

RESOLUTION NO. 2020- _____

**RESOLUTION ADOPTING PROCEDURE FOR EMERGENCY MEETINGS BY THE
MOFFAT COUNTY BOARD OF HEALTH**

§30-10-303(2) of the Colorado Revised Statutes authorizes the Board of County Commissioners of Moffat County (BOCC) to call a special or emergency meeting provided it has adopted a procedure for the same. On rare occasions, the health, safety and welfare of the residents of Moffat County require the Board to be able to hold an emergency meeting when it is not prudent to follow the normal procedures set forth in the Open Meetings Law, C.R.S. 24-6-401, *et seq.* The BOCC also sits as the Moffat County Board of Health pursuant to C.R.S. 25-1-508(2)(c) and as the Moffat County Board of Health, hereby finds it is in the public interest for the Moffat County Board of Health to adopt a policy and procedure to call for an emergency meeting without giving twenty-four (24) hours' notice when the health, safety, and welfare of the residents of Moffat County necessitate such an emergency meeting.

§30-11-107 of the Colorado Revised Statutes, authorizes the Board of County Commissioners of Moffat County to represent Moffat County and have the care of the county property and the management of the business and concerns of the county in all cases where no other provisions are made by law. Authorizing emergency meetings for the Moffat County Board of Health as set forth herein is consistent with this provision and is essential for insuring the health and safety of the people in Moffat County when a serious health issue could affect them. At the present time, the World Health Organization has declared the coronavirus, COVID-19, as a pandemic and residents of Colorado have tested positive for this coronavirus.

Pursuant to C.R.S. 25-1-508 (5)(a), the Moffat County Board of Health is empowered to develop and promote the public policies needed to secure the conditions necessary for a healthy community.

The procedure outlined herein sets a policy and states the process whereby any member of the Moffat County Board of Health or the Moffat County Public Health Director shall be authorized to call an emergency meeting when, in the opinion of said member or the Moffat County Public Health Director, the public interest requires such a meeting on an exigent basis, so long as any action taken at the emergency meeting is scheduled for ratification as a consent calendar item on the next regular meeting agenda of either the BOCC or the Moffat County Board of Health.

PROCEDURE FOR EMERGENCY MEETING:

If a member of the Moffat County Board of Health or the Moffat County Public Health Director determines that an emergency meeting of said Board is necessary and there is not sufficient time to post such meeting 24 hours beforehand, the following procedure will be used:

1. Any member of the Moffat County Board of Health or the Moffat County Public Health Director shall be authorized to call and conduct an emergency meeting, when, in their opinion, the health and safety of the public requires such a meeting.

2. Each member of the Moffat County Board of Health and the Moffat County Public Health Director shall be provided notice of the emergency meeting, so far as it is possible to do so.
3. The meeting may be held in person, via telephone, or electronically. The meeting may take place at any location agreed upon by the members of the Moffat County Board of Health, so long as efforts are made to contact each member of said Board.
4. If the meeting is held in person or via telephone, an audio recording must be made or one of the members shall either take minutes of the meeting or arrange for a Moffat County employee to be present, either in person or by telephone, to take minutes of the meeting.
5. If the meeting is held electronically and it is recorded, the Administrative Assistant to the Board of County Commissioners shall be copied on all communications and provided a copy of the recording so that minutes may be prepared.
6. Any action taken at the emergency meeting of the Moffat County Board of Health must be scheduled for ratification as a consent calendar item on the next regular meeting of either the BOCC or the Moffat County Board of Health, or, in the alternative, it can be ratified at a special meeting of the Moffat County Board of Health. (The BOCC has regular meetings every two weeks and the Moffat County Board of Health has regular meetings at least once every three months.)

NOW, THEREFORE, BE IT RESOLVED by the Moffat County Board of Health, that the aforementioned procedures are hereby adopted as a policy to schedule and conduct an emergency meeting of the Moffat County Board of Health without giving twenty-four (24) hours' notice as is normally required by the provisions of C.R.S. 24-6-401, *et seq.*

Signed this 16th day of March, 2020.

THE MOFFAT COUNTY BOARD OF HEALTH

Ray Beck, Chairman

STATE OF COLORADO)
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COUNTY OF MOFFAT)

I, Erin Miller, (Deputy) County Clerk and Ex-officio to the Board of Commissioners, do hereby certify that the above and foregoing is a true and complete copy of the resolution as adopted by the Moffat County Board of Health on the date stated.

WITNESS, my hand and the seal of said County this 16th day of March 2020.

Erin Miller, (Deputy) Clerk and Ex-officio
to the County Commissioners, Moffat
County, State of Colorado