

La Plata County Public Health Department Standup Timeline *Working Document Revised 12.07.2023*

Quarter 1 January 1-March 31, 2023	Quarter 2 April 1-June 30, 2023	Quarter 3 July 1-September 30, 2023	Quarter 4 October 1-December 31, 2023
<p>Goals:</p> <ul style="list-style-type: none"> • Develop organizational structure to support provision of public health • Assess Community Health Needs • Determine Leadership needs 	<p>Goals:</p> <ul style="list-style-type: none"> • Identify programs and services • Determine staffing needs • Prepare initial 2024 budget 	<p>Goals:</p> <ul style="list-style-type: none"> • Finalize infrastructure for new department • Secure staff • Finalize 2024 budget 	<p>Goals:</p> <ul style="list-style-type: none"> • Confirm budget and ensure all final funding is secured • Complete hiring staff and finish onboarding and training
<p>Tasks:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> BoCC establishes the agency <input checked="" type="checkbox"/> BoCC appoints Board of Health (governance) <input checked="" type="checkbox"/> BOH holds organizing meeting, appoints its officers, adopts Bylaws and executes Operational Agreement to secure County resources <input checked="" type="checkbox"/> BOH attends identified trainings and study sessions to build a stronger understanding of the public health needs/services <input checked="" type="checkbox"/> BOH considers approaches to gather input from residents and businesses <input checked="" type="checkbox"/> BOH determines the plan and process to hire leadership staff <input checked="" type="checkbox"/> Initiate recruitment to hire Department Director 	<p>Tasks:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop organization chart, determine leadership needs and create hiring plan implement process for hiring staff <input checked="" type="checkbox"/> Determine foundational services and capabilities <input checked="" type="checkbox"/> Gather input from residents, and community partners <input checked="" type="checkbox"/> Execute Master Contract with Colorado Department of Public Health & Environment (CDPHE) 	<p>Tasks:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hire Department Director <input checked="" type="checkbox"/> Develop initial 2024 budget <input checked="" type="checkbox"/> Secure funds and contracts for programs/services <input checked="" type="checkbox"/> Launch BOH approval process for required fees, rules, regulations and procedures etc. <input checked="" type="checkbox"/> Develop proposals, work plans, etc. to get all contracts/funding streams in place for launch date <input checked="" type="checkbox"/> Implement staff recruitment and hiring processes 	<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue proposal and work plan development, ensuring all contracts signed and executed for January 1, 2024 <input checked="" type="checkbox"/> Ensure rules and regulations are in place for 2024 <input checked="" type="checkbox"/> Plan for launch of Public Health Department and first weeks of operation <input type="checkbox"/> Training and onboarding of new staff <input checked="" type="checkbox"/> Gather additional input from residents, and community partners <input checked="" type="checkbox"/> Assure infrastructure is in place <ul style="list-style-type: none"> • Community Engagement • Communications • Human resources • IT and Systems • Finance/procurement • Facilities • Policies