



ADAMS COUNTY HEALTH DEPARTMENT

Together for a Healthier Adams County

SECOND AMENDED ADAMS COUNTY BOARD OF HEALTH BYLAWS

I. Organization

The Adams County Board of County Commissioners (“BOCC”) adopted Adams County Resolution 2022-383 on July 19, 2022, establishing the Adams County Board of Health (“Board” or “BOH”) as the governing body of the Adams County Health Department (“ACHD” or “Department”), with jurisdiction over all unincorporated areas and over all municipal corporations within the territorial limits of Adams County.

These Adams County Board of Health Bylaws (“Bylaws”) shall govern the Board with respect to its meetings and transaction of Board business.

II. Compliance with Applicable County Policies and the Law

ACHD and the Board will adhere to all applicable federal, state, and local law in the exercise and performance of all powers and duties vested in or imposed upon the Board and Department and in the transaction of all Board and Department business. Nothing contained in these Bylaws shall be construed to conflict with federal, state, or local law.

The Board, Public Health Director, Medical Officer and all other Department personnel will adhere to all applicable Adams County finance and ethics policies, including Budget Policies, Purchasing Policies and the Code of Ethics; Adams County personnel policies regarding recruitment, compensation, benefits (including leave accruals and holidays), and expense allowances, as set forth in policy for all County employees; Adams County compensation guidelines regarding hiring and compensating Health Department employees; and the BOCC Resolution Approving Adams County Health Department Budget Policy.

III. Membership

The Board will consist of five members (“Members”) appointed by the BOCC and will serve five-year, staggered terms. All Board Members must reside in Adams County. Board Members may serve no more than two consecutive, five-year terms. Partial-terms of less than five years shall not count toward the two-consecutive-term-limit.

As recommended by the National Association of Local Boards of Health (“NALBOH”), Board membership should reflect the diversity of the community it serves. The BOCC, after statutory requirements are met, and to the greatest extent possible, shall consider the following when appointing Members to the Board:

- Representation of diverse races, ethnicities, ages, socioeconomic statuses, and genders.
- Representation of persons with disabilities.
- Representation of community partners such as healthcare, community-based organizations, businesses, advocacy organizations, and citizens.

- Geographical representation of Adams County, including rural and urban representation.
- Representation from a broad range of professional backgrounds including public health; environmental health; medical/nursing; health equity; health promotion/education; mental health/social work; education; advocacy; media relations; and business.

Ideal candidates should also have a clear understanding of the underpinnings of social determinants of health, social justice, and health equities; knowledge of or experience working with public health programming; and commitment to attending Board meetings on a regular basis. All Board members shall serve without pay, except that Members are entitled to receive reimbursement for actual and necessary expenses incurred due to provision of Board member duties.

Board Officers

The Board shall elect from its Members a President, Vice President, Secretary, and such other Officers as deemed necessary by the Board. All Officers shall be elected by Board resolution and shall hold their positions at the pleasure of the Board.

Except for Secretary, Board Officers shall be elected at the February meeting of each year or, if not possible, at a meeting scheduled as soon as possible thereafter. If a vacancy involving a Board Officer occurs, the Board shall elect a Board Member to fill that Officer position at the first Board meeting after the vacancy occurs. Newly elected Officers shall assume their position at the conclusion of the meeting at which they are elected. Board Members shall serve no more than two consecutive one-year terms in any Board Officer position. Partial terms of less than one year shall not count toward the two-consecutive-term-limit.

Duties of Board Officers

President

The President shall preside at all meetings of the Board, appoint committees, be an ex-officio member of committees, lead the Board so that the Board performance is consistent with these Bylaws, working agreements, and policies, and perform such other duties that parliamentary custom requires.

Vice President

The Vice President shall act as President in the absence of the President.

Secretary

ACHD's Public Health Director, or their designee, shall serve as Secretary to the Board but shall not be a member of the Board. The Secretary shall issue public notices of all Board meetings, attend Board meetings, keep and provide minutes of all Board meetings, and maintain custody and control of the records and books of the Board.

IV. Meetings

Regular Meetings

Meetings shall occur at least once every three months, at locations and times established by Board Resolution at the February meeting of each year or, if not possible, at a meeting scheduled as soon as possible thereafter.

Special Meetings

Special Board meetings may be called at the discretion of the President, the Public Health Director, or a majority of the Board, provided that at least three days' notice or, in the case of an emergency, twenty-four (24) hours' notice, is given to all Members and the public.

Notice, Conduct and Record of Meetings

Notice of all Board meetings, including meeting agendas, shall be posted on the Board website at least three (3) days prior to each meeting. Or in the case of an emergency, at least twenty-four (24) hours prior. All meetings may be held via videoconference or teleconference transmission at which time all Board Members shall have an opportunity to participate in the same manner as they would participate in a meeting at which they are physically present in person. Meetings shall be conducted in keeping with general parliamentary procedure and the Secretary shall keep minutes.

Quorum

A majority of Board Members shall constitute a quorum. Board business shall only be conducted if a quorum is present. If a majority of Board Members cannot be present or are not present at any Board meeting, that meeting shall be postponed to a date determined by the Public Health Director and Board President.

V. Member Conduct

Powers and Duties

The Board shall have all powers and duties conferred or imposed upon it pursuant to federal, state, and local law.

Conflict of Interest and Ethical Conduct

It is unlawful for any Board Member to accept any gift, remuneration, or other consideration, directly or indirectly, for an incorrect or improper performance of their duties. Board Members shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such Member has a substantial interest. Board Members shall complete an annual Conflict of Interest Disclosure Form and acknowledgement to assist in identifying relationships, activities, or interests that could create a real or apparent conflict of interest.

Attendance

Attendance of all Members is required at Board meetings. In the event of unavoidable absence, the Board member is expected to notify, prior to the meeting, either the President or Secretary.

Removal

In the event a Member misses three (3) or more Board meetings, the President, Public Health Director, or a majority of the Board, may request that the BOCC appoint a replacement member to take the absent Board Member's place. Board Members may also be removed for cause at the discretion of the BOCC.

Vacancies

In the event a Board Member no longer resides in Adams County, resigns from the Board, is removed from the Board, is unable to fulfill their Board duties, or membership ends for any other reason, the Public

Health Director shall notify the BOCC and the BOCC shall appoint a new member to fill the vacancy for the unexpired term.

VI. Finances

The Treasurer of the County shall be the custodian of all funds of the Board and Department.

All monies allotted, appropriated, collected, or credited to the Board or Department shall be deposited, through the Adams County Treasurer, in a bank and special fund created by the Treasurer ("Public Health Fund"). All monies credited to the Public Health Fund shall be expended in accordance with the Department's approved budget.

The Public Health Director shall prepare a budget annually for the ensuing calendar year, which shall be submitted to the Board for review, prior to submission to the County's Budget & Finance Department and the BOCC. The Board will approve the Department's final Budget by Resolution annually.

Twice per year, the Board and Department shall meet with the BOCC to discuss Department operations and budget. The Department will also work with the BOCC regarding key performance indicators for the Health Department and related data; and the Department's local public health plan.

VII. Public Health Director and Staff

Public Health Director

The Board shall select a Public Health Director to serve at the pleasure of the Board. The Public Health Director is responsible for carrying out all applicable duties and responsibilities outlined in state statute and regulation and shall possess such minimum qualifications as may be prescribed by the state board of health. The qualifications of the Public Health Director shall reflect the resources and needs of Adams County. If the Public Health Director is not a physician, the Board shall employ or contract with at least one Medical Officer to advise the Public Health Director on medical decisions. Within 30 days of appointing a new Public Health Director, the Board will submit documentation to the Colorado Department of Public Health and Environment summarizing the recruitment efforts for and the qualifications of the newly appointed Public Health Director.

The Public Health Director shall maintain an office at the Adams County Government Center and shall be the administrative and executive head of the Department, responsible for the day-to-day management and operations, including the signing of agreements and the expenditure of Department funds, as directed by the Board. The Public Health Director shall meet with the Adams County Manager or their designee at least monthly to provide updates regarding Department operations and budget.

Board Oversight of the Public Health Director

The Board will establish and follow a process for conducting periodic evaluations of the Public Health Director's performance. The frequency of the evaluations shall be determined by the Board. The evaluation process will, at minimum, include: 1) Self Evaluation, 2) Board Evaluation, 3) Public Health Leadership Team evaluation, 4) compensation evaluation, 5) semi-annual performance discussions between the Board and the Public Health Director, and 6) a process to support the Public Health Director

regarding any unsatisfactory performance. Results of the evaluation shall be shared with Department staff through a process determined by the Board and Public Health Director.

The Board shall act in an advisory capacity to the Public Health Director on all matters pertaining to public health.

Department Staff

Except for the Public Health Director and Medical Officer, all personnel required by the Department shall be selected by the Public Health Director and shall perform such duties as prescribed by the Public Health Director.

VIII. Legal Actions and Judicial Review

Unless otherwise directed by Resolution of the Board, the Adams County Attorney shall be the legal advisor to the Board and Department and shall bring any civil or criminal action requested by the Public Health Director to abate a condition that exists in violation of, or to restrain or enjoin any action that is in violation of, or to prosecute for the violation of, or for the enforcement of public health laws. The Board and Department will cooperate with any financial or legal compliance audit initiated by the BOCC or any regulatory body with oversight over health programs or funding.

IX. Amendments to Bylaws

These Bylaws may be amended at any meeting of the Board. Written notice of proposed amendments shall be given at least three (3) days prior to the meeting. All current Board members must be present to consider proposed amendments. Bylaws shall be reviewed by the Board at least every two years.

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Bylaw Review and Revision History

Date of Review	Initials of Reviewer	Summary of Any Changes Made
August 22, 2022	MJS	Original bylaws created.
September 28, 2023	MJS	Amendment One – (1) Clarifying that partial-terms for Board membership (less than five years) and officer positions (less than one year) do not count toward the two-term-limits. – Pages 1, 2, and 4. (2) Clarifying that the election of Board officers will happen at the Board’s December meeting, or as soon as possible thereafter. – Page 2. (3) Clarifying that Special Meetings, like Regular Meetings, may also be held via video or telephone conference. – Page 2. (4) Clarifying that Board meetings will be postponed if quorum is not met. – Page 3. (5) Removing the requirement that the Board amend Bylaws at a Regular meeting, to allow for edits at a Special meeting if needed. – Page 5.
August 28, 2025	MJS	Amendment Two – (1) Clarified that Board of Health will approve ACHD’s annual budget by Board Resolution; and, (2) Added details regarding Board of Health, Public Health Director, and Agency engagement and collaboration with Adams County including, cooperation with any financial and legal audits, regular meetings between the Public Health Director and County Manager, providing ACHD key performance indicators to the BOCC, and engaging with the BOCC regarding the CHIP; and, (3) Added standalone section regarding Board Oversight of the Public Health Director and details regarding Board appointment processes and annual performance reviews; and, (4) Moved Board Officer elections from December meeting to February meeting to better align with the BOCC’s appointment of new Board of Health Members; and, (5) Moved references and citations to statute, regulation and County Policy to standalone Section II; and, (6) Added requirement for Board members to complete an annual Conflict of Interest Disclosure and Acknowledgement; and, (7) Minor adjustments to language, organization and formatting throughout to enhance clarity and consistency.