

**LA PLATA COUNTY
POSITION DESCRIPTION
VOLUNTEER MEMBER – BOARD OF HEALTH**

Purpose:

The La Plata County Board of County Commissioners has decided to withdraw from San Juan Basin Public Health (SJBPH) district and form our own single-county public health department. SJBPH will dissolve on December 31, 2023. Until January 1, 2024, SJBPH will remain the statutory board of health. However, prior to January 1, 2024, the La Plata County Public Health Department will need to convene in an administrative transitional capacity to organize and prepare the staff, resources, and infrastructure necessary to assume full responsibility for serving public health needs on January 1, 2024. As of January 1, 2024, the La Plata County Board of Health will assume the statutory role and duties of the official board of health for La Plata County.

Administrative Transitional Duties (prior to January 1, 2024) may include:

- a. Providing input in the hiring of an interim or permanent public health director and, if necessary, a medical director.
- b. Establishing bylaws and meeting cadence.
- c. Conducting community outreach to identify programs and services
- d. Recommending the annual public health budget to the Board of County Commissioners.
- e. Considering operational policies and procedures, in preparation for January 1, 2024.
- f. Securing contracts and funding as may be necessary to operate the health department beginning Jan. 1, 2024.

Official Duties (after January 1, 2024) shall include:

- g. Developing and promoting the public policies needed to secure the conditions necessary for a healthy community.
- h. Approving the local public health plan completed by the county public health department, and submitting it to the state board for review.
- i. Selecting a public health director and, if necessary, a medical director.
- j. Holding regular meetings, at least once every three months.

Membership Composition:

The La Plata County Board of County Commissioners will choose members of the public who live in La Plata County and have education, experience, or a combination of both in finance, public administration, public governance, or a public health discipline such as environmental health, health education, epidemiology, social and behavioral health, biostatistics, or public health administration.

Term Length:

Board members serve five-year, staggered terms. Initial appointments may be shorter than five years, as necessary to stagger future appointments or as determined in the sole discretion of the La Plata County Board of County Commissioners.

Qualifications:

1. Each member of the La Plata County Board of Health shall be a resident of the county.
2. Each member shall have education, experience, or a combination of both in finance, public administration, public governance, or a public health discipline such as environmental health, health education, epidemiology, social and behavioral health, biostatistics, or public health administration.
3. Each member shall have knowledge of the community.
4. Each member shall demonstrate a dedication to public service.
5. No business or professional group or governmental entity shall constitute a majority of the board.

Personal Commitments:

1. Meeting requirements may vary depending on workload and prospective members should be prepared to meet on a monthly or bi-weekly basis as necessary throughout 2023.
2. Beginning January 1, 2024, the Board of Health members will be required to attend a regular meeting at least once every three months at times established by the Board of Health.
3. Members are to be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings.
4. Members are to fully participate in meetings of the Board of Health.
5. Members are to avoid any conflicts of interest or circumstances which would create a perception of impropriety.
6. Members are to observe local, state and federal laws, particularly open meetings and open records laws.
7. Members are to cooperatively work with and respect the opinions of other Board of Health members.
8. Members are to treat all constituents and staff members with honor, dignity and respect.
9. Members are to avoid the acceptance of any gifts or favors related to one's service in this position.
10. Members are to conduct themselves in accordance with the Board of Health's adopted rules of procedure.

11. Members are to honor and comply with the La Plata County Code of Ethics policy.
12. Members are to attend at least one Boards and Commissions volunteer orientation during the duration of their appointment.

I understand and agree to abide by these personal commitments

Name: _____ Date: _____

Signature: _____