

BYLAWS
OF
THE BOARD OF HEALTH OF JEFFERSON COUNTY
STATE OF COLORADO

(Adopted the Board of Health Meeting held October 20, 1983)
(Amended and Adopted at the Board of Health Meeting held July 16, 1996)
(Amended and Adopted at the Board of Health Meeting held December 16, 2003)
(Amended and Adopted at the Board of Health Meeting held May 20, 2008)
(Re-affirmed and Adopted per SB08-194 April 21, 2009)
(Amended and Adopted at the Board of Health Meeting held August 16, 2011)
(Amended and Adopted at the Board of Health Meeting held December 15, 2015)
(Amended and Adopted at the Board of Health Meeting held Tuesday, September 18, 2018)

ARTICLE I

Offices

The principal offices of the Board of Health of the County of Jefferson, State of Colorado, hereinafter referred to as the Board of Health, shall be located at 645 Parfet Street, Lakewood, Colorado.

ARTICLE II

Membership of the Board of Health

Section 1. Membership

The Membership of the Board of Health shall be appointed by the County Commissioners of Jefferson County.

Section 2. Members

There shall be five (5) Members appointed to the Board of Health for five (5) year terms. Each member shall be a resident of Jefferson County during his or her term of membership and no

business or professional group shall constitute a majority of the Board.

Section 3. Vacancies

Any vacancy on the Board of Health shall be filled by the County Commissioners of Jefferson County in the same manner as full-term appointments by the appointment of a qualified person for the balance of the unexpired term.

Section 4. Compensation

Members are eligible for reimbursement at the Jefferson County approved rate for actual mileage incurred in traveling to a Regular or Special Board of Health meeting.

ARTICLE III

Officers

Section 1. Officers

The Officers of the Board of Health shall be a President, a Vice-President and a Secretary.

Section 2. Election and Term of Office

The President, Vice-President and Secretary shall be elected from the Membership of the Board of Health to serve until the first regularly scheduled meeting of the month of January following their election, or until their successors are elected and qualified. The Officers shall be elected annually from the Members of the Board of Health at the first regularly scheduled meeting following the appointment of the Board of Health Members by the County Commissioners.

Section 3. Removal

All Officers shall hold office at the pleasure of the Board of Health.

Section 4. Vacancies

Any vacancy in any office caused by death, resignation, removal, disqualification, or

otherwise, may be filled by a Member of the Board of Health upon a special election.

Section 5. Powers and Duties

The duties of the Officers shall be such as are usually imposed upon such officials of public committees or official commissions, and those as are required by law, and such as may be, from time to time, assigned to them respectively by resolution of the Board of Health. The President, Vice-President and Secretary (Officers) of the Jefferson County Board of Health shall have signature authority for Jefferson County Public Health. Attestation signatures may be made by the Clerk to the Board of Health upon witnessing an Officer's signature. The Jefferson County Board of Health may delegate signature authority to the Public Health Director by rule or regulation.

Section 6. Public Health Director

In addition to the Officers aforesaid, the Board of Health shall appoint a Public Health Director, to serve at the pleasure of the Board of Health, and who shall possess such qualifications as may be prescribed by the State Board of Health. Such Public Health Director shall be employed on a full-time basis as the administrative and executive head of Jefferson County Public Health, hereinafter referred to as "JCPH" and shall receive such annual compensation and expense allowance as may be fixed by the Board of Health and shall be the custodian of all records and property of JCPH.

Section 7. Additional Personnel

All other personnel required by JCPH shall be appointed by the Public Health Director and shall possess qualifications approved by the Board of Health. All personnel shall receive such compensation and expense allowance as is provided for in the employee classification system adopted by the County of Jefferson, State of Colorado.

ARTICLE IV

Meetings

Section 1. Meetings

The Board of Health shall regularly hold meetings and shall propose an annual meeting schedule prior to January 1st of every year. The meeting notice and agenda for the meeting for the Board of Health of each calendar month shall be posted at the main entrance to the principal office no less than twenty-four (24) hours prior to the date of the meeting.

Section 2. Special Meetings

A special meeting of the Board of Health may be called by the President, the Public Health Director, or a majority of the Board of Health at any time on three (3) days prior notice by mail, or in the case of an emergency, on a twenty-four (24) hours notice by telephone, facsimile or e-mail. The meeting notice and agenda for the special meeting of the Board of Health shall be posted at the main entrance to the principal office no less than twenty-four (24) hours prior to the date of the meeting, except in the case of an emergency, at which time the meeting notice and agenda shall be posted within twenty-four (24) hours of the meeting.

Section 3. Quorum

A majority of the Members of the Board of Health constitutes a quorum of said Board.

Section 4. Motions and Voting

In the event that fewer than three (3) Members of the Board of Health are present at any or special meeting of the Board, no business shall be transacted at said meeting except for a motion to adjourn, due to the absence of a quorum.

Section 5. Order of Business

A. The agenda for the Meeting of the Board of Health each calendar month shall consist of the following:

- (1) Study Session
- (2) Call to Order
- (3) Roll Call and Determination of Quorum
- (4) Acceptance of Agenda
- (5) Minutes of Previous Meeting
- (6) Presentation of Award to the Employee of the Month
- (7) Variance Cases
- (8) Any Hearing before the Board
- (9) Public Comment
- (10) Financial Report
- (11) Approval of Contracts/Agreements
- (12) Approval of Warrants
- (13) Old Business
- (14) New Business
- (15) Director's Comments
- (16) President's Comments
- (17) Board of Health Comments
- (18) Adjournment

This is the general order of business; however, from time to time, it may be necessary to hear an item out of order. Changes may be made to the order of the Agenda at the beginning of the meeting to accommodate Department Staff or members of the public.

ARTICLE V

Powers and Duties

Section 1. Powers and Duties

In addition to the powers and duties conferred upon the Board of Health by virtue of resolution, regulation, contract or Colorado State Statutes as amended from time to time, the Board of Health shall have the following powers and duties:

- (A) To provide, equip, and maintain suitable offices and all necessary facilities for the proper administration and operation of JCPH.
- (B) To determine general policies to be followed by the Public Health Director in administering and enforcing the public health laws, the orders, rules and regulations of the Board of Health, and the orders, rules, regulations and standards of the State Board of Health.
- (C) To act in an advisory capacity to the Public Health Director in all matters pertaining to public health.
- (D) To issue orders and to adopt rules and regulations which are consistent with the Public Health Laws of the State of Colorado and the orders, rules and regulations of the State Board of Health, as the Board of Health may deem necessary for the proper exercise of the powers and duties vested in or imposed upon the Board of Health by state statute.

- (E) To hold hearings, administer oaths, subpoena witnesses and take testimony in all matters relating to the exercise and performance of the powers and duties vested in or imposed upon the Board of Health.
- (F) To accept, and through the Public Health Director, to use, disburse and administer all federal aid, state aid, or other property, services or monies allotted to JCPH for local public health functions, or allotted without designation of a specific agency for purposes which are within the function of JCPH.
- (G) To prescribe, by rule or regulation consistent with the laws of the State of Colorado, the conditions under which the property, services or monies set forth in Subsection (F) of Section 1 above, shall be used, disbursed and administered.
- (H) To enter into and make, or to delegate authorization to the Public Health Director to enter into and make such agreements and contracts, consistent with the laws of the State of Colorado.
- (I) To establish and to prescribe, by rule and regulation, the conditions under which those fees for personal health services rendered by JCPH may be accepted and administered, such fees not to exceed the actual cost of rendering the service. Personal home health care services provided by JCPH may include, but need not be limited to, home health care, physical and speech therapy, orthopedic and dental services for children, and such other home health care services as may be established by federal or state law, but no person shall be denied personal health service for failure to pay said fee.

- (J) To provide environmental health services, including, but not to be limited to, water quality control, sewage disposal, air pollution control, solid wastes disposal, drinking water quality surveillance, restaurant inspection, food sanitation and consumer protection, milk sanitation, rabies control, occupational health, radiological health, noise control, accident prevention, migratory and low income housing sanitation, vector control, swimming pool sanitation, and plumbing sanitation, and to assess fees to offset the actual, direct costs of such services; except that no fee for such a service shall be assessed against any person who has already paid a fee to the state or federal government for such service.

Section 2. Records

The minutes of the Board of Health meetings, and all its books and records, shall be kept at the principal office of said Board, and shall be open to public inspection except as otherwise provided by law.

ARTICLE VI

Finances

Section 1. Custodian of Funds

The Treasurer of the County of Jefferson, State of Colorado, shall be the custodian of all funds of the Board of Health.

Section 2. Approval of Debts

All warrants, claims, bills and salaries, with the exception of salaried employees of JCPH, shall be audited and presented to the Board of Health in the form of a Warrant Register which is emailed to the Board prior to the Board's regularly scheduled meeting each calendar month

following the month in which the obligations were incurred or services rendered, or at such time thereafter as the claim therefore may be presented. The allowance of claims by the Board of Health shall be shown in detail in the minutes of the meeting at which they were approved, and the same shall constitute full authority to the Treasurer of the County of Jefferson, State of Colorado, for payment and disbursement of the same.

Section 3. Budget

The Public Health Director, with the assistance of the staff, shall prepare annually a preliminary budget for the ensuing calendar year, which shall be submitted to the Board of Health at its regularly scheduled meeting as required by Jefferson County, with prior posting and public notification. Such budget shall consist of an estimate of the total cost of maintaining JCPH for the ensuing fiscal year, and also the amount of monies that may be available from unexpended surpluses, or from state or federal funds or other grants or donations. Upon approval of the budget submitted to the Board of Health, the Public Health Director shall then transmit JCPH's budget to the Budget and Management Analysis Office and to the Board of County Commissioners of the County of Jefferson, State of Colorado as required by Jefferson County.

ARTICLE VII

Amendments

These bylaws may be altered and amended at any time by the vote of a majority of the Membership of the Board of Health at any meeting held for that purpose, ten (10) days written notice of such meeting and the nature of the proposed amendments, having been given to each Board of Health Member by the President or the Secretary of the Board of Health.