



ADAMS COUNTY BOARD OF HEALTH

RESOLUTION ESTABLISHING PROCESS FOR EXECUTION OF URGENT AGREEMENTS

Resolution No. 2022-007

WHEREAS, C.R.S. § 25-1-508 charges boards of health with accepting and, through the public health director ("Executive Director"), using, disbursing, and administering all moneys allotted to the local public health agency; and,

WHEREAS, in its bylaws, the Adams County Board of Health delegates its authority to enter into agreements for goods or services to its Executive Director consistent with the County's purchasing policies; and,

WHEREAS, the Adams County Board of Health passed Resolution 002-2022 requiring ACHD Executive Director to obtain prior authorization from the Board prior to signing agreements committing the Health Department to operational or fiscal obligations for a period of more than two years; and,

WHEREAS, County Purchasing Policy #1010 currently sets the maximum approval authorization level for all Department Directors at \$50,000; and,

WHEREAS, situations in which obtaining prior Board authorization for urgent agreements may interfere with Adams County Health Department's ability to carry out public health functions.

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of Health, that ACHD's Executive Director may sign expense agreements exceeding \$50,000 and/or agreements committing the Health Department to obligations exceeding two years, without prior authorization from the Board of Health, if the agreement is:

1. Consistent with the overall direction and programming approved by the Board of Health; and
2. Execution of the agreement cannot wait until the Board's next regularly scheduled meeting as determined by ACHD Executive Director; and
3. The Board is given an opportunity to request discussion of the agreement at a Special Meeting prior to ACHD Executive Director signing.

BE IT FURTHER RESOLVED THAT Adams County Health Department Executive Director and staff shall follow the process outlined below to provide Board of Health members with the opportunity to request a Special Meeting to discuss all urgent agreements prior to ACHD Executive Director signing:

1. ACHD's Executive Administrative Assistant or designated staff shall send final draft contract via email:
 - a. All Board of Health members shall be blind carbon copied (BCC).
 - b. ACHD Executive Director and appropriate Division Director shall be copied.

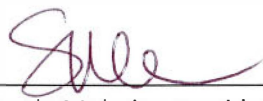
2. Email to Board shall include:
 - a. Subject: "EXECUTION OF URGENT AGREEMENT NEEDED – [NAME OF CONTRACT]"
 - b. Brief summary of contract.
 - c. Contact information for appropriate Director and staff to whom Board members can direct questions.
3. ACHD's Executive Administrative Assistant or designated staff shall send a text message to all Board of Health members notifying members that a notification of an urgent agreement has been sent using the Process for Execution of Urgent Agreements.
4. If any Board member believes discussion of the contract is necessary prior to ACHD Executive Director signing:
 - a. Board member shall reply to ACHD's Executive Administrative Assistant or designated staff indicating that further discussion of the contract is needed.
 - b. ACHD's Executive Administrative Assistant or designated staff shall notify ACHD Executive Director and Board President that a discussion request was made and determine process for scheduling a Special Meeting.
 - c. ACHD's Executive Administrative Assistant or designated staff shall notify all Board members of the need for further discussion and when and how a Special Meeting will be scheduled.
5. All Board members shall be given 24 hours after notification to request discussion of an urgent agreement.
6. Board members shall not discuss urgent agreements outside of a regularly scheduled meeting or a Special Meeting duly called by the Board President or ACHD Executive Director.
7. All urgent agreements signed by ACHD Executive Director without a Special Meeting shall be reviewed and ratified by the Board at the next regularly scheduled Board meeting.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

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|-----------|------------|
| Gilliam | <u>Yea</u> |
| Keiling | <u>Yea</u> |
| Lindemann | <u>Yea</u> |
| Mahnke | <u>Yea</u> |
| Winkler | <u>Yea</u> |

Board of Health Members

ADOPTED, this 15th day of December, 2022.



Dr. Sheela Mahnke, President
Adams County Board of Health