ADAMS COUNTY
HEALTH DEPARTMENT
Your Health. Our Mission.

Adams County Board of Health
Special Meeting Minutes

Monday, August 14, 2023   **The Ranch Country Club**
12:00 p.m.   **11887 Tejon St Westminster, CO 80234**

The public is welcome to attend the Adams County Board of Health meeting in-person at The Ranch Country Club, 11887 Tejon St. Westminster, CO 80234; or remotely via the livestream bit.ly/3DyyCm4 Passcode: 139099. The Board of Health agenda and meeting information can be viewed online at https://bit.ly/4530qdNh

1. **Call to order**
   The meeting was called to order at 12:32 p.m.

2. **Roll call**
   Board of Health Members
   - Dr. Dee Dee Gilliam – present
   - Brett Keiling, RN - present
   - Jeremiah Lindemann - present
   - Dr. Sheela Mahnke – present
   - Dr. Lisa Winkler – present

   Health Department Leadership:
   - Kelly Weidenbach, DrPH, MPH, Executive Director Adams County Health Department - present
   - Brian Hlavacek, MAS, REHS, Environmental Health Division Director - present
   - Adam Anderson, MPH, MURP, Epidemiology & Data Science Division Director - present
   - Darci Martinez, DNP, FNP-C, Nursing Division Director - present
   - Monica Buhlig, MPH, Health Equity & Strategic Initiatives Division Director – present
   - Michelle Harris, MPH, RDN, Nutrition and Family Health Division Director - present
   - Bernadette Albanese, M.D., MPH, Medical Officer – present
   - Michael Young-Hall, Public Health Performance & Business Excellence Division Director – present

   County Leadership:
   - Mellissa Sager, J.D., Assistant County Attorney – present virtually

   Adams County Health Department Staff present:
   - Erin Phillips, Public Health Performance Management Coordinator

3. **Review and approval of agenda**
   The August 14, 2023, agenda was reviewed and approved by the board.

4. **Approval of previous meeting minutes, July 20, 2023**
   Brett Keiling, RN, motioned to approve the July 20, 2023, meeting minutes, seconded by Dr. Dee Dee Gilliam. All in favor and the motion carried.

5. **Board governance concepts and decision-making, Mellissa Sager, Assistant County Attorney**
   This presentation is available for viewing on the Adams County Health Department website:
   https://adamscountyhealthdepartment.org
   The objective of this presentation was to (1) review documents that influence Board of Health governance, including state statute, state board of health regulations, Board of County Commissioner resolutions, Board of Health resolutions, and Board of Health Bylaws; (2) Discuss needed changes to Board of Health governing documents and any additional changes flagged by the Board of Health members; and (3) Address questions and areas in which a deeper dive may be warranted.

   - By-law changes
   - Review of statue
   - Other national recommendations

6. **Process, Dr. Kelly Weidenbach, Executive Director, Adams County Health Department**
   This presentation is available for viewing on the Adams County Health Department website:
   https://adamscountyhealthdepartment.org

   - BoH self-evaluation
   - Executive Director evaluation
   - BoH member orientation
   - BoH and staff role clarity

7. **Reflections, Dr. Kelly Weidenbach, Executive Director, Adams County Health Department**

   - 1 year feedback

8. **Overview of Strategic Planning, Erin Phillips, Public Health Performance Management Coordinator**
   This presentation is available for viewing on the Adams County Health Department website:
   https://adamscountyhealthdepartment.org
   Erin Phillips, Performance Management Coordinator, walked the Board of Health through the strategic planning framework and process that staff will be going through August 22nd- 25th. The whole group, including the Board of Health, ACHD leadership, and staff went through a facilitated session to develop purpose statement for the Health Department. Finally, everyone brainstormed the expectations for what they would like to see come out of the strategic planning session.

- Process
- Outcomes
- Roles

9. **Comments, announcements, and other business**

10. **Adjournment**
   Motion to adjourn the meeting at 4:50p.m. was made by Brett Keiling R.N. and seconded by Dr. Dee Dee Gilliam. All in favor and the motion carried.

   * Notes that a decision or vote needs to be made by the board