



# MESA COUNTY PUBLIC HEALTH

*Working Together for a Healthy Community*

## Board of Public Health Meeting Agenda

Thursday, November 17, 2022

11:30 am – 1:30 pm

Health and Human Services Building, Room 2048

<b><u>Business Agenda</u></b>	<b><u>Action</u></b>
11:30 am – Call Meeting to Order <ul style="list-style-type: none"> <li>• Introduction of our Special Guests: Senator Janice Rich, Representative Matt Soper, Representative-Elect Rick Taggart, and Gayle Berry</li> <li>• Declaration of Conflict of Interest</li> <li>• Acceptance of Agenda</li> </ul>	None None  Motion
11:40 am – Presentation <ul style="list-style-type: none"> <li>• Mesa County Public Health Update</li> </ul>	None
12:00 pm - Lunch	None
12:30 am – Consent Agenda <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Monitoring Reports               <ul style="list-style-type: none"> <li>○ 3.1 Treatment of Consumers/Constituents</li> <li>○ 3.2 Treatment of Staff</li> <li>○ 3.8 Communication to the Board</li> </ul> </li> </ul>	Motion
12:40 pm – Self-Evaluation, Mr. Snider <ul style="list-style-type: none"> <li>• 2.3 Agenda Planning</li> <li>• 2.4 Chief Governance Officer Role</li> <li>• 2.5 Vice Chief Governance Officer Role</li> <li>• 2.6 Executive Director in Role as Secretary</li> </ul>	None
12:50 pm – Public Comment Period <ul style="list-style-type: none"> <li>• Public Comment will adhere to the Public Meeting Rules attached to the Agenda.</li> </ul>	None
1:00 pm – Review and Adopt Minutes of Current Meeting	Motion
1:10 – Executive Session Authorized by C.R.S. 24-6-402(4)(b) <ul style="list-style-type: none"> <li>• Policy Discussion</li> </ul>	Motion
1:30 pm – Next Meeting <ul style="list-style-type: none"> <li>• January 26, 2023               <ul style="list-style-type: none"> <li>○ Annual Meeting with Mesa County BOCC</li> </ul> </li> </ul>	None
1:30 pm – Adjourn	Motion
1:30 pm – Updates <ul style="list-style-type: none"> <li>• Director</li> <li>• Board of Public Health</li> </ul>	None None

On November 10, 2022, at 9:00 a.m., Mary Cornforth did post the above public notice of meeting on the bulletin board outside the Mesa County Public Health Administration office at 510 29 ½ Rd, Grand Junction, Colorado, on the above-referenced Agenda. Meeting notification was also published on the Mesa County Public Health website at <https://health.mesacounty.us/board-of-health/>.

**MESA COUNTY BOARD OF PUBLIC HEALTH  
November 17, 2022 - Contract Summary**

Item	Program	New FTE's	Prior Year Amount	Current Amount	Timeframe
2022-75	Colorado Shines Brighter - Univeral Preschool Local Coordinating Organization			\$ -	September 1, 2022 to June 30, 2023
			\$ -	\$ -	

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**2022-77 Colorado Shines Brighter –  
Universal Preschool Local Coordinating Organization  
Contract Summary**

**Status:** This is a new contract with the Department of Early Childhood (CDEC) awarded to the Partnership for Children and Families (PCF); MCPH acts as the fiscal agent.

**Contract Period:** September 1, 2022 – June 30, 2023

**Synopsis:** The contract is for PCF to serve as the Local Coordinating Organization (LCO) for early childhood and family support programs and services provided to children and families in Mesa County.

PCF will develop a unified plan with community partners for the successful rollout of Universal Preschool (UPK) and longer-term birth to five goals for the delivery of comprehensive early childhood services and supports for Mesa County families.

The contract meets the following Board of Health Ends Policies:

**End Statement 2** – Influence the number and quality of educational opportunities to optimize children’s learning.

*Mean 1* – Double the number of high-quality, licensed child care slots in Mesa County (high quality defined as 3 and above in CO Shines rating for child cares and all school-aged programs).

**Ends Statement 4** – Influence social and community context related to initiatives that seek to shape community policies and practices that promote quality of life.


*Mean 1*– Achieve 80% of current year outcomes for each of the Healthy Mesa County Initiatives (CTC/CTG, Trails, child maltreatment, CC8K, suicide prevention, substance abuse prevention).

**Financial:** The contract agreement is for \$0.00 for ten months, and draws from a statewide pool of \$4 million based on participation in the program. A companion administration contract is anticipated to cover costs associated with the implementation of UPK. PCF submitted its initial plan and budget for FY 22-23 on October 31, 2022. This agreement is likely to renew for many years with fixed amounts in the contract after participation history helps establish annual totals.

**Recommendations:** Approve this contract so Mesa County Public Health/PCF can support the implementation of universal preschool in Mesa County.

**INTERNAL MONITORING REPORT  
TREATMENT OF CONSUMERS/CONSTITUENTS  
November 17, 2022**

I hereby present a monitoring report to you on your Executive Limitation policy, "Treatment of Consumers/Constituents." I certify that the information contained this report is to the best of my knowledge, true.

Signed:  Date November 17, 2022

**BROADEST POLICY PROVISION 3.1:** With respect to interactions with consumers or constituents, or those applying to be consumers, the Executive Director shall not cause or allow conditions, procedures, or decisions which are unsafe, untimely, undignified, or unnecessarily intrusive.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I interpret this policy to mean HIPAA compliance, good customer service, compliance with medical policies and procedures, positive community presence, and appropriate and timely follow through.

**POLICY PROVISION 3.1.1:** The Executive Director shall not elicit information for which there is no clear necessity.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** Mesa County Public Health operates within the parameters as outlined in the Mesa County [IT policies and procedures](#), Mesa County Public Health [Confidentiality Policy](#), and the policies and procedures documents related to the various programs administered through Mesa County Public Health.

I report compliance.

**POLICY PROVISION 3.1.2:** The Executive Director shall not use methods of collecting, reviewing, transmitting, or storing consumer information that fails to protect against improper access to the elicited material.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** Mesa County Public Health operates within the parameters as outlined in the Mesa County Public Health Confidentiality Policy, the [Colorado Open Records Act](#), HIPAA policies, and Mesa County [IT policies and procedures](#). We have received no information to indicate noncompliance.

I report compliance.

**POLICY PROVISION 3.1.3:** The Executive Director shall not operate facilities that are not appropriately accessible and private.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** Facilities occupied by Mesa County Public Health are operated by Mesa County and its Facilities Department. To the best of our knowledge, our facilities are in compliance with all building and maintenance codes and Americans with Disabilities Act (ADA) requirements in place at the time the building was constructed. The Mesa County Facilities Department is responsible for all ADA compliance.

I report compliance.

**POLICY PROVISION 3.1.4:** The Executive Director shall not communicate to consumers in a manner that does not provide a clear understanding of what may be and what may not be expected from the service (s) offered.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** To ensure standards for communication, Mesa County Public Health has adopted a [communications policy](#) that provides guidelines for [agency branding](#), communication with partners, program marketing and community presentations.

I report compliance.

**POLICY PROVISION 3.1.5:** The Executive Director shall not fail to inform consumers of this policy, or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** HIPAA policies require disclosure of Mesa County Public Health privacy practices through the posting of a patient bill of rights and a signed privacy acknowledgment in each patient file. Mesa County Public Health website has a [contact us](#) link, which contains a secure link to provide feedback on any item of privacy or security concern.

Mesa County Public Health is HIPAA compliant. Any identified concerns are addressed with a periodic risk assessment and improvement process to include training regarding the results of assessments and reported privacy concerns.

I report compliance.

**POLICY PROVISION 3.1.6:** The Executive Director shall not discriminate in serving consumers or constituents on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation or marital, parental or military status when these conditions do not apply to the services being provided.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.


**DATA:** Mesa County Public Health operates within the parameters as outlined in the non-discrimination policies and procedures documents related to the various programs administered through Mesa County Public Health. Mesa County Public Health has adopted a [non-discrimination policy](#) as part of its administrative policies.

I report compliance.

**The Mesa County Board of Public Health has read and reviewed this document and finds that it demonstrates acceptable performance.**

**INTERNAL MONITORING REPORT  
TREATMENT OF STAFF  
November 17, 2022**

I hereby present a monitoring report to you on your Executive Limitation policy, "Treatment of Staff." I certify that the information contained in this report is, to the best of my knowledge, true.

Signed:  \_\_\_\_\_ Date November 17, 2022

**BROADEST POLICY PROVISION 3.2:** With respect to the treatment of paid and volunteer staff, the Executive Director may not cause or allow conditions that are unsafe, unfair, undignified, disorganized, or unclear.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I submit this statement is clear as presented, within the parameters as outlined in the Mesa County Human Resources Policies and Procedures Manual.

**POLICY PROVISION 3.2.1:** The Executive Director shall not operate without written personnel policies which: (a) clarify rules for staff, (b) provide for effective handling of grievances, (c) protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons and (d) comply with all Mesa County employee requirements.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Mesa County Public Health will follow county policies and procedures.

**DATA:** Per the agreement between the Mesa County Board of Public Health and the Mesa County Commissioners, Mesa County Public Health operates as a department of Mesa County. As such, Public Health is subject to the provisions of the [Mesa County Human Resources Policies and Procedures Manual](#). Mesa County Public Health has developed and implemented supplemental policies to provide additional direction and expectations for Public Health employees.

I report compliance.

**POLICY PROVISION 3.2.2:** The Executive Director shall not operate without a written social media policy.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** Mesa County Public Health will actively participate in social media with certain restrictions and parameters.

**DATA:** Mesa County Public Health currently administers Facebook, Instagram, Nextdoor, and Twitter accounts. A [social media policy](#) was adopted on February 24, 2014, and revised on August 28, 2018.

I report compliance.

**POLICY PROVISION 3.2.3:** The Executive Director shall not discriminate in its hiring activities on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, or military status.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** Discrimination is the judgmental treatment of an employee based on their actual or perceived affiliation to a certain group or category.

**DATA:** Mesa County Public Health follows the Mesa County Human Resources Policies and Procedures Manual and has not received information indicating a discrimination problem. See Human Resources Policy 4.01 General Employment Principles.

I report compliance.

**POLICY PROVISION 3.2.4:** The Executive Director shall not retaliate against any staff member for non-disruptive expression of dissent.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** Retaliation is a harmful action against an employee in response to a grievance. Retaliation is not tolerated and is dealt with in a manner consistent with the Mesa County Human Resources Policy and Procedures Manual.

**DATA:** Mesa County Public Health has not received information from Human Resources indicating a retaliation problem. Leadership aims to be proactive in assessing employee engagement by conducting an annual employee survey. In 2021, MCPH’s overall engagement score was 4.08 on a 5-point scale (3.92 in 2020). The areas receiving the highest score included:

- My manager, or someone at work, seems to care about me as a person.
- The mission or purpose of my agency makes me feel my job is important.
- At work, I have the opportunity to do what I do best every day.

The 2022 survey will be sent to employees in November; results will be shared with the board at the next meeting. MCPH is utilizing the same Gallup standardized instrument as in 2021. The survey allows us to determine the relationship between overall employee satisfaction and a variety of specific indicators.

I report compliance.

**POLICY PROVISION 3.2.5:** The Executive Director shall not fail to acquaint staff with the Executive Director’s interpretation of their protections under this policy.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** All Mesa County Public Health staff should be familiar with the Mesa County Human Resources Policy and Procedures Manual and the internal Public Health policies.

**DATA:** As part of the orientation process, all employees are familiarized with the Mesa County Human Resources Policy and Procedures Manual that is available on the Mesa Wave intranet. Internal policies are also reviewed and acknowledged on the Public Health’s [employee site](#).

I report compliance.

**POLICY PROVISION 3.2.6:** The Executive Director shall not allow staff to be unprepared to deal with emergency situations.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** Emergency situations are those that threaten the health and safety of Mesa County Public Health employees while engaged in work-related activities.

**DATA:** Mesa County Public Health works collaboratively with Mesa County Human Services to develop and maintain emergency action procedures for the Community Services Building. Building safety

procedures are reviewed with new employees during the first day of employment. Safety topics are regularly presented during all-staff meetings, and the monthly employee newsletter features a Safety Zone section.

I report compliance.

**The Mesa County Board of Public Health has read and reviewed this document and finds that it demonstrates acceptable performance.**



**INTERNAL MONITORING REPORT  
COMMUNICATION TO THE BOARD  
November 17, 2022**

I hereby present my monitoring report on your Executive Limitations policy “Communication to the Board” according to the schedule set out. I certify that the information contained in this report is true.

Signed:  \_\_\_\_\_ Date: November 17, 2022

**BROADEST POLICY PROVISION 3.8:** The Executive Director shall not permit the board to be uninformed or unsupported in its work.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** The Executive Director will provide the board with all the information and perspectives necessary to make informed decisions, and all the mechanisms required to do their work.

**POLICY PROVISION 3.8.1:** The Executive Director shall not neglect to submit monitoring data required by the board (see policy on Monitoring Executive Director Performance in Board/Management Relationship) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored and including Executive Director interpretations.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** The Executive Director presents monitoring data within a standard report format that provides each policy provision, the Executive Director's interpretation of each provision, and data in support of the Executive Director's declaration of compliance or non-compliance. The Executive Director performs due diligence to ensure the accuracy of monitoring reports. Reports are generated in accordance with the schedule in Policy 4.4.6 and are submitted to the board at least two days prior to the regular board meeting.

I report compliance.

**POLICY PROVISION 3.8.2:** The Executive Director shall not allow the board to be unaware of any actual or anticipated noncompliance with any Strategic Priorities or Executive Limitations policy of the Board.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** A monitoring report for each Strategic Priority and Executive Limitations policy is generated at least annually, per the monitoring schedule set forth in policy 4.4.6. The Executive Director verbally highlights any partially- met policies for the board prior to a monitoring affirmation vote.

I report compliance.

**POLICY PROVISION 3.8.3:** The Executive Director shall not let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, and material external and

internal changes, particularly change in the assumptions upon which any board policy has previously been established.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** The Executive Director’s report is included in every board meeting agenda. When the Executive Director report is prepared, consideration is given to relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes within the organization. Additionally, several of these areas are outlined in and monitored through various Mesa County policies and procedures.

I report compliance.

**POLICY PROVISION 3.8.4:** The Executive Director shall not allow the Board to be unaware that, in the Executive Director's opinion, the board does not comply with its own policies on Governance Process and Board-Management Relationship, particularly in the case of board behavior that is detrimental to the working relationship between the Board and the Executive Director.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** To date, the Executive Director has not observed noncompliance with Governance Process and Board-Management Relationship policies.

I report compliance.

**POLICY PROVISION 3.8.5:** The Executive Director shall not fail to generate for the board as many staff and external points of view, issues, and options as the board determines it needs for fully informed board choices.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** As the need arises for the board to take action on governance issues such as regulations, resolutions, or consent agenda items, the Executive Director will schedule the appropriate parties to brief the board.

**DATA:** The Executive Director schedules Mesa County Public Health program managers to present emerging issues as they arise.

I report compliance.

**POLICY PROVISION 3.8.6:** The Executive Director shall not present information in an unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types:

3.8.6.1 Monitoring

3.8.6.2 Decision preparation (or action item)

3.8.6.3 Incidental/FYI

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** The Board of Public Health agenda format clearly differentiates between monitoring, decision preparation, and incidental information. Monitoring reports are presented in a standard format that addresses each policy provision directly and simply. Decision preparation items are listed under the governance process on the agenda. The Executive Director verbally explains the issue if clarification is required by the board. Incidental information is presented verbally during the Executive Director report.

I report compliance.

**POLICY PROVISION 3.8.7:** The Executive Director shall not allow the board to be without a workable mechanism for official board, officer, or committee communications.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** The Executive Director will provide multiple reliable methods to communicate with the board between meetings. Board member contact information will be made accessible to the board.

**DATA:** The Executive Director uses email and the Board of Public Health Google Site to communicate with the board between meetings. The Google Site includes a board member contact sheet that the board can reference at any time. Board members also email information to the Executive Director to forward to the rest of the board. Board members receive a copy of the monthly Mesa County Public Health newsletter and a copy of all Mesa County Public Health press releases. The Executive Director meets with the Chief Governance Officer and Vice Chief Governance Officer at least two days prior to each regular Board of Public Health meeting.

I report compliance.

**POLICY PROVISION 3.8.8:** The Executive Director shall not deal with the board in a way that favors or privileges certain board members over others except when:

3.8.8.1 Fulfilling individual requests for information.

3.8.8.2 Responding to officers or committees duly charged by the board.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** All board members are invited to the same board development opportunities and special events. The Executive Director responds to individual board members’ requests for information and includes all board members in the communication of that information.

I report compliance.

**POLICY PROVISION 3.8.9:** The Executive Director shall not fail to supply for the consent agenda all items delegated to the Executive Director yet required by law or contract to be board-approved, along with applicable monitoring assurance.

**EXECUTIVE DIRECTOR’S INTERPRETATION:** The Executive Director signs all Mesa County Public Health contracts, which are then ratified by the Board of Public Health at a subsequent board meeting.

**DATA:** As Mesa County Public Health receives contracts, the Executive Director places them on a consent agenda for consideration at subsequent Board of Public Health meetings. The board has the opportunity to review and approve all contracts.

I report compliance.

**POLICY PROVISION 3.8.10:** The Executive Director shall not fail to inform the board if at any time the department does not comply with the Provision of Core Public Health Services or other requirements of the Colorado Department of Public Health and Environment.

**EXECUTIVE DIRECTOR'S INTERPRETATION:** I submit this statement is clear as presented.

**DATA:** The operations and programs of Mesa County Public Health are built upon the Core Public Health Services, as outlined in SB08-194, the 2008 Public Health Act. Mesa County Public Health complies with all fiscal and contractual requirements of the Colorado Department of Public Health and Environment.

I report compliance.

**The Mesa County Board of Public Health has read and reviewed this document and finds that it demonstrates acceptable performance.**