

**May 12, 2023**

## **Mesa County Board of Public Health (“Board”)**

### **Plan of Action**

**On February 3, 2023, the Board adopted a Plan of Action. The following is a revised Plan of Action based upon comments received from the Mesa County Board of County Commissioners on May 2, 2023.**

The Mesa County Public Health Director (“Public Health Director”) shall implement the following plan of action to improve processes of MCPH:

1. Intergovernmental Agreement with Mesa County and Collaboration with Mesa County. The Public Health Director is responsible to ensure that MCPH complies with the intergovernmental agreement (MCA 2012-097) between Mesa County, Colorado Board of County Commissioners and MCPH in all aspects including procurement. No actions shall be taken for the purpose of avoiding such policies. The Public Health Director shall work collaboratively with the Mesa County Finance Administrator and other staff of Mesa County in a positive manner to help ensure that processes and procedures for finance and procurement work efficiently and effectively. The Public Health Director shall make reasonable efforts to regularly attend BOCC meetings and meetings when the Public Health Director’s presence is requested by the BOCC. The Mesa County Board of Public Health (“Board”) shall request that the Mesa County Finance Administrator provide reports to the Board with any issues the Administrator has with processes and procedures for finance and procurement being utilized by the MCPH. The Public Health Director shall report at each regular board meeting progress being made in working with the Mesa County Finance Administrator and staff to ensure that processes and procedures are being followed as described above.
2. Contracts. All contracts and sub-contracts to be entered into by MCPH shall be provided to and approved by the Mesa County Board of Public Health (“Board”) prior to entering into the contracts or sub-contracts.
3. P-Card Reports and Gift Card Purchases. Reports of P-Card usage by the Public Health Director shall be provided to the Chair and Vice Chair of the Board for review and approval at the end of each month. P-Cards shall only be used for purchases that are allowed by Mesa County procurement policies. Gift cards shall not be purchased by MCPH unless such purchases are approved by the Public Health Director and either the Board or the Chair of the Board and are allowed the Mesa County procurement policies. The reports provided to the Board shall be copied to the Mesa County Finance Administrator.

4. Training and Coding. All persons who are engaged in procurement for MCPH shall be trained on compliance with Mesa County procurement policies and a report documenting such training shall be provided to the Board. All persons who are engaged in procurement for MCPH that involves coding shall be trained on proper coding of all purchases and a report documenting such training shall be provided to the Board. The Board will engage an independent third-party consultant to report to the Board on whether proper coding practices are being employed by MCPH with coding.
5. Employee Events. All MCPH sponsored employee events involving MCPH employees shall be held in office unless otherwise approved by the Board or the Chair of the Board.
6. Consultant Retention/Compliance. The Public Health Director shall assist the Board in retaining the services of a qualified consultant to review current procurement practices and to provide the Board with guidance on the recommended best practices for procurement consistent with the mission and purposes of MCPH. The consultant's consideration of best practices shall include, but not be limited to: considering the need for a part-time or full-time staff person focused on compliance and reporting, developing and implementing a compliance plan and examining the need for a hotline to be used for anonymous reporting of any noncompliance. The consultant shall be chosen by the Board and shall report directly to the Board.
7. Culture Assessments/Leadership Training. The Public Health Director shall work with the Board to implement regular assessments of staff and leadership culture in MCPH with reports being made to the Board. The Public Health Director shall work with the Board to implement leadership training for the Public Health Director and the Public Health Director's executive team members.
8. Bylaws/Job Description. The Public Health Director shall work with the Board to revise the Bylaws of MCPH and to create a detailed job description for the Public Health Director. The Board will have the responsibility to review and approve all revised Bylaws and the job description.