

2026 Annual

Local Board of Health Member Training

The Board of Health's Role in Quality Improvement & Public Health Planning

Agenda link:

<https://drive.google.com/file/d/1MxwLBS9mZppArxAhn-bF79tlx-tj4sk8/view?usp=sharing>



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Agenda



CONTINUOUS
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- Introduction
- Agency strategic planning
- Community Health Assessment & Planning
- Improve Board performance
- Emergency preparedness
- Evaluation

Agenda link:

<https://drive.google.com/file/d/1MxwLBs9mZppArxAhn-bF79tlx-tj4sk8/view?usp=sharing>



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Today's Agenda includes links



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2026 Local Board of Health Member Trainings

Purpose: To fulfill legal requirements for Board of Health member annual training and to provide information that will positively impact board of health members' ability to make decisions that improve the health of their communities.

Agenda for 45-minute session:

- **Welcome and introductions**
 - The six functions of boards of health, according to the [National Association of Local Boards of Health](#)
 - [Colorado Core Public Health Functions & Capabilities](#)
 - Board of health decision-making "altitude"
- **Section 1: Engage in strategic planning with the agency**
 - Differentiating between strategic planning & the health improvement planning
 - Agency mission & vision
- **Section 2: Community health assessment & planning**
 - [2008 Public Health Act](#)
 - [PHAB Accreditation Requirements](#)
 - [State Assessment and Planning Website](#)
 - Find your county's community health improvement plan on the [Local Assessment & Planning webpage](#).
- **Section 3: Improve board performance**
 - [Colorado Board of Health Self-Assessment](#)
 - [Emergency Management & Response](#)
- **Section 4: Closing & evaluation**
 - Additional professional development: [Board Duties & Responsibilities Orientation & Public Health Certification](#)
 - To receive a certificate of completion, Board of Health members should fill out & submit the short completion form.

Introductions



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The Office of Public Health Practice, Planning & Local Partnerships



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Please introduce yourself:

- Name
- How long have you been on the board?

Board member & staff introductions

Annual training from CDPHE is required by state statute



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Colorado Revised State Statute § 25-1-508 includes a requirement that all local board of health members complete annual training courses from the Colorado Department of Public Health & Environment (CDPHE).

Our Goals for Board of Health Trainings



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Relevant, usable information that will assist Board of Health members in supporting their community & their health department in improving the health of the community.

- Active participation
- Feedback & suggestions

NALBOH

National Association of Local Boards of Health

These functions were covered in detail during your Board of Health Orientation, along with state statute & regulations related to each of them.

See link in agenda.



Continuous Improvement is important in all aspects of Public Health

This was covered in detail during your Board of Health Orientation.

See link in agenda.



An aerial photograph taken from an airplane window, showing a vast mountain range with snow-capped peaks and green valleys. The wing of the airplane is visible in the foreground, extending from the bottom right towards the center. The sky is a clear, bright blue.

40,000 feet level:
Board of Health

5280 feet level:
Executive Director

6 foot level: Staff

At your altitude, what does improving public health quality look like?

**2 Types of
Plans
focused on
improving
community
health**

| | Strategic Plan | CHA & CHIP |
|--|------------------------------|--|
| How is it related to the LPHA? | Internal-facing | External-facing |
| Whose input does the plan capture? | Agency staff & leadership | Community & partner input |
| Who is responsible for achieving results? | Agency leaders & staff | The entire community public health system |

Section 1: Strategic Planning



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Discussion

Strategic Planning

What are your agency's current strategic goals?

Does your agency have it's own plan or is it part of the county plan?

LPHA Strategic Planning Approaches

County strategic plan
that includes public
health agency



Eagle County Strategic Plan - Goal Status

The Eagle County Strategic Plan is a two-year process, ending in December 2025. The plan focuses on three areas:

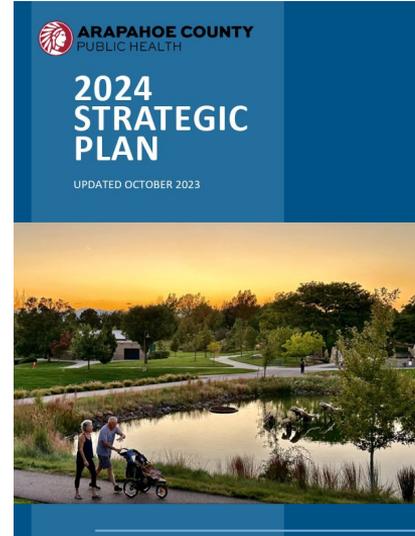
Guiding Principles are at the center of how we accomplish our strategic priorities - Integrity, Transparency, Innovation, Equity and Collaboration

Core Services provided each day to the county's residents, businesses and visitors - **Public Health** and Safety, Roads and Transportation and Community Support. The delivery of high quality core services is what makes our strategic priorities possible.

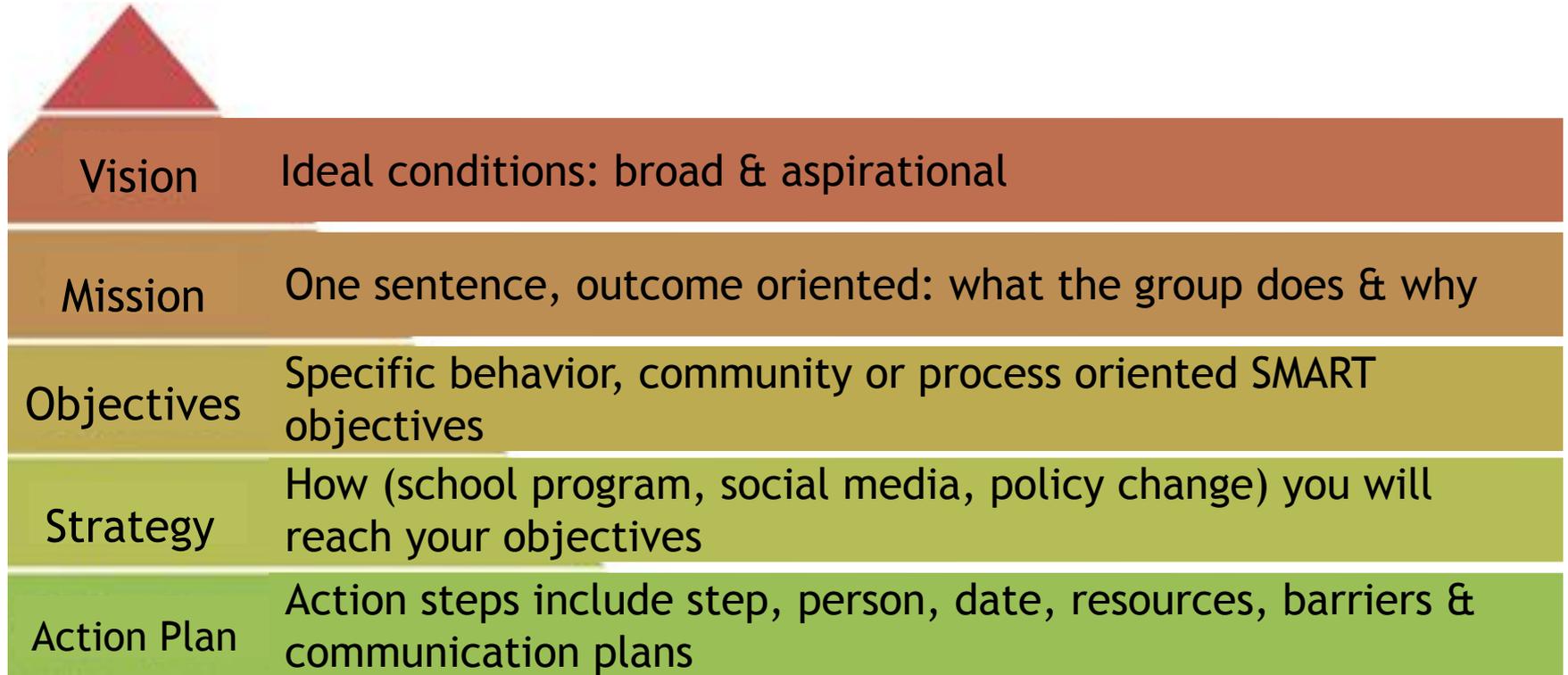
Strategic Goals to help improve the quality of life and success of our community in three key areas: Create a Resilient Economy, Protect our Mountain Ecosystem, and Support Our Workforce

Below, you will find the current status, updated quarterly, of each of the 10 specific goals. Clicking on the goal status will take you to the goal page, with the status of specific key measures, quarterly video updates from goal leads, and additional opportunities to connect with the goal's implementation team and other interested partners.

Public health agency
specific strategic
plan



Definitions of Elements of Strategic Planning



| | |
|-------------|--|
| Vision | Ideal conditions: broad & aspirational |
| Mission | One sentence, outcome oriented: what the group does & why |
| Objectives | Specific behavior, community or process oriented SMART objectives |
| Strategy | How (school program, social media, policy change) you will reach your objectives |
| Action Plan | Action steps include step, person, date, resources, barriers & communication plans |

Discussion

Strategic Planning

How does your board support strategic planning?



Section 2: Community Health Assessment & Planning



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Discussion

Your CHIP & CHA

Where is your agency at
in your CHA/ CHIP
cycle?

What is your
board's
involvement?

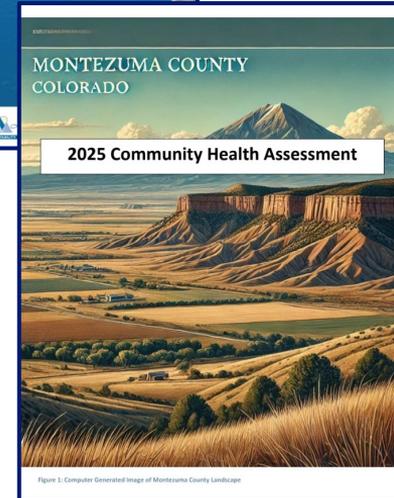
What is the Community Health Assessment?



A report or dashboard telling the “story” of your community’s health & well-being through quantitative & qualitative data



Helps to strategically identify priority areas for the public health system



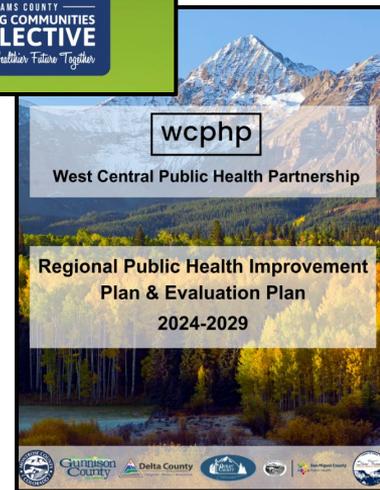
What is the Community Health Improvement Plan (CHIP)?



A report that outlines public health system* priorities, goals & strategies



Increases transparency of public health work & identifies metrics for measuring progress



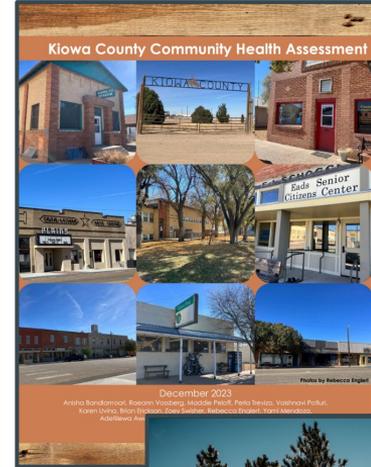
*Public health system = public health agency(s) and other agencies, NGOs, business or systems that influence community health.

Why do agencies complete a Community Health Assessment & Plan? (CHA & CHIP)



How has assessment & planning improved public health programming in your county or region?

- Helps direct funding & resources to key community priorities or needs
- Fosters partnerships in the public health system
- Required by PHAB if accredited
- Required by state statute (2008 Public Health Act)



C.R.S. 25-1-505: County & district public health plans - approval.

Each local plan shall, at a minimum:

- **Examine data** about health status & risk factors in the local community
- **Assess the capacity** & performance of the [local] public health system
- **Identify priorities, goals, & strategies** for improving the health of the local community
- Describe how representatives of the **local community** develop & implement the local plan
- Address how [LPHAs] **coordinate with [CDPHE] & others within the public health system** to accomplish goals & priorities identified in the comprehensive, statewide public health improvement plan

This is to be done at least **every five years**

[See handout 1](#)

The CHA & CHIP: Your role as a board of health

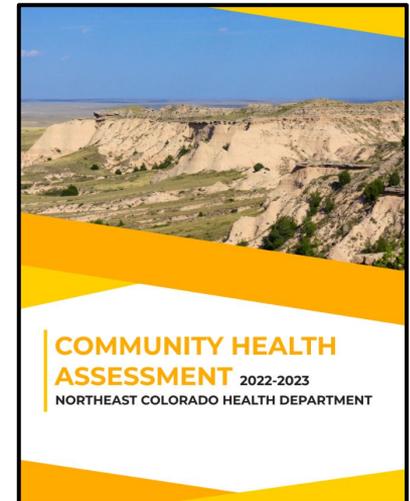
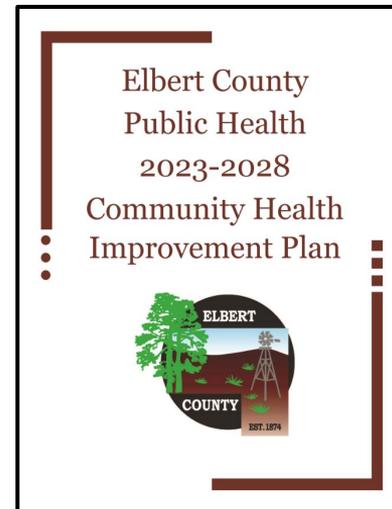
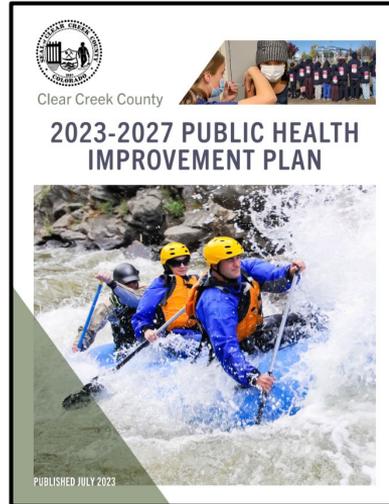
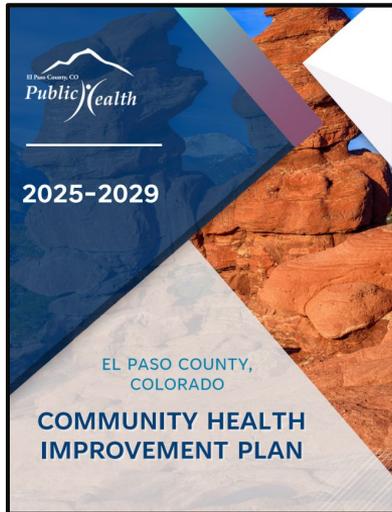
- Support the agency in development of the assessment and plan
- Stay engaged in the process and use it as an opportunity to learn more about the health & wellbeing of your community
- Approve the final plan, ensuring that it meets state statute requirements



Consider looking through other county's CHIPs

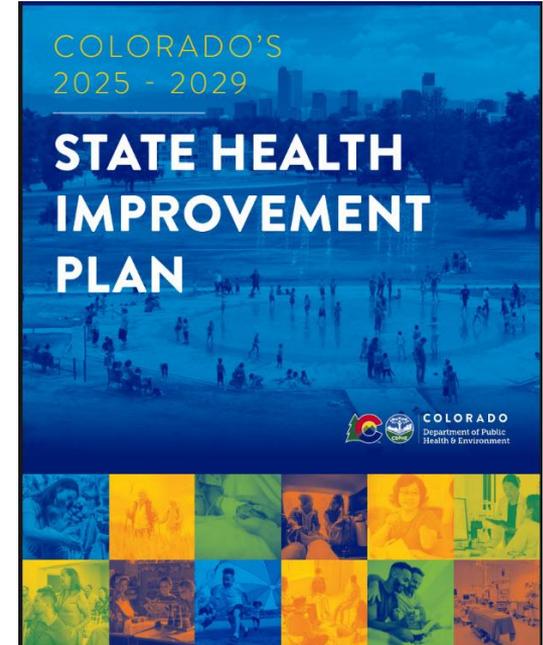
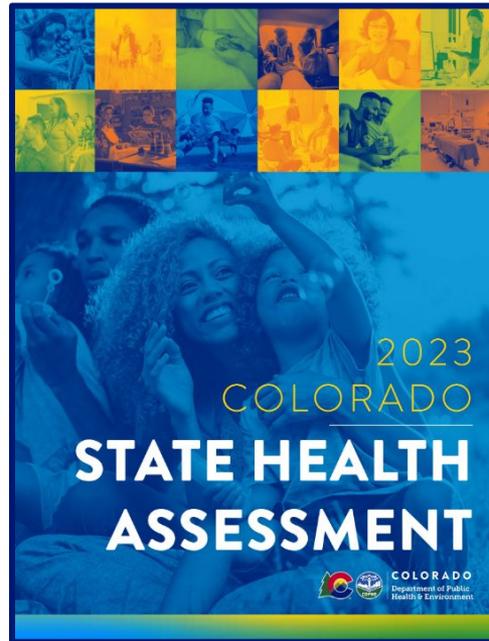
- Opportunities to partner or collaborate
- Understand how nearby communities health issues impact your community

See handout 2



State Health Assessment (SHA) & State Health Improvement Plan (SHIP)

- Priorities created by groups including LPHA staff and other leaders
- Timeline for current state documents:
 - SHA: 2023
 - SHIP: 2025-2029



See handout 2

2025-2029 SHIP Public Health Priorities

- Communicable Disease Control
- Air Quality
- Climate Change Adaptation
- Healthy Eating & Active Living
- Substance Use Prevention
- Suicide Prevention
- Gun Violence Prevention
- Governmental Public Health Transformation

Discussion

Your community's CHIP & CHA

Based on recent data,
what's going well in
your county or region?
What's challenging?

Which of your
CHIP priorities
align with or
differ from state
or regional
priorities?

Section 3: Improve Board Performance



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Performance Management Roles

1. Executive Director
2. Medical Director
3. Board of Health



Discussion

Performance Management for Board of Health Performance



How does your board currently assess its performance or goals for growth?

Board of Health Self-Assessment

- Based on state statutory requirements
- Organized according to NALBOH's six functions
- Boards are encouraged to adapt or add to it

See handout 3



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Colorado Local Board of Health Self-Assessment

This assessment is intended to be an internal tool used by local boards of health to spark discussion by identifying areas for improvement. The tool is adapted from the National Association of Local Boards of Health's list of six functions of a board of health, as well as state statutes and regulations.

Directions:

1. If desired, add additional criteria relevant to your board or agency.
2. Individually, rate your board (1 = not at all; 2 = sometimes/somewhat; 3 = yes) for each criterion, then add comments.
3. As a board, discuss your ratings and create goals for board performance improvement.

BOARD MEMBER NAME: _____

AGENCY: _____

REVIEW DATE: _____

1. OVERSIGHT

| CRITERIA | RATING (1-3) | COMMENTS/ IDEAS |
|--|--------------|-----------------|
| Set clear expectations & provide regular performance reviews for executive director. | | |
| Convene as a board of health at least quarterly with a quorum present. | | |
| Understand & comply with open meeting laws regarding communication. | | |
| Publicly notice meetings; post meeting agendas and meeting minutes. | | |
| <i>Other (please add)</i> | | |

2. CONTINUOUS IMPROVEMENT

| CRITERIA | RATING (1-3) | COMMENTS/ IDEAS |
|---|--------------|-----------------|
| Review the local community public health improvement plan (CHIP) regularly. | | |
| All board members attend annual CDPHE training as required by state law. | | |
| <i>Other (please add)</i> | | |

Board Self-Assessment

As a board, decide what you need to improve to be more effective at supporting the mission & vision of your agency.

1. Perform self-assessment
2. Have a discussion
3. Select 1-3 of areas to improve



Adapted from NALBOHS Six Functions of Public Health Governance

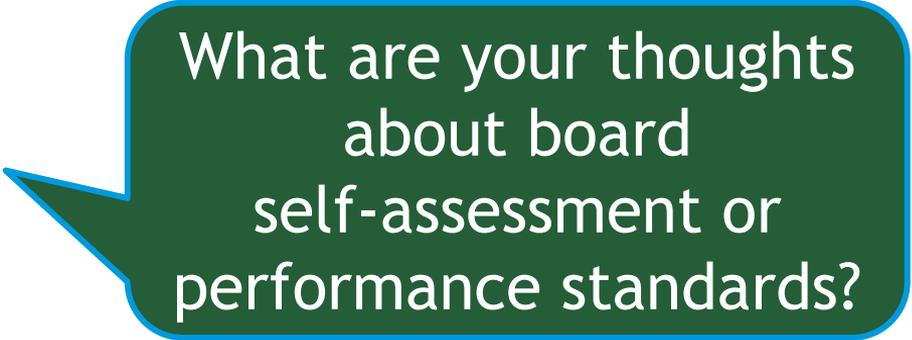
Examples of BOH Performance Standards

The Board of Health's new members complete BOH orientation within 3 months of appointment or election.

In January, establish a Board of Health meeting schedule for the upcoming year & sets a date for executive directors performance review.

Discussion

Performance Management for Board of Health Performance



What are your thoughts
about board
self-assessment or
performance standards?

Section 4: Emergency Preparedness



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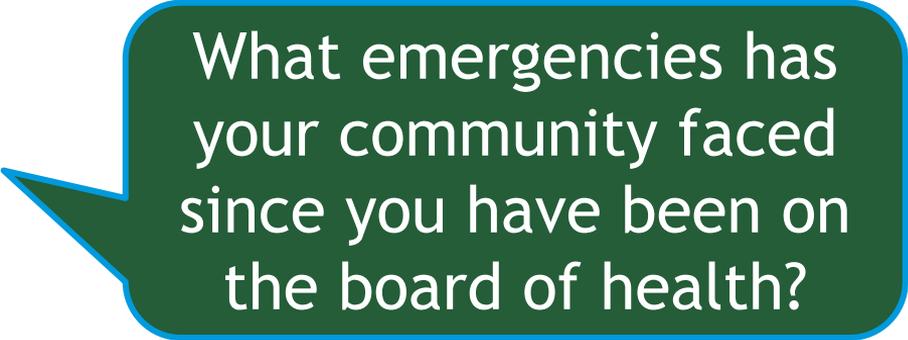
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Discussion

Emergency management



What emergencies has your community faced since you have been on the board of health?

Understanding the Board's Role in Emergency Preparedness & Response



Board of Health Emergency Management Checklist

See handout 4

Emergency Management in Your County

Each county has its own emergency management systems. For each of the responsibilities related to emergency management listed below, please note the processes, the people or agencies involved in each, & the Board of Health's roles for your county.



Creation & updating of **emergency planning documents**, including a public health emergency operations plan (PHEOP).

Process: _____

Agency/ personnel: _____

Board's role: _____



Declaration of an emergency &/or releasing emergency funds.

Process: _____

Agency/ personnel: _____

Board's role: _____



Planning, conducting & assessing **emergency drills.**

Process: _____

Agency/ personnel: _____

Board's role: _____



Making decisions about closures, restrictions, or other public-health related rules in emergencies.

Process: _____

Agency/ personnel: _____

Board's role: _____



Providing information to the community to ensure health & safety during an emergency.

Process: _____

Agency/ personnel: _____

Board's role: _____

Five Key Processes to Review

Including the Process, the Agency/ personnel involved & the Board's role



Creation & updating of **emergency planning documents**, including a public health emergency operations plan (PHEOP).



Declaration of an emergency &/or releasing emergency funds.



Planning, conducting & assessing **emergency drills**.



Making decisions about closures, restrictions, or other public-health related rules in emergencies.



Providing information to the community to ensure health & safety during an emergency.

Conclusion

- Engage in strategic planning with the agency
- Community Health Assessment & Planning
- Improve Board performance
- Emergency management



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3 Levels of Board of Health Training

1

Board Duties & Responsibilities

An orientation covering:

- Colorado's public health system
- Laws & regulations
- The board's role in emergency management

2

Annual Training

Intended for BOH members who have already completed the orientation:

- In-depth information about a specific board responsibility

3

Public Health Certification

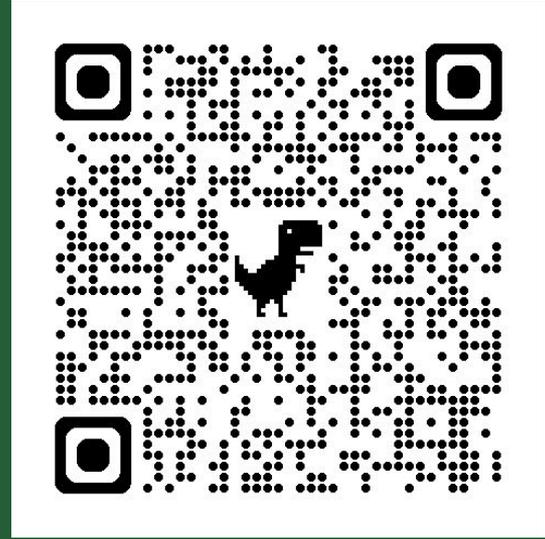
For public health professionals serving on a board of health:

- Apply to the NBPHE
- Pass a 400 question advanced-level exam

Completion Form



<https://forms.gle/et2mf4Snc2RTEkDm8>



- Your certificate will go to the email address you provide.
- For the question “Which training did you complete?”-->

3. CDPHE staff member(s) presented to our board.

Completion & Evaluation Form

<https://forms.gle/et2mf4Snc2RTEkDm8>



Your certificate of completion will go to the email address you provide.

For the question “Which training did you complete?” please select:
3. CDPHE staff member(s) presented to our board.

**Thank you
for serving your community as a
Board of Health member.**

**And thank you
for participating in this
training session.**

Contact Us

Office of Public Health Practice, Planning & Local Partnerships
OPHP@state.co.us



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**This meeting will not be recorded & the
slidedeck will not be shared with
participants**

Instead, please access
the online training plan
on COTRAIN.

