

GUIDELINES

WELD COUNTY DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT (WCDPHE) COMMUNITY ADVISORY COMMITTEE

ARTICLE I: NAME

The name of this Weld County Government Advisory Board shall be the “WCDPHE Community Advisory Committee”.

ARTICLE II: PURPOSE

The WCDPHE Community Advisory Committee (WCDPHE CAC) was created so Weld County community members could provide input and insights on WCDPHE marketing materials, health education materials, and service delivery. The WCDPHE CAC aims to increase the effectiveness and impact of public health communications and community connections through two main goals.

1. Goal 1: Health Literacy
 1. Ensuring materials are understandable, relatable, and engaging to Weld County residents.
2. Goal 2: Program and Service Delivery
 1. Provide feedback that will help inform program service delivery for a variety of WCDPHE’s health initiatives and programs.

ARTICLE III: ADVISORY COMMITTEE MEMBERSHIP

Section 1: The Weld County Community Advisory Committee shall have no less than eight (8) nor more than fourteen (14) members.

Section 2: The membership of the Weld County Community Advisory Committee shall be selected by WCDPHE, subject to the following requirements:

1. Submission of application to WCDPHE.
2. Providers, employees, and members of the Board of Directors of healthcare or public health organizations shall not serve as Community Advisory Committee members.
3. Weld County resident with experience with Health Department services or programs.

Section 3: Community Advisory Committee members selected in accordance with Section 2 shall generally be representative in terms of ethnic origin, sex, age, income level, geographic areas, and population centers of Weld County.

Section 4: Community Advisory Committee members shall be selected on a rolling basis and shall serve two (2) year terms with eligibility for additional terms not permitted.

Section 5: In the event of a vacancy or the failure of a member to attend two (2) consecutive meetings or two (2) meetings of the Community Advisory Committee in one (1) year, WCDPHE shall select a qualified individual pursuant to the requirements set forth in Article III, Section 2.

ARTICLE IV: THE COMMUNITY ADVISORY COMMITTEE

Section 1: The time and place of the Advisory Board meetings shall be determined by the WCDPHE.

1. Meetings will take place in the evening to accommodate the needs of community members.
2. Meetings will be no longer than two (2) hours and will end earlier if agenda items are completed.

Section 2: The Community Advisory Committee shall meet quarterly unless there is no other business to transact.

Section 3: Community Advisory Committee members shall be provided with:

1. Occasional gift cards for their time, commitment, and contributions.
2. Food to accommodate for timing of meetings.
3. Meeting materials (including health literacy assessment form) to guide discussion and maximize efficiency.

ARTICLE V: COMMUNITY ADVISORY COMMITTEE FUNCTIONS

Section 1: The WCDPHE Community Advisory Committee shall perform the following functions in an advisory capacity to the WCDPHE.

1. Review and provide feedback on specific program materials WCDPHE develops (flyers, Community Health Assessment promotional materials) and other public-facing materials to improve health literacy.
2. Review and provide feedback on WCDPHE awareness campaigns.
3. Review and provide feedback on WCDPHE programs and services.
4. Become knowledgeable of WCDPHE resources available to community members.
5. Assist WCDPHE in assessing and gathering information concerning unmet needs of Weld County residents.

Section 2: The WCDPHE Community Advisory Committee's role will exclusively be to provide feedback and collaborate with WCDPHE to review materials, programs, and services to meet the needs of Weld County residents. The Community Advisory Committee's feedback and advice is not binding and WCDPHE shall make all final decisions.

Section 3: The WCDPHE Community Advisory Committee may update guidelines if WCDPHE staff and committee members have both determined that they are no longer conducive to the committee's original and intended purpose outlined in Article I.

1. To determine the need for updates, WCDPHE staff will include Amending Guidelines in the meeting agenda ahead of time for full transparency.
2. If a committee member believes an update should be considered, they then must bring it to the attention of WCDPHE staff to be added as an agenda item.
3. After Community Advisory Committee discussion staff will take the feedback into consideration when reviewing the current and suggested guideline updates.
4. WCDPHE staff are responsible for updating Guidelines will make all final decisions.