



Board of Public Health

Moffat County Board of Public Health Special Meeting

Date: December 28, 2022

(Immediately following BCC meeting)

Moffat County Courthouse – BOCC Chambers

Agenda Items – Topic:

- Approve Colorado Department of Public Health & Environment Minimum Qualifications Review form for Local Public Health Directors

Next meeting: March 28, 10:30 am



Contact Information for Review Request

Name of County or District Local Public Health Agency:	Moffat County Public Health
County Official name:	Moffat County
Name of individual completing form (if different from above):	Donald Broom
Title:	Chair, Moffat County Board of Health
Email:	dbroom@moffatcounty.net
Phone:	970-824-9112

Section 1: Qualifications of Newly Appointed Public Health Director

Name of Person appointed as Public Health Director:	Sarah Copeland
Date of hire as Public Health Director (mm/dd/yyyy):	January 1, 2023

Education and Training:

Select the degree/s earned by the Public Health Director and specify the field of study. A minimum of a master's degree in a public health or a related discipline is required. A substitution or waiver will be needed if the Public Health Director does not meet the minimum education requirements. (Please check and complete.)

<input type="checkbox"/>	MD/DO	Board Certified Specialty:
<input type="checkbox"/>	Doctorate Degree	Field:
<input type="checkbox"/>	Master's Degree	Field:
<input checked="" type="checkbox"/>	Bachelor's Degree	Field: Science of Nursing
<input checked="" type="checkbox"/>	Associate's Degree	Field: Nursing

Please specify any other completed graduate level coursework, certificate or training in Public Health.

See transcripts of various trainings Sarah Copeland has completed for Public Health.



Background

In accordance with the Minimum Qualifications for Public Health Director Rule, 6 CCR 1014-6, county or district public health agency directors are required to:

- Possess a minimum of five years within the past ten years of administrative experience in public health or a closely related field, including at least two years' experience in supervising public health professionals.
- Either be a physician or have a master's degree in a public health discipline such as nursing, environmental health, health education, epidemiology, health administration/policy, biostatistics, public administration or a closely related discipline.

Substitution: For public health director candidates who are otherwise prepared to carry out the duties of a public health director, the county or district board of health may substitute:

- year for year professional public health work experience for academic requirements; or
- exceptional academic preparation for experience requirements.

Waiver: For public health director candidates who do not have experience or academic preparation to substitute for the minimum qualifications, the county or district board of health may waive the minimum qualifications if:

- there are factors inherent to the jurisdiction that limit its ability to recruit a qualified public health director;
- the public health director candidate will seek to obtain additional public health education and experience within five years of the waiver; or
- the county or district board of health has explored joining with a county or establishing a district public health agency with a qualified public health director.

Within **30 days** of hire, the county or district board of health should submit the following:

- *Minimum Qualifications Review Form* for new public health directors
- Public health director's resume or curriculum vitae.

If the county or district board of health is requesting a substitution or waiver, the rationale must be described in the respective section on the Minimum Qualifications Review Form.

Submission Instructions

The form, resume or curriculum vitae, and *supporting documents* are to be submitted to the Colorado Department of Public Health and Environment's (CDPHE) Office of Public Health Practice, Planning, and Local Partnerships via michele.shimomura@state.co.us.

If you have any questions, please don't hesitate to contact Michele Shimomura at michele.shimomura@state.co.us or 303-746-4323.



Certification and Licensure:

Physician Public Health Director (Please complete if the Public Health Director is a physician)

Is the Public Health Director currently licensed to practice medicine in Colorado?	
<input type="checkbox"/>	Yes. Colorado license #:
<input type="checkbox"/>	No, will not be practicing as a physician and the county will appoint a medical officer
<input type="checkbox"/>	No, will be licensed within 6 months of hire. <i>(Please submit Colorado license number to the Office of Public Health Practice, Planning, and Local Partnerships once received.)</i>
<input checked="" type="checkbox"/>	No, will appoint a separate medical advisor. Dr. Fitzgerald is medical officer.

Please note: (If the public health director is not a physician, the county or district board shall employ or contract with at least one medical officer to advise the public health director on medical decisions.) The Rule language is as follows:

"If the public health director is not a licensed physician, a designated medical officer (advisor) shall be employed or contracted (paid or volunteer) by the district or county board of health to advise the public health director on medical decisions and be available at all times to the public health director. The medical officer must be a graduate from an approved medical school (MD or DO) and licensed to practice medicine in the state of Colorado."

Nurse Public Health Director (Please complete if the Public Health Director is a nurse.)

Is the Public Health Director currently licensed to practice professional nursing in Colorado?	
<input checked="" type="checkbox"/>	Yes. Colorado license #: 1627968
<input type="checkbox"/>	No, will not be practicing as a licensed/registered nurse.
<input type="checkbox"/>	No, will be licensed within 6 months of hire. <i>(Please submit license number to the Office of Public Health Practice, Planning, and Local Partnerships once received.)</i>

Please note: When a Public Health Director is a nurse who will not be licensed to practice nursing in Colorado within 6 months of hire, the person appointed cannot practice as a nurse under the Colorado Nurse Practice Act at the Local Public Health Agency.



For All Applicants: Please list relevant licensures and certifications held by Public Health Director:

Bachelors in Science of Nursing

IMPORTANT: *The Colorado Department of Public Health and Environment assumes no responsibility to monitor status of professional licenses. The Colorado Department of Public Health and Environment will only verify professional license status at time of appointment and for those submitted within 6 months of hire.*

Experience:

The Public Health Director is required to have five years within the past ten years of successful and responsible administrative experience in public health or a closely related field, including at least two years experience in supervising public health professionals. An approved "Substitution" or "Waiver" will be needed if the Public Health Director does not meet the minimum professional experience requirements.

Experience

A total of five years experience in public health or closely related field AND two years supervising public health professionals is required.

Total number of years of experience in public health or closely related field. **2.5**

Please describe:

Served as a Public Health Nurse for 2 years and 4 months. Served as a Family Practice/Rapid Care Nurse in a frontier community for a 2 years prior to serving as a public health nurse. Also served as Charge Nurse at a Magnet Facility for two years.

Total number of years supervising public health professionals. **1**

Please describe:

Served as the lead COVID 19 nurse for Moffat County Public Health for 2 years, and is currently the lead nurse for the department.

Please remember to attach a resume or curriculum vitae.



If the Public Health Director meets the minimum qualifications, please continue to Section 4.

If the Public Health Director holds less than:

- a Master's degree in public health or a closely related field
- 5 years experience in public health; or
- 2 years supervising public health professionals

please continue to Section 2 or 3.

Section 2: Substitution of Minimum Qualifications

This section is to be completed when the county or district board of health has substituted year for year professional public health work experience for academic requirements or exceptional academic preparation for public health work experience requirements for the Public Health Director.

The Public Health Director has:

<input type="checkbox"/>	Administrative experience in public health or a closely related field beyond the five years within the past ten years requirement. (Please continue to Section 2 - Substitution Request)
<input type="checkbox"/>	Academic preparation beyond the minimum degree requirement of Master's degree in a public health discipline. (Please continue through Section 2 - Substitution Request.)
<input checked="" type="checkbox"/>	None of the Above. (Please continue to Section 3 - Waiver Request)

Substitution Request

Please provide a brief description of the experience or academic preparation that is being used to substitute the requirements specifying relevance to duties of Public Health Director. This may include reference to the relevant employment (e.g. job duties, time periods) and/or exceptional academic preparation (e.g. degrees, academic institutions).

Sarah Copeland has served the Moffat County community as the lead COVID 19 nurse for the past 2.5 years. Sarah served in this frontier community as a family practice/Rapid care/floor nurse for the 2.5 years prior to her employment with Moffat County. Sarah first completed her ADN at our local community college in 2014, and then moved on to complete her Bachelors degree in the Science of Nursing (BSN), in 2017 through Grand Canyon University. Sarah maintained a 4.0 GPA through out both her ADN and BSN programs. She has nearly 20 years of experience in the medical field beginning as a Certified nurses assistant (CNA), and working her way up to her current position.



Section 3. Waiver of Minimum Qualifications

This section is to be completed when the county or district board of health has waived the minimum qualifications for Public Health Director.

Please provide the following rationale including, but is not limited to:

- Describe the jurisdiction served by the local public health agency and factors that impacted the local board of health's ability to recruit a qualified candidate.
- Indicate whether the person appointed to the position plans to seek additional public health education and experience within five years of the waiver.
- Indicate whether the county or district board of health has explored joining or establishing a district public health agency with a qualified public health director.

Sarah Copeland is willing to seek additional public health education and will participate in the Regional Institute for Health and Environmental Leadership, as well as trainings through CDPHE.

Section 4: Recruitment Efforts

Please indicate how your agency recruited candidates for the Public Health Director position. The Office of Planning, Partnerships and Improvement uses this information to assist other local health agencies hire new directors.

Please check all that apply.

<input type="checkbox"/>	Provided job announcement to Office of Planning, Partnerships, and Improvement for distribution to local public health agencies, Colorado School of Public Health and CALPHO
<input checked="" type="checkbox"/>	Advertised within the agency
<input checked="" type="checkbox"/>	Advertised through the agency or county website
<input checked="" type="checkbox"/>	Advertised using social media If so, which platforms? <u>Facebook</u> FB, LinkedIn_____
<input type="checkbox"/>	Advertised in a local newspaper
<input type="checkbox"/>	Advertised in a newspaper with wide circulation (e.g. Denver Post)
<input type="checkbox"/>	Advertised through use of partner or professional organizations' emails or websites
<input type="checkbox"/>	Advertised on job boards (e.g. CALPHO, Colorado Nonprofit Job Board)
<input type="checkbox"/>	Advertised to other state or national resources

Other:

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Please describe who you conducted individual outreach to.

What steps did you take, if any, to increase the diversity of applicants?

Section 5. Additional Comments and Submission Instructions:

Please provide any additional comments you would like to be considered regarding the Minimum Qualifications Review for the Public Health Director.

Along with leadership training and mentoring by the current Public Health Director, Sarah Copeland has completed training so she can instruct people to provide basic life support and use automatic external defibrillators. She has obtained a scholarship from the Governing Board of the Regional Institute for Health and Environmental Leadership and will participate in the Advanced Leadership Training Program Class of 2023.

Moffat County did share a Public Health Director with a neighboring county previously, but found their philosophy as to public health was not the same.

Sarah Copeland exhibits a willingness to learn and has shown a dedication to serve her community in Public Health.

Signature of Respondent: _____

Title of Respondent: Chair, Moffat County Board of Health

Signature Date: _____