



Monday, August 7, 2023

3:00 pm

Health and Human Services Building, Room 2048

Board Members Present: Stephen Daniels, MBA (Chair), Michael White, MD (Vice Chair), Mona Highline, Janet Rowland, John Sheehan, MBA, FACHE, Marguerite Tuthill, MPH, Trish Weber, MD, and Todd Hollenbeck (Interim Executive Director)

Guests Present: Todd Starr, Brenda Moore, Ross Mittelman, MCPH staff and public attendees

	Agenda Item	Discussion	Action Taken	Follow-up Items and Next Steps
Business Agenda				
1	Call Meeting to Order		Mr. Daniels called the meeting to order.	
2	Welcome to New Board Members	John Sheehan and Trish Weber were appointed by the Board of County Commissioners (BOCC) on 7-25-23.		
3	Declaration of Conflict of Interest for Agenda Items	There were no conflicts.		
4	Adoption of Minutes		It was moved by Commissioner Rowland and seconded by Ms. Highline to make a change to the 7-10-23 Minutes to include more detail on Item 8. It was moved by Mr. Sheehan and	Update the 7-10-23 minutes to include that Todd Hollenbeck's salary increase will be paid by Public Health.



			seconded by Dr. White to approve the minutes from 6-7-23, 7-10-23 (revised), 7-12-23, and 7-14-23. Motion carried unanimously.	
5	Contracts	<p>Ross Mittleman gave background information on the Singletrack Trails contract and answered questions from the Board.</p> <p>There was discussion on the general process for contract execution.</p>	<p>It was moved by Ms. Tuthill and seconded by Mr. Sheehan to approve the Singletrack Trails contract. Motion carried unanimously.</p> <p>There was no public comment.</p>	
6	Recruitment for Executive Director	<p>Ms. Moore gave an overview of the Executive Director position posting and the changes she made to the draft job description. The Board asked questions and made recommendations for changes.</p> <p>The Board discussed the posting length and salary range; it was decided to post for one month with the addition of two week increments as needed, with a range starting at \$175,000.</p>	<p>It was moved by Dr. White and seconded by Ms. Tuthill to have Ms. Moore proceed with the Executive Director job posting with the recommended changes. Motion carried unanimously.</p> <p>Dr. Betsy Longenecker made comments to the Board.</p>	<p>Research national organizations for additional avenues for posting the position.</p> <p>Ms. Moore will connect Tara and the Board to NeoGov to view applications.</p> <p>Tara will send weekly emails to Mr. Daniels, Dr. Weber, and Mr. Sheehan with applicants.</p>
7	Interim Director Updates	Mr. Hollenbeck gave an agency update to the Board and		Tara will send the BOPH meeting notice



		answered questions from the Board.		subscription link to the County's list and will promote on social media.
8	Future Work Session Topics and Schedule	<p>Additional topics for work sessions were discussed: Attorney's Office overview of open record laws and financial overview.</p> <p>Work sessions were scheduled for 8-21-23 and 9-25-23, and there was discussion about scheduling an all day session for October. All regular meetings and work sessions will be scheduled from 5-7 pm.</p>		Agenda for the next work session scheduled for 8-21-23: financial overview, Attorney's Office overview of open record laws, IGA, and bylaws.
9	Intergovernmental Agreement MCA 2012-079 Review and Discussion	The Board and Mr. Starr discussed the Intergovernmental Agreement MCA 2012-079 and made suggestions for changes.		Mr. Starr will revise and create a redline document to bring to the next work session.
10	Board of Public Health Bylaws	The Board and Mr. Starr discussed the BOPH Bylaws and made suggestions for changes.		Mr. Starr will revise and bring to the next work session.
11	Board of Public Health Governance Model	The Board and Mr. Starr discussed the governance model used by the previous		Tara will cancel the current subscription.



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		Board, and the Board decided to discontinue use of the model.		
12	Unscheduled Business		There was no public comment.	
13	Executive Session pursuant to C.R.S. Section 24-6-402(4)(f) for the purpose of discussing personnel matters.		<p>It was moved by Commissioner Rowland and seconded by Ms. Tuthill at 5:18 pm to go into Executive Session as authorized by C.R.S. Section 24-6-402(4)(f) for the purpose of discussing personnel matters. Motion carried unanimously. All BOPH members, Todd Hollenbeck, Todd Starr, and Tara Leach were in attendance.</p> <p>The executive session concluded at 5:57 pm.</p>	
14	Adjourn			