



BOARD OF DIRECTORS WORK SESSION

**Health District of Northern Larimer County
Virtual Meeting
See connection details at end of agenda**

**Tuesday, December 7, 2021
5:15 p.m.**



AGENDA

BOARD OF DIRECTORS WORK SESSION

December 7, 2021

5:15 pm

Virtual Meeting (See connection details at end of agenda)

5:15 p.m. Call to Order; Introductions; Approval of Agenda.....Michael Liggett

5:16 p.m. WORK SESSION

- Review & give input on recruitment brochure for Executive Director Heather Gantz
- Community and staff input regarding Executive Director searchHeather Gantz
- Review requested changes to Job Description..... Michael Liggett, Karen Spink

6:25 p.m. ANNOUNCEMENTS

- December 13, 4:00 pm – Board of Directors Regular Meeting
- January 25, 2022, 4:00 pm – Board of Directors Regular Meeting

6:30 p.m. ADJOURN

Join Zoom Meeting

Registration is required. Click this link to register:

<https://healthdistrict.zoom.us/join/register/tZItc-ChqjMoH9SbQ2LIfaYqDX4ntDTBLioY>

After registering, you will receive a confirmation email containing information about joining the meeting.

GUIDELINES FOR PUBLIC COMMENT

The Health District of Northern Larimer County Board welcomes and invites comments from the public. **Public comments or input are taken only during the time on the agenda listed as 'Public Comment.'** If you choose to make comments about any agenda item or about any other topic not on the agenda, please use the following guidelines.

- **Before you begin your comments please:** Identify yourself – spell your name – state your address. Tell us whether you are addressing an agenda item, or another topic.
- **Limit your comments to five (5) minutes.**

■ MISSION ■

The Mission of the Health District of Northern Larimer County is to enhance the health of our community.

■ VISION ■

- ❑ District residents will live long and well.
- ❑ Our community will excel in health assessment, access, promotion and policy development.
 - Our practice of **assessment** will enable individuals and organizations to make informed decisions regarding health practices.
 - All Health District residents will have timely **access** to basic health services.
 - Our community will embrace the **promotion** of responsible, healthy lifestyles, detection of treatable disease, and the **prevention** of injury, disability and early death.
 - Citizens and leaders will be engaged in the creation and implementation of ongoing **systems and health policy development** at local, state, and national levels.
 - Like-minded communities across the country will emulate our successes.

■ STRATEGY ■

The Health District will take a leadership role to:

- ❑ Provide exceptional health services that address unmet needs and opportunities in our community,
- ❑ Systematically assess the health of our community, noting areas of highest priority for improvement,
- ❑ Facilitate community-wide planning and implementation of comprehensive programs,
- ❑ Educate the community and individuals about health issues,
- ❑ Use Health District funds and resources to leverage other funds and resources for prioritized projects, and avoid unnecessary duplication of services,
- ❑ Promote health policy and system improvements at the local, state and national level,
- ❑ Continuously evaluate its programs and services for quality, value, and impact on the health of the community,
- ❑ Share our approaches, strategies, and results, and
- ❑ Oversee and maintain the agreements between Poudre Valley Health System, University of Colorado Health and the Health District on behalf of the community.

■ VALUES ■

- ❑ Dignity and respect for all people
- ❑ Emphasis on innovation, prevention and education
- ❑ Shared responsibility and focused collaborative action to improve health
- ❑ Information-driven and evidence-based decision making
- ❑ Fiscal responsibility/stewardship
- ❑ An informed community makes better decisions concerning health

Health District

OF NORTHERN LARIMER COUNTY

JOB DESCRIPTION

POSITION TITLE	Executive Director
DEPARTMENT	Administration
POSITION NUMBER	50-001
HOURS	Regular Full-time 40 hours per week Requires some flexibility in scheduling, including occasional night meetings, weekend events, and local or out of town travel, which may include overnight trips.
POSITION GRADE	Grade 210 Salary determined by the Health District Board
FLSA CLASSIFICATION	Exempt status

REPORTS TO **Health District of Northern Larimer County Board of Directors**

The Health District is authorized under Colorado State Statutes to establish and operate facilities providing health (and personal) care services. The Mission of the Health District is to enhance the health of the community.

GENERAL DUTIES/PURPOSE

Assures that the Health District of Northern Larimer County is fulfilling its mission to improve the health status of the community by managing the organization in a way so as to implement the priorities and policies set by the Board of Directors, monitoring the achievement of goals. Leads a dynamic local public organization providing a unique mix of health and health care services; and assists the organization and community in understanding and addressing key barriers to health, and adjusting to the ever-changing challenges and opportunities that impact health and health care. including end goals and monitors. Helps to move the organization and community towards improved health equity in a variety of ways, including but not limited to focusing on greater diversity and inclusion and reducing racism. Works with the Board to keep policies relevant, realistic and updated. Provides positive, effective leadership to the Board, staff and community.

BUDGET RESPONSIBILITY

The Executive Director is responsible for the development of the agency's operational, reserve, and capital budget and presentation to the Board of Directors for approval. In 202~~20~~, the Health District budget was approximately about \$19.720 million, of which about \$16.5 million was budgeted for operational expenditures (with \$12.1 million in ongoing operational revenues).

SUPERVISORY RESPONSIBILITY

Directly supervises approximately nine Directors and one Executive Assistant, for a total of ten individuals. Responsible for the entire staff of the organization, which includes just over 100 approximately 120 staff members, plus PRNs, interns, and volunteers.

Health District of Northern Larimer County

Executive Director

SPECIFIC DUTIES

1) Board of Directors Responsibilities

- a) Works directly with the Board of Directors, assisting them in their role as policymakers, developing policy, ~~priorities, and measurements of success, which includes end goals and monitors~~. Serves as professional advisor to the Board. Helps focus the Board attention on the mission to preserve and improve the health status of the community. Keeps the Board members informed of the organization's issues, programs and progress; and of current theory and research relating to health status improvement.

2) General Leadership Responsibilities

- a) Has overall responsibility for the operation of the organization and the implementation of policies set by the Board. Provides leadership in all aspects of agency functioning.
- b) Establishes national, state, and local linkages to information resources for the purpose of helping to inform decisions on the best *practices* for assessing and impacting the health status of the community. Leads the organization in *assessing* the community's current health status, and works with the Board as they *prioritize* barriers to health. Searches for and recommends effective *strategies* for reducing prioritized barriers. Works with the Board to develop a periodic Strategic Plan; implements plan.
- c) Develops community awareness of and support for health status improvement. Creates positive working relationships with other organizations (health, government, not-for-profit, etc.), businesses and the community. Employs community development strategies to involve the community in reducing barriers to health.

3) Programming Responsibilities

- a) Develops and implements specific procedures, programs, and/or projects to fulfill the goals and criteria created by the Board in policy and planning. Assures that community health intervention projects will be measured for value to the community, ~~including impact on health status and financial return~~. Reports to the Board the level of success in accomplishing specific goals and objectives. Responsible for meeting the goals and objectives set by the Board, or negotiating changes in goals and objectives with the Board as needed.

4) Staffing Responsibilities

- a) Responsible for the recruiting, hiring, supervision, evaluation and termination of staff. Implements non-discrimination policy. Develops professional competency and teamwork.

5) Fiscal, Legal and Contractual Responsibilities

- a) Develops budget and presents to the Board of Directors. Assures compliance with government regulations and standards. Supervises the financial management of the organization, including ~~receipt and~~ disbursement of funds, deposits, investments, and monthly reports to the Board. Arranges for annual audit. In consultation with legal counsel, develops, monitors, and signs contracts with vendors, consultants, and service providers.

Health District of Northern Larimer County Executive Director

~~a) _____~~

6) Technology Skills

a) Strong computer skills, including Windows operating system, Outlook email, Microsoft Office Suite word processing (Word), spreadsheet applications (Excel), PowerPoint presentations, and ability to understand and work in databases

b) Equipment used includes basic business equipment such as computers, phones, copy machines, etc.

~~a) General office equipment, which includes telephones, calculators, personal computers, copier, printer, and facsimile machine.~~

~~b) Intermediate computer, keyboarding, and word processing skills~~

7) Requires Reliable Vehicle; Valid Driver's License and Auto Insurance

8) Working Environment/Physical Requirements

a) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
- Must have normal physical mobility, which includes movement from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Position requires frequent travel using personal vehicle and occasional airplane travel.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

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OF NORTHERN LARIMER COUNTY

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Health District of Northern Larimer County Executive Director

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