum

A majority of Board members present at Board meetings shall constitute a quorum.

## IV. Member Conduct

### Conflict of Interest and Ethical Conduct

Board members shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest. The Board adopts, and each Board member agrees to comply with, the most up to date Adams County Code of Ethics.

### Attendance

Attendance of all members is required at regular meetings. In the event of unavoidable absence, the Board member is expected to notify, prior to the meeting, either the President or Secretary.

### Removal

In the event a member misses three (3) or more Board meetings, the President, Executive Director, or a majority of the Board, may request that the BOCC appoint a replacement member to take the absent Board member's place. Board members may also be removed at the discretion of the BOCC.

### Vacancies

In the event a Board member no longer resides in the County, resigns from the Board, is removed from the Board, or is unable to fulfill the member's Board duties or membership term for any other reason, the BOCC shall appoint a new member to fill the vacancy for the unexpired term.

## V. Finances

The Treasurer of the County shall be the custodian of all funds of the Board of Health and Adams County Health Department.

All monies appropriated, collected, or credited to the Board or Department shall be deposited, through the Adams County Treasurer, in a bank and special fund created by the treasurer. All monies credited to this fund shall be expended in accordance with the Department's approved budget and Adams County Budget and Procurement policies.

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.

## VI. Public Health Director and Staff

### Public Health Director

The Board must select a public health director ("Executive Director") to serve at the pleasure of the Board. The Executive Director is responsible for carrying out all relevant duties and responsibilities outlined in state statute and regulation and shall possess such minimum qualifications as may be prescribed by state

board. The qualifications of the Executive Director shall reflect the resources and needs of the County. If the Executive Director is not a physician, the Board shall employ or contract with at least one medical officer to advise the Executive Director on medical decisions. The Executive Director shall maintain an office location designated by the Board and shall be the custodian of all property and records of the agency.

The Executive Director shall be responsible for the day-to-day management and operations of the Department, including the signing of agreements and the expenditure of Department funds in accordance with the Department's approved budget and all relevant Adams County Budget and Procurement policies. If a purchase order or contract exceeds the maximum approval level for the Executive Director as defined in the Adams County Purchasing Policy, the Executive Director shall obtain prior approval from the Board of Health. The Executive Director is responsible for observing all relevant statutes and regulations as well as all relevant Department, Board, and County policies, including the Adams County Health Department Budget Policy.

### **Department Staff**

Except for the Executive Director, all other personnel required by the Department shall be appointed by the Executive Director and shall perform such duties as prescribed by the Executive Director. The Executive Director will adhere to County personnel policies regarding recruitment and compensation and will adhere to the County's compensation guidelines when hiring and compensating Department employees. 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.

## **VII. Powers and Duties of the Board of Health**

The Board of Health shall have all powers and duties conferred upon the Board of Health by virtue of resolution, regulation, contract, or Colorado statutes, as amended.

## **VIII. Legal Actions and Judicial Review**

The county attorney shall be the legal advisor for the Board and Department and shall bring any civil or criminal action requested by the Executive Director to abate a condition that exists in violation of, or to restrain or enjoin any action that is in violation of, or to prosecute for the violation of or for the enforcement of, the public health laws and the standards, orders, and rules of the state board or county board of health.

## **IX. Amendments to Bylaws**

These bylaws may be amended at any regular meeting of the Board by a majority vote of Board members. Written notice of proposed amendments shall be given at least three days prior to the meeting and such amendments shall not be inconsistent with any Colorado statute or Adams County policies applicable to public health. 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.

Upon motion duly made and seconded the foregoing bylaws were adopted by the following vote:

Gilliam \_\_\_\_\_ Aye  
Keiling \_\_\_\_\_ Aye  
Lindemann \_\_\_\_\_ Aye  
Mahnke \_\_\_\_\_ Aye  
Winkler \_\_\_\_\_ Aye

Board of Health Members

ADOPTED, this 22<sup>nd</sup> day of August, 2022.



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Dr. Sheela Mahnke, President  
Adams County Board of Health

**Bylaw Review and Revision History**

<b>Date of Review</b>	<b>Initials of Reviewer</b>	<b>Summary of Any Changes Made</b>
August 22, 2022	MJS	Original bylaws created.