

SAN LUIS VALLEY PUBLIC HEALTH PARTNERSHIP

Operating Agreement

Steering Committee. The Steering Committee includes one representative from each local Public Health Agency (LPHA), one County Commissioner who is the liaison to the San Luis Valley County Commissioners Association and San Luis Valley Council of Governments, representative(s) from the Colorado Department of Health and Environment and shared regional project representatives.

Attendance at Partnership Meetings. It is expected that the LPHA Director or a consistent designated Alternate from each county will attend every meeting and conference call, whether in person or by telephone. In the event that a county cannot send a representative, that county shall have the responsibility of following up to determine what, if any, action is needed as a result of decisions made at the missed meeting. If a county fails to send a representative to two consecutive meetings, the Coordinator or Chair of the Partnership will contact that County's Manager or Administrator to verify that the county is still willing and able to participate.

Decisions of the Partnership. Any member may add an item to the agenda at the beginning of a Partnership meeting. Whenever possible, decisions as to activities and the general direction of the Partnership will be made by consensus of those counties present at the meeting. In the event that the Committee cannot reach consensus, decisions will be made by majority vote with each county LPHA Director having one vote (six votes total). In case of a tie vote, the measure will fail. If a county fails to send a representative to a meeting at which decisions are made, it will be presumed that county is in agreement with those decisions. We acknowledge that the San Luis Valley Public Health Partnership is not a legal entity and cannot enter into decisions that legally bind any or all of the participating counties. At the direction of the LPHA Director, the Alternate may cast a vote on behalf of their county.

Non-participation in SLVPHP Activities or Projects. From time to time, a county or counties may decide not to participate in a specific activity or project of the Partnership. Said counties will not share in the resources or decision making for that particular activity or project.

Management of Partnership Resources. Grants and other resources may be obtained for the benefit of the Partnership. Decisions to pursue funding will be made by the Partnership as a whole. Unless distributed equally among participating counties, when funding is sought, the Steering Committee will agree on a lead county whose responsibility it will be to receive and manage those resources. Decisions as to how resources will be spent are to be made using the guidelines articulated above. The Steering Committee will receive a written accounting of those resources at a minimum of three times per year.

Membership in the San Luis Valley Public Health Partnership. County membership in the San Luis Valley Public Health Partnership is voluntary. The only requirement of membership is that a current Intergovernmental Agreement (IGA) be signed by a county's Board of County Commissioners. A county may withdraw from the Partnership at any time with the expectation that withdrawal will be accompanied by a vote of the Board of County Commissioners and written notice to the remaining partners.

ROLES

Chair of the San Luis Valley Public Health Partnership. The Partnership will be led by a Chair who is a Director of a San Luis Valley LPHA and is appointed by the Partnership at the final Partnership meeting of each calendar year. The Chair will serve a term of one year and may be reappointed to multiple terms. The primary duties of the Chair are to lead Partnership meetings and work with the Coordinator to plan those meetings for the effective use of time.

Vice Chair of the San Luis Valley Public Health Partnership. The Partnership will appoint a Vice Chair who is a Director of a San Luis Valley LPHA. The only duty of the Vice Chair will be to take over those functions filled by the Chair in the event that they are unable to fulfill them. It is expected that the Vice Chair will succeed the Chair in the event that the Chair is not reappointed to the position.

Coordinator of the San Luis Valley Public Health Partnership. The Partnership will select a Coordinator who will prepare and distribute meeting materials, agendas and minutes; arrange meeting logistics; act as Communication Coordinator and facilitate meetings at the discretion of the Chair.