

**RESOLUTION # 97-50**

WHEREAS, the Torrance County Commission would like to streamline and improve the functioning of the Torrance County Health Council, and

WHEREAS, the current structure of the Council is too large and unwieldy given the rapidly changing health care environment,

WE HEREBY authorize the replacement of the Torrance County Health Council with the creation of the Torrance County Executive Committee (Committee) and also creates the Torrance County Health Advisory Council (Council).

NOW THEREFORE, be it resolved that the Torrance County Commission and the Torrance County Health Council establish the following governing rules as official policy.

**GOVERNING RULES  
OF THE TORRANCE COUNTY EXECUTIVE HEALTH COMMITTEE**

**ARTICLE 1**

**COMMITTEE NAME AND PURPOSE**

Section 1: Name of Location. This Committee shall be know as the Torrance County Executive Health Committee (hereinafter referred to as the Committee, and formerly called the Torrance County Health Council). The principal location shall be that of the Torrance County Courthouse, which is located at 9th and Allen Street in Estancia, Torrance County, New Mexico.

Section 2: Purpose. The Committee is organized exclusively for the purpose of improving the health and well-being of all Torrance County residents. The Committee's activities shall include, but not be limited to:

- A. Providing community input on current service delivery, problems with current service delivery, and possible ways of improving it;
- B. Assisting staff in marketing the Torrance County Project Office to all potential clients, including Medicaid;
- C. Assisting staff with the development and implementation of an integrated health and social service delivery system specific to the needs of Torrance County residents.

- D. Assisting with funding issues and pursuing additional funding sources;
- E. Providing technical assistance;
- F. Providing programmatic and administrative oversight of all activities of the Torrance County Project Office.
- G. Other duties and responsibilities as identified by the Torrance County Commission.

## ARTICLE 2

### MEMBERSHIP

Section 1. Membership of the Committee. The official membership of the Torrance County Executive Health Committee shall consist of persons interested in the health and social services issues of Torrance County. Members of the Committee shall not receive any financial benefit as a result of their membership.

Section 2. Number of Members. The Committee shall consist of a total of six members, including three officers and three directors. In addition, the Committee shall have three Interim Members-Elect who shall replace members whose terms have expired.

Section 3. Officers and Duties of Officers. The three officers shall include a President, Vice-President, and Secretary. The President shall preside at all meetings of the Committee. The Vice-President shall preside in the President's absence. The Secretary shall record the minutes of all meetings and maintain any other records. Copies of sign-in sheets and official minutes shall be kept in a file in the Torrance County Project Office and the clerk/typist of that Office will type legible handwritten minutes.

Section 4. Election of Members. The members of the Committee and the Interim-Members Elect shall initially be elected by the Torrance County Health Council. Thereafter, any necessary selections of Officers, Directors, or Interim Members Elect shall be made by the Torrance County Advisory Council and any vacancies shall be filled by selections by the Torrance County Advisory Council.

Section 5. Terms. Each officer shall serve a one year term. Each director shall serve a one year term and then be promoted to an officer.

Section 6. Interim Members-Elect. In addition to the six members, the Committee shall also have three Interim Members-Elect which shall not be voting members of the Committee but shall serve in an advisory and understudy role for the Committee. Interim Members-Elect shall serve a one year term and at the end of the term shall be promoted to a director.

Section 7. Removal. Any Member or Interim Member-Elect may be removed by the Committee for failure to attend three meetings (unexcused absences) or for impeding the communication, cooperation, and coordination of the Torrance County Executive Health Committee. An unexcused absence shall be as determined by the Committee.

Section 8. Meetings and Notices. Committee meetings shall be held monthly. Meetings shall be held in the principal location or as otherwise designated after written notice of the meeting has been mailed to each member at least 48 hours in advance of the meeting date but not to exceed thirty days of notice. At the beginning of each fiscal year, a calendar of committee meetings will be distributed to each committee member. Committee members shall be reminded of meetings monthly by the Torrance County Project Office receptionist/clerk. Special meetings of Executive Committee could be called by the President.

Section 9. Quorum for Voting. All questions shall be decided by a one over half vote (based on filled Committee positions) of official voting members present at the meeting. The President of the Committee shall vote only when the President's vote is necessary to break a tie vote.

Section 10. Compensation. No Committee members shall receive any compensation for their services on the Committee; however, if funding is available, travel related expenditures may be reimbursed for official council members attending approved training on a case-by-case basis. The Committee shall approve each case.

Section 11. Transfer of Membership. Membership on the Committee is not transferable or assignable.

### ARTICLE 3

#### ADVISORY COUNCIL

Section 1. Purpose. The Committee shall have an Advisory Council, hereinafter referred to as "Council" to provide policy recommendation and input on health and social services issues in Torrance County. The Council shall not have any administrative or management functions and shall serve strictly in an advisory capacity to the Committee.

Section 2. Members. The Council shall consist of persons who volunteer and who represent the following and there shall be no limit on the number of members:

- A. Consumers from the entire county;
- B. Local providers in Torrance County;
- C. Community leaders in Torrance County;
- D. Business leaders in Torrance County;
- E. Religious community in Torrance County;
- F. Torrance County government
- G. Seniors in Torrance County;
- H. Schools in Torrance County.

The Committee President shall serve in the capacity as chair of the Advisory Council.

Section 3. Meetings and Notices. Council meetings shall be held monthly. Meetings except for the months of July and December shall be held in the principal location of the Committee or as otherwise designated after written notice of the meeting and tentative agenda has been mailed to each member at least ten days in advance of the meeting date but not to exceed thirty days of notice. At the beginning of each fiscal year, a calendar of Council meetings will be distributed to each council member. Council members shall be reminded of meetings monthly by the Torrance County Project Office receptionist/clerk.

Section 4. Compensation. No Council members shall receive any compensation in any form for their services on the Council.

Section 5. Transfer of Membership. Membership on the Council is not transferable or assignable.

#### ARTICLE 4

#### CONFLICT OF INTEREST

Pursuant to Section 4-44-22 of the New Mexico Statutes -- Disqualification for Financial Interest -- "Any selected voting or non-voting member will disqualify him/herself from official discussion or votes that affect a business or contract which he/she has a financial interest." --this state law shall apply to all Committee members.

In addition, any individual or organization who is employed by the county, receives compensation through the county, or may be awarded contracts as a result of efforts by the Committee may not serve as a member of the Committee.

Done, at Estancia, Torrance County, New Mexico, this the 10 day of Dec., 1997.

#### TORRANCE COUNTY COMMISSION

Bill R. Well

Chairman

Kodun Ramon

Member

[Signature]

Member

Attest:

[Signature]  
Clerk of the Board

