



Board of Health Meeting Minutes

Date: 8/22/2022 Time: 4:30pm

Roll Call: Attendees and Absentees

Board of Health Members:

- Dr. Dierdre Gilliam – PRESENT
- Brett Keiling – PRESENT
- Jeremiah Lindemann – PRESENT
- Dr. Sheela Mahnke – PRESENT
- Dr. Lisa Winkler – PRESENT

Health Department Leadership:

- Kelly Weidenbach – Public Health Transition Director – PRESENT
- Brian Hlavacek – Environmental Health Division Director – PRESENT
- Adams Anderson – Epidemiology & Data Science Division Director – PRESENT
- Darci Martinez – Public Health Nursing Division Director – PRESENT
- Monica Buhlig – Public Health Policy & Public Affairs Manager – PRESENT
- Doug Glenn – Public Health Informatic Manager – PRESENT

County Leadership:

- Heidi Miller – County Attorney – PRESENT
- Debbie Hearty – Director of Culture Services – PRESENT
- Mellissa Sager – Assistant County Attorney – Health – PRESENT
- Noel Bernal – County Manager – PRESENT

Orders of Business

Dr. Kelly Weidenbach opened the meeting.

Unfinished Business:

- None

New Business:

- **Selection of Board Officers**

1. Dr. Sheela Mahnke volunteered to serve as the Board of Health's first President, mentioning her experience serving on city council. The Board voted unanimously in support of Dr. Mahnke serving as President and the motion carried.
 - **Motion:** Mahnke made a motion that the Board elect her to serve as President.
 - **Second:** Gilliam
 - **Approve:** Keiling, Lindemann, Winkler
 - **Dissent:** none
 - **Abstain:** none

2. Dr. Dierdre Gilliam volunteered to serve as the Board of Health’s first Vice President. The Board voted unanimously in support of Dr. Gilliam serving as Vice President and the motion carried.
 - **Motion:** Dr. Gilliam made a motion that the Board elect her to serve as Vice President.
 - **Second:** Keiling
 - **Approve:** Lindemann, Manke, Winkler
 - **Dissent:** none
 - **Abstain:** none
 3. Public Health Executive Director or their designee serve as Board Secretary. The Board voted unanimously in support of the Executive Director or their designee serving as Secretary and the motion carried.
 - **Motion:** Brett Keiling made a motion to have the Public Health Executive Director serve as Board Secretary.
 - **Second:** Gilliam
 - **Approve:** Lindemann, Manke, Winkler
 - **Dissent:** none
 - **Abstain:** none
- **Review and Approval of Bylaws**
 1. Mellissa Sager, Assistant County Attorney – Health, presented each section of draft bylaws to the Board. Heidi Miller, County Attorney, mentioned that while draft bylaws had been created by our office, the Board was encouraged to ask questions and make changes if necessary.
 2. Dr. Kelly Weidenbach mentioned that it is best practice to review bylaws on a regular basis and that the Board would be empowered and encouraged to review and make changes to the bylaws on a regular schedule.
 3. Mellissa Sager flagged term limits on Board Officers as a decision point for the Board – Would they like to limit the number of annual terms that Board Officers would be permitted to serve consecutively? The Board discussed and agreed that Officers should be limited to two consecutive one-year terms. This change was made to the draft bylaws.
 4. Mellissa flagged a change to the “Finance” section of the draft bylaws – The draft bylaws originally said the Board would designate, by resolution, a bank and account where health department and Board funds would be deposited. Statute delegates this authority to the County Treasurer, who also serves as the Board/Health Department Treasurer. This section was changed to clarify that the County Treasurer would designate the bank and account for the Board and Health Department funds.
 5. The Board suggested that regular review of the bylaws, as a best practice, be included in the bylaws. Bi-annual review was suggested, and the “Amendments” section was updated to reflect this addition.
 - **Motion:** Dr. Gilliam made a motion to amend and pass the bylaws as discussed.
 - **Second:** Manke
 - **Approve:** Lindemann, Keiling, Winkler
 - **Dissent:** none
 - **Abstain:** none
- **Resolution to Set Board’s Regular Meeting Schedule**
 1. Mellissa Sager provided the statutory requirements for meetings and Dr. Weidenbach provided information on logistical limitations, mainly that the Adams County Government Center building is closed on Mondays. Dr. Weidenbach also recommended that Regular Meetings of the Board be held in person.

2. The Board discussed several different day and time options.
 - **Motion:** Brett Keiling made a motion to set the Boards Regular Meeting schedule for the third Thursday of each month at 17:30 with the next Regular Meeting being Thursday, September 15th.
 - **Second:** Lindemann
 - **Approve:** Mahnke, Keiling, Winkler
 - **Dissent:** none
 - **Abstain:** none

Executive Session

- Executive Session Pursuant to C.R.S. § 24-6-402(4)(b) and (f) for the Purpose of Receiving Legal Advice and Discussing Personnel Matters Related to the Appointment of the Public Health Executive Director.
 1. Heidi Miller moved the Board into Executive Session.

Future Action Steps

- None

Closing

- Given that the Executive Session ran late, Dr. Weidenbach suggested moving the Study Session agenda items to the next Board meeting. The Board agreed. The Board had no additional questions or comments.
- Mellissa Sager closed out the meeting.