

**Minutes of the Mesa County Board of Public Health Special Meeting  
Held February 3, 2023  
Health and Human Services Building, Room 2048, 510 29 ½ Road, Grand Junction, CO 81504**

Board Members Present: Will Hays, MSSW (CGO), Errol Snider, MHRM (VGO), Derek Wagner, Gretchen Gore, MNM, and Debra Monaghan, MD, MSPH

	<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken</b>	<b>Follow-up Items and Next Steps</b>
<b>Business Agenda</b>				
1	Call meeting to order		Mr. Hays called the meeting to order.	
2	Review and adopt minutes of the January 31 <sup>st</sup> meeting.		It was moved by Mr. Snider. and seconded by Mr. Wagner to adopt the meeting minutes. Motion carried.	
3	<b>Executive Session</b>  Authorized C.R.S. 24-6-402(4)(b) for conference with an attorney for the Mesa County Board of Public Health for the purpose of receiving legal advice regarding MCA 2012-097 Agreement between Mesa County, Colorado Board of County Commissioners and Mesa County Board of Health and discussing internal contract and procurement review performed at the direction of the Mesa County Attorney's Office and any personnel matters related thereto.	Mr. Hays requested that the Board enter into an executive session to discuss the audit.	It was moved by Ms. Monaghan and seconded by Ms. Gore at 10:07 am to go into Executive Session as authorized by C.R.S. 24-6-402(4)(b). Motion carried unanimously.  It was moved by Mr. Snider. and seconded by Mr. Wagner. to return to regular session at 11:11 am. Motion carried.	
4	<b>Procurement Process</b>  Discussion regarding improvement of procurement processes and related issues.	Jeff has reviewed the plan.	It was moved by Mr. Wagner. and seconded by Ms. Monaghan to adopt the action plan which contains items 1-8	

			and is attached to the minutes. Motion carried.	
5	Review and adopt minutes of the current meeting.		It was moved by Mr. Snider and seconded by Ms. Gore to adopt the meeting minutes. Motion carried.	
6	Adjourn		Meeting Adjourned	

**February 3, 2023**

## **Mesa County Board of Public Health**

### **Plan of Action**

The Mesa County Public Health Director (“Public Health Director”) shall implement the following plan of action to improve processes of MCPH:

1. Intergovernmental Agreement with Mesa County and Collaboration with Mesa County. The Public Health Director is responsible to ensure that MCPH complies with the intergovernmental agreement (MCA 2012-097) between Mesa County, Colorado Board of County Commissioners and MCPH in all aspects including procurement. No actions shall be taken for the purpose of avoiding such policies. The Public Health Director shall work collaboratively with the Mesa County Finance Administrator and other staff of Mesa County in a positive manner to help ensure that processes and procedures for finance and procurement work efficiently and effectively. The Public Health Director shall make reasonable efforts to regularly attend BOCC meetings and meetings when the Public Health Director’s presence is requested by the BOCC.
2. Contracts. All contracts to be entered into by MCPH shall be provided to and approved by the Mesa County Board of Public Health (“Board”) prior to entering into the contracts.
3. P-Card Reports and Gift Card Purchases. Reports of P-Card usage by the Public Health Director shall be provided to the Chair and Vice Chair of the Board for review and approval at the end of each month. P-Cards shall only be used for purchases that are allowed by Mesa County procurement policies. Gift cards shall not be purchased by MCPH unless such purchases are approved by the Public Health Director and either the Board or the Chair of the Board and are allowed the Mesa County procurement policies.
4. Training and Coding. All persons who are engaged in procurement for MCPH shall be trained on compliance with Mesa County procurement policies and a report documenting such training shall be provided to the Board. All persons who are engaged in procurement for MCPH that involves coding shall be trained on proper coding of all purchases and a report documenting such training shall be provided to the Board.
5. Employee Events. All MCPH sponsored employee events involving MCPH employees shall be held in office unless otherwise approved by the Board or the Chair of the Board.

6. Consultant Retention/Compliance. The Public Health Director shall assist the Board in retaining the services of a qualified consultant to review current procurement practices and to provide the Board with guidance on the recommended best practices for procurement consistent with the mission and purposes of MCPH. The consultant's consideration of best practices shall include, but not be limited to: considering the need for a part-time or full-time staff person focused on compliance and reporting, developing and implementing a compliance plan and examining the need for a hotline to be used for anonymous reporting of any noncompliance. The consultant shall be chosen by the Board and shall report directly to the Board.
7. Culture Assessments/Leadership Training. The Public Health Director shall work with the Board to implement regular assessments of staff and leadership culture in MCPH with reports being made to the Board. The Public Health Director shall work with the Board to implement leadership training for the Public Health Director and the Public Health Director's executive team members.
8. Bylaws/Job Description. The Public Health Director shall work with the Board to revise the Bylaws of MCPH and to create a detailed job description for the Public Health Director.