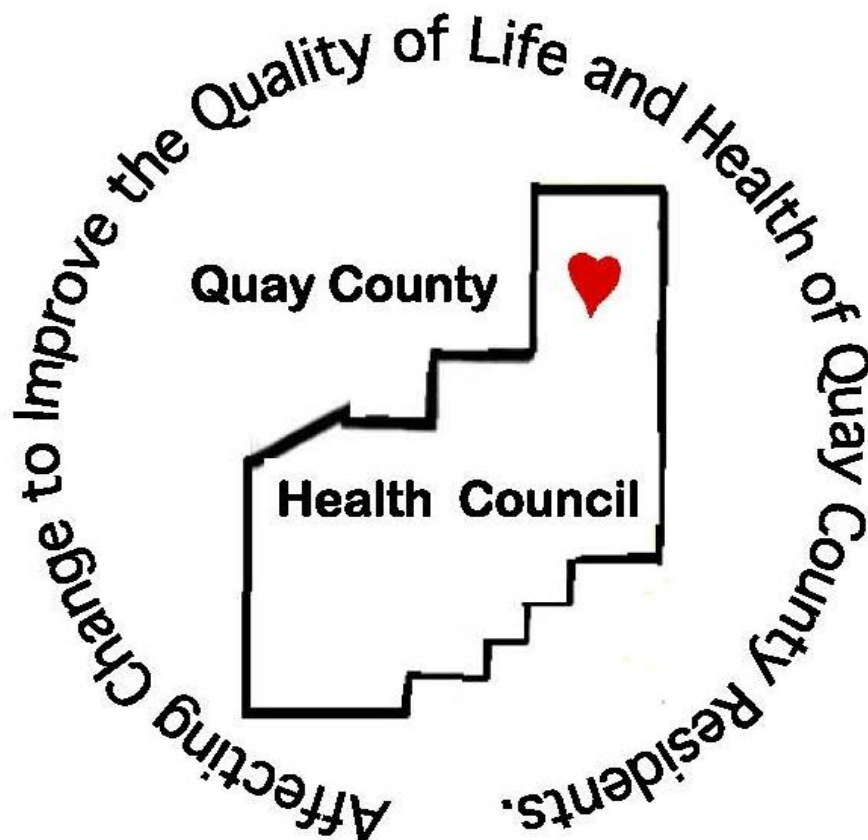


# **Quay County Health Council**

## **Policies and Procedures**

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## **Section 1 - Mission and Vision**

This document provides a foundation for the functionality of the Quay County Health Council (Council). The Council's work is driven by its mission and vision. (Reference: Quay County By-laws revised 2018)

- Purpose of the Health Council: The Quay County Health Council is a group of volunteers who are working together to promote positive changes in all aspects of health and well-being for all Quay County residents. (Appendix: Equity Statement)
- Our Mission: Affecting Change to Improve the Quality of Life and Health of Quay County Residents.
- Our Vision: Optimal Quality of Life for Quay County Residents.
- Our Definition of Health: Health is a balance of physical, emotional, social, spiritual, and intellectual well-being.

Council Organization (Appendix: Organizational Chart)

## **Section 2 – Membership**

### **Membership**

- Council membership includes volunteers that represent a broad spectrum of interests, geographic areas, and populations within Quay County.
- General membership may include any resident of Quay County and its naturally occurring neighborhoods, such as Conchas Dam area, or persons whose work is located in or includes Quay County. Out of County Representatives appointed by their organization to serve Quay County are also considered members.
- Ex-officio membership includes any person or group that has a fiscal relationship or the potential of a fiscal relationship (such as, contractual, employees/independent subcontractors of potential contractors, or have a service provision relationship) with the Council.
- Council members request to be added to the membership list and attend at least one meeting. To be considered an active member, one must attend a minimum of 4 meetings a year.
- If an issue arises, that could be a membership conflict of interest, then the Executive Committee will address the issue on a case-by-case basis.
- All members are encouraged to invite new people to join the Council or any of the committees.



### **Partnering Organizations**

Organizations that wish to umbrella under the Council will bring that proposal to the Council Chair for agenda consideration (procedure described in this document under Monthly Meeting Agendas #4). A Memorandum of Understanding (MOU) that describes the relationship between the Council and the organization will be developed. The MOU will be approved annually at a Council meeting.

## **Section 3 – Code of Ethics**

### **Members, Executive Committee (Board of Directors) and Contractors Code of Ethics**

All representatives of the Quay County Health Council (QCHC) are committed to protecting and advancing the mission and vision of the Council. QCHC Representatives include Executive Committee (Board Members), Contractors, and Volunteers. (See Mission and Vision Section)

**PERSONAL AND PROFESSIONAL INTEGRITY:** QCHC's Representatives shall strive to meet the highest standards of personal integrity, professional competence, truthfulness and honesty.

**ACCOUNTABILITY:** QCHC's Representatives are responsible to the organization's stakeholders that include partner agencies, grantors, donors and others in the community who have placed faith in QCHC. QCHC's Representatives shall conduct activities and duties in compliance with all applicable laws and regulations.

**SOLICITATIONS & VOLUNTARY GIVING:** QCHC's Representatives shall act responsibly, with impartiality and transparency to promote voluntary giving and refrain from any act of coercion in fundraising activities.

**DIVERSITY:** QCHC is committed to the principle of diversity. Valuing diversity and equal opportunity means that all people should be treated with respect and fairness, without bias or prejudice. QCHC's Representatives shall act accordingly. (See Equity and Diversity Statement)

**CONFIDENTIALITY & PRIVACY:** QCHC's Representatives shall honor, safeguard, and protect any privileged and confidential information, while maintaining the transparency necessary for public accountability.

**POLITICAL CONTRIBUTIONS:** QCHC may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. The use of programs funds, the provision of services and the assignment of personnel must not result in the identification of the QCHC organization with any activity which is designed to influence the election or defeat of a candidate for public office.



QCHC's Representatives may not engage in partisan political activities while on duty or use their QCHC titles, QCHC letterhead, etc., while so engaged, as this may endanger the organization's 501(c)3 status.

**LOBBYING:** QCHC may not use programs funds to lobby policy makers on specific bills or laws. QCHC may advocate for general support of an issue.

### **REQUESTING A VOLUNTEER TO STEP DOWN OR LEAVE THE COUNCIL**

- ✓ Concerns about a member will be submitted in writing to the Executive Committee.
- ✓ The Executive Committee will hold a meeting to review and research the concern.
- ✓ The member will be given an opportunity to respond on their behalf with the Executive Committee.
- ✓ Once a decision made and/or action has been taken, the Executive Committee will report to the Council.

## **Section 4 - Executive Committee**

**The Executive Committee serves as the Board of Directors for our 501c3.**

The Executive Committee will consist of the Chair, Vice-Chair, Secretary, Treasurer, and one member-at-large elected annually by the Council during the November meeting. Past Chairpersons will serve as voting members of the Executive Committee unless they have been asked to step down or leave the Council. The roles of the Executive Committee are:

- The Executive Committee and Coordinators will meet monthly.
- Executive Committee members are expected to attend Monthly Executive Committee meetings. Inactive participation will be defined as someone who has attended less than once a quarter.
- Inactive board members and past chairpersons will not be counted in quorum when voting.
- If an Executive Committee member is no longer able to fulfill their position's duties they may submit a resignation and the committee will appoint another member to fulfill those duties until the next election.
- New Executive Committee members will sign a Conflict of Interest and Code of Ethics which will be filed in the Health Council Office.
- The old and new officers will meet during the December Executive Committee meeting for transition and will take office in January.
- The old executive committee will approve the November Council minutes to expedite changing signatories at the bank.
- Select two people to serve as bank signatories from the Executive Committee.
- In the event the Council will not be meeting in time to respond to a proposal approval request or if authorized by the council, the Executive Committee has the authority to authorize and act on behalf of the council within the confines of the by-laws.
- Review council membership yearly in June to see what sectors are not represented on the Council and identify people to recruit. Update new member packet to make sure information is up to date.



- Be familiar with the By-laws and Policies of the Quay County Health Council
- Monitor progress toward completion of Council objectives.
- Monitor the execution of proposal scopes of work/Deliverables.
- Evaluate Coordinator(s) annually using evaluation instruments that allow council input.  
(Appendix: Evaluation Document)
  - September create or update evaluation instrument.
  - The Chairperson will solicit input for Coordination Contractor evaluations during the month of October.
  - The-Executive Committee will meet in November in a closed meeting to discuss evaluations.
  - Chair present evaluation to Coordinator(s) before November's Executive Committee Meeting.
  - Contract negotiation with scope of work occurs in November.
  - Will present results of evaluation and contracts for approval at the December Council meeting.
- Contractors who are not Program Coordinators require no formal evaluation by Executive Committee.
- Provide reports to the Council of Executive Committee's actions.
- Work with the Coordinators to assemble and present an annual report to the Council by November.
- Work with Council Coordinator to establish budgets for grant funds within the guidelines provided by the grant funder to be presented to the Council.

## **Duties of Officers**

### **Chairperson**

- ✓ Develop agenda with Council Coordinator
- ✓ Review proposed agenda items.
- ✓ Appoint committees.
- ✓ Be informed of all issues to be addressed at each meeting.
- ✓ Be informed about community health issues in Quay County.
- ✓ To ensure quality discussions and equality, the chairperson must exhibit neutrality when discussing items brought before the Council.
- ✓ If chairperson wishes to speak in favor or against an item for discussion, they must turn over their role as chairperson to the vice chairperson or secretary in this order until after the decision has been made.
- ✓ Chairperson must have a general knowledge of the scopes of work of each committee and grant, but does not have to be at all committee meetings or events.
- ✓ Conduct monthly Council and Executive Committee meetings.
- ✓ Be available for consultation with the Council Coordinator.
- ✓ Meet with Coordination Contractors annually regarding results of evaluation by Executive Committee.
- ✓ Call special Council meetings if agenda is too long or an important time-sensitive issue arises that cannot be addressed by the Executive Committee.
- ✓ Serve as one of four Council checking account signatories.
- ✓ Approve Contractor timesheets.



- ✓ Have ample time to spend on Council activities (averaging 8 hours per month).
- ✓ Signatory that represents the council on official documents.

### **Vice Chairperson**

- ✓ Be informed of all issues to be addressed at each meeting.
- ✓ Be informed about community health issues in Quay County.
- ✓ Assume all duties of the Council Chair in case of the Chair's absence.

### **Secretary**

- ✓ Record minutes of the Council meetings and distribute them to the membership through the Council Coordinator.
- ✓ Work with Council Coordinator to ensure any identified corrections are made during the approval of the minutes following meeting and filed.
- ✓ Through the Council Coordinator, ensure that all records are maintained and managed in the Health Council office.
- ✓ November minutes need to show newly elected officers.-
- ✓ Record Executive Committee minutes and distribute them to the Executive Committee membership through the Council coordinator.

### **Treasurer**

- ✓ Through the Council Coordinator, maintain and manage a record of Council receipts and expenses in the Health Council office.
- ✓ Prepare a report for regular Council meetings.
- ✓ Receive bills and invoices and make sure they are accompanied by approved authorization forms.
- ✓ Make deposits and pay bills once approved by Council.
- ✓ Make copies of checks received and checks issued.
- ✓ Prepare and present a yearly budget for approval by Council.
- ✓ Provide Council books to the audit committee for an quarterly review.
- ✓ Serve as one of four Council checking account signatories.
- ✓ Work with bank to add/remove signers to the account after the election of officers.

### **Member At Large**

- ✓ Serve as extra voice and vote on the Executive Committee
- ✓ Support the Executive Committee where needed
- ✓ Any active member can serve as a member at large

## **Section 5 – Contractors**

The Quay County Health Council hires contractors to fulfill requirements as defined by funding sources/grants and workload needs. (Appendix: Current General Contract, Schedules and Evaluation Instrument)

- All contracts are renewed on a yearly basis and only if funding is available.
- Contractors work at the will and under the direction of the Council.



- All contractors will sign a contract with specific responsibilities which are fluid depending on the council's current focus and grant deliverables.
- All contractors are responsible for paying their own gross receipt taxes, estimated taxes and social security.
- Hourly rate of the contractors will be decided on by the Executive Committee and approved by the Council based on work expectations, funding available, and performance.
- Contractors will provide a monthly timesheet/invoice with hours worked via the Council Coordinator to the Council Treasurer for payment and Chairperson for approvals.
- Upon conclusion of contract all assigned equipment will be returned to the Council before the last contract day.

**Council Coordinator** – Required by the New Mexico Department of Health and receives all communication from them.

- The coordinator supports the work of the Council by attending state and regional meetings, writing grants, completing reports and communicating effectively with all Council members and committees.
- The Council Coordinator is representative of the Council with the authority to act on the Council's behalf on matters related to the award and administration of grants previously approved by the Council.
- Council Coordinator directs the work of project coordinators and other contractors.
- Council Coordinator will be evaluated yearly by the Executive Committee before being offered a new contract.
- The Council will provide funds to cover the gross receipt tax, mileage and travel expenses.
- Council Coordinator will have input into the evaluations of other contractors.

#### **Assistant Coordinator**

- This position is based on available funding.
- This position helps coordinate Council committees and media work alongside the Council Coordinator and serves as a backup when coordinator is unavailable.
- Assistant Coordinator works cooperatively with the Council Coordinator and Project Coordinators to achieve the goals of grants and the Council.
- Assistant Coordinator will be evaluated yearly by the Executive Committee before being offered a new contract.
- The Council will provide funds to cover the gross receipt tax, mileage and travel expenses

#### **Project Coordinators**

- Positions are based on available funding.
- Work is performed under contractual agreement to fulfill the requirements/deliverables of specific grants.
- Project Coordinators work cooperatively with the Council Coordinator to achieve the goals of the grant and Council as required.



- Council Coordinator will be evaluated yearly by the Executive Committee before being offered a new contract.
- The Council will provide funds to cover the gross receipt tax, mileage and travel expenses

### **Contractors**

- These positions will be to fulfill a specific task and will have limited hours based on the task and funding availability.
- Contractors do not receive funds to cover gross receipt tax, mileage and travel expenses.
- Contractors are not evaluated by the Executive Committee and their contract renewal will be based on need for their services, funding, and recommendation from the Council Coordinator.

**Termination Policy** – Coordinators and Contractors are hired on a yearly basis and the contract may be terminated without cause at any time upon a minimum of thirty (30) days written notice to the other party. Reasons for termination could include loss of funding source, violating the code of conduct, or not fulfilling job responsibilities. The Contractor may also terminate contract with thirty (30) days written notice to the Council Chairperson or Executive Committee.

## **Section 6 - Conflict of Interest**

To avoid any conflicts of interest, QCHC Executive Committee (Board Members) and contractors will complete a Conflict of Interest Statement annually in December (as well as when individuals are hired or elected as board members or when his/her status changes) and will disclose any potential conflict of interest such as financial relationship, agency board membership, etc. The completed document will be maintained in a QCHC Executive Committee (board) or contractor file. (See form in Appendix)

If a matter comes before the Executive Committee (Board) to give rise to a potential conflict of interest:

- The Member or Contractor shall provide disclosure of the potential conflict of interest.
- The Member or Contractor having such a potential conflict of interest shall not act, make recommendations or use his or her influence on the matter in question. The foregoing shall not be construed to prevent a Executive Committee (board) member, contractor, volunteer or representative from briefly stating his or her position on the matter or from answering pertinent questions.
- The Member or contractor will withdraw from the meeting for so long as the matter shall continue under discussion.
- The Member or contractor will not be present during any vote on the matter nor vote on it.



- The minutes will reflect the names of any persons who disclosed or otherwise were found to have any actual or potential conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the decision of the Executive Committee (Board) as to whether a conflict of interest in fact existed.

Alternatives to the proposed matter will be investigated to determine whether QCHC can obtain an advantageous transaction from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote on whether the transaction is in QCHC's best interest and whether it is fair and reasonable.

**Nepotism and Conflicts for Hiring Staff:** Employment of an Executive Committee (Board) Member or Contractor's immediate family may be considered and approved by the Executive Committee (Board) provided that any and all potential or real conflicts of interest are disclosed prior to hiring. The responsibility of disclosure rests on the job applicant. The Executive Committee Leadership will verify the existence of the indicated real or potential conflict and document accordingly in the Minutes and in the Contractor's File. Failure of the employee to make a full and proper disclosure will result in disciplinary action up to and including termination.

**Financial and Contractual Conflicts:** QCHC may not obligate or spend QCHC funds to buy or rent goods, space, or services; or provide direct financial assistance through investments, grants, loans or loan guarantees to an Executive Committee (Board) Member or Contractor's immediate family who has a substantial interest in that transaction. Banking and other financial services, medical, legal and other professional services and management and consultant services, as well as other kinds of skilled labor, are subject to this limitation.

## **Whistleblower**

Members, officers and contractors are encouraged to report violations or suspected violations in accordance with this policy.

Contractors and volunteers are encouraged to share their questions, concerns, and complaints with someone within the Executive Committee with whose authority they are comfortable. No director, officer, volunteer, or contractor who in good faith reports a violation of the policy shall suffer harassment, retaliation, or adverse employment consequences.

## **Due Diligence and Duty of Loyalty**

The Executive Committee (Board) and key leadership shall exercise due diligence consistent with a duty of care that requires a member to act in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstance, and in a manner reasonably believed to be in QCHC's best interests.



## **Section 7 – Council Decisions**

- Council decisions will be made during a scheduled Council meeting about items only on the agenda or additions as approved by the members present at the beginning of the meeting.
- Council members in attendance are eligible to participate in decision making. Decisions of this group are consensus of membership present. This process includes the chance for all to contribute to the discussion. For this process to be effective, all members must appropriately take advantage of this opportunity to discuss and let their opinions be known. Ex-officio members are allowed and encouraged to participate in the Council discussions. Their input is valued. However, they are not allowed to participate in the final decision making.
- At any time, the Chair or any Council member has the right to request a formal voice vote or secret ballot on any issue before the Council by presenting the question as a motion and a vote must follow using a poll for online attendees.
- Those that have a fiscal relationship with the council will recuse themselves from any decision related to their fiscal relationship.
- Any Council member who recognizes a conflict of interest with any decision being made by the Council will recuse himself or herself from the decision-making, however discussion participation is allowed.
- Contractors will recuse themselves from making motions and voting during Council decision making, but can participate in discussion.

### **Elections**

The Council will hold its election of officers at the **November** meeting with the new officers assuming their jobs following the January meeting. Council officers will be Chair, Vice Chair, Secretary, and Treasurer. Nominations for officers will be prepared by a Nominating Committee appointed in September who will vet potential officers for qualifications. One member at large Executive Committee position will be on the ballot. Election of officers will be by ballot of membership in attendance at November meeting. Elections will be by secret ballot with a simple majority win.

## **Section 8 – Meeting Agenda Protocol**

### **Monthly Council Meeting Agendas** (See Appendix: Council Calendar)

1. Chair and/or a Member of Executive Committee of the Health Council in consultation with the Coordinator, will develop the agenda for each meeting and will ensure that the agenda is followed during the meeting. The agenda will have time limits for each item, in order to expedite the meeting.



2. The Coordinator will send to each member, 1 week prior to the monthly meeting an agenda and items needing review.
3. The Coordinator will send to each member the day before the meeting a reminder, agenda, the prior draft meeting's minutes, and supplemental material to help members be informed about agenda items prior.
4. Persons or groups wishing to add items to a meeting agenda should submit the item to the Chair or Coordinator at least 2 weeks prior to the appropriate Council meeting. The item is to be submitted in writing with supporting documentation if needed.
5. Proposed agenda items for Council action will relate to issues of community health and well-being of Quay County residents.
6. Additions or changes to the agenda will be requested and approved as a standing agenda item.
7. If person or group feels their agenda request was not handled fairly, they may contact the Grievance Committee.

## **Section 9 – Committees**

### **Standing Committees**

Unless specified Standing Committees will be appointed in January and upon appointment committees will set up a time to meet.

- ♦ **Grievance Committee** – A committee of 3 will be appointed by the Council Chair at the January Council meeting each year. A member of the Executive Committee will be included in that membership. The committee will meet as needed.
- ♦ **Nominating Committee** – A committee of 3 will be appointed by the Chair in September to select a ballot of Council officers and members-at-large nominees preferably two nominees for each position. The ballot will be presented to the Council for election in November. (Appendix: Guidance for Nominating Committee)
- ♦ **Audit Committee** – An audit committee of 3 will be appointed by the Council Chair at the **February** meeting to review the Treasurer books quarterly for completeness and errors. The committee will report back to the Executive Committee following each audit with findings. The Executive Committee will report back to the Council in February. (Guidelines in Appendix)
- ♦ **Bylaws, Policy and Procedures** – This committee will meet as necessary to review council organizational documents and propose changes



- ◆ **Social Media Committee** – This committee meets monthly to review the data on our social media-sites and look for ways to increase reach. The committee will work with other committees to include information on their events and health topics related to their committee and-hashtags. The committee plans the number of posts per month and the members create posts on Health topics not addressed by the committees. The committee suggests videos and presentations that might fill gaps in health information. Sites include: Facebook, Instagram, YouTube, Spotify, and our Website. Sub-committees include: Podcast, Website, and Digital Media that coordinate with the main social media committee. Membership consists of volunteers and program coordinators.

## **Project Committees**

Project committees further the work of the Council with yearly scope of work, timelines, and membership recruitment. Goals and timelines may be dictated by grant deliverables or a priority health issue determined by the Council. Committees may be added or dissolved as needed by the Council.

- New project committees will be appointed and approved by the Council.
- Council members will have the opportunity to sign up for project committees.
- Each committee will strive to elect a Chair and Note Taker. If unavailable a contractor can serve in these roles until someone is identified.
- All committees will provide at a minimum oral quarterly work reports to the Council by chair or appointee at the regular Council meeting.
- Current Active Committee Membership will be presented for review to the Council annually.
- Committee Chairs will work with Council Coordinator to schedule meetings and send out meeting invitations.
- Committee Note Taker will provide Council Coordinator with copy of meeting notes 7 days prior to the next committee meeting to send out to committee membership and file in Health Council Office.
- As the purpose of a committee is achieved, the Executive Committee will review the scope of work and resources available for continuation of the committee with revised scope or recommend to the Council to dissolve the committee.
- The Executive Committee can at any time, request a meeting with Committee to discuss their work and how it relates to the Council and required deliverables.

## **Section 10 – Media Policies**

The goals of the media initiatives are to facilitate community outreach, increase community health literacy, and expand council membership. All media will reflect the Council’s Vision and Mission as they are and interactive extension of the Quay County Health Council.

Media includes Newspaper, Radio, Flyers/Posters, Information for Listservs, Video Content, Podcasts, Social Media and Website.



Requests by the media for information or statements should be referred to the Council Coordinator who will work with the appropriate members and/or Program Coordinator to prepare a statement based on data or specific work of the Council.

### **The Quay County Health Council hosted events' guidelines:**

- Care will taken to ensure media content will address equity access for the varied demographics in Quay County.
- **Newspaper:** An article will be submitted to Quay County Sun and Clovis Livestock Market News 2 weeks prior. If a committee has funding and chooses to pay for advertising, the payment must be approved by the Council at least 1 month prior and the committee should choose an economic option. Committees should work with the Council Coordinator to prepare the article or advertising.
- **Radio:** Council Coordinator shall work with radio staff to schedule time to share about events, data and other health information as appropriate. If a committee has funding and chooses to pay for advertising, the payment must be approved by the Council at least 1 month prior and the committee should choose an economic option. The committee should find volunteers to record the radio advertising spots.
- **Flyers/Posters:** Two weeks prior to an event, the Council Coordinator will provide flyers to members for posting in offices and public areas.
- **Listserves:** Two weeks prior to an event, the Council Coordinator will send a short invitation to the event with a social media picture to local listservs and ask them to send it out to their groups. Local listservs include Chamber of Commerce, Tucumcari Mainstreet, Logan Chamber, and Village Offices of San Jon, Logan, and House. One week prior to an event, Council Coordinator will send an invitation to the Council Local Listserv and information about the event.

### **Video Content**

Video content is created as needed from input of project committee, coordinators, council, and executive committee to educate, promote council activities, and show impact and yearend reports. Video content is aligned with current Council focuses. Video content is only created if funding is available for production. All video participants must sign a media release. Video content will be posted only on Council approved Social Media sites and our Website. All video content will be branded to avoid plagiarism by others.

### **Health IQ Podcast**

The Council utilizes a podcast platform to improve health literacy in Quay County. Council Coordinator works to secure funding to continue production. The Podcast will remain active as long as funding is available.

- The Podcast Committee with input from all Project Committees will create a topic outline that includes a variety of health topics that affect Quay County communities.



- Podcast content must come from generally accepted credible sources that are research based in nature and utilize guests that are experts in their fields. All guests must sign a media release.
- Podcast are hosted on Spotify and YouTube accounts and shared from Spotify to other platforms. A minimum of one episode will be uploaded monthly to maintain a presence.
- Statistics are tracked monthly to help the committee determine topics and posting information.
- Reports are provide to the Council on plans, outcomes, and input.

### **Social Media**

The Social Media Committee manages the social media content on all platforms. This committee will be responsible for planning and developing content to post on social media sites weekly. This content can reflect current issues, healthy lifestyle tips, and projects of the council and its committees.

Educational postings should come from generally accepted credible sources that are research based in nature. Examples of appropriate health content sources would be CDC, NM Dept of Health, Universities, Health organizations like Heart Association.

The Council cannot lobby because of our 501c3 status. Political posts on Council sites are not allowed. If someone shares a political post to a Health Council site, it is to be removed by an administrator.

Administration Duties and Postings to the social media pages will be the responsibility of Program/Assistant Coordinators as assigned by the Council Coordinator.

The sites should be monitored regularly to response to questions and remove spam posts or comments. Respond to comments respectfully and professionally.

The Council must approve any new social media sites before they are established.

Media releases are required to ensure that permission is given prior to posting a person's picture on social media or website. A video release for those participating in videos, podcasts and social media posts. A short version to be added to sign in sheets for people participating in events. A release will be included with the contact information gathered for new members. (Appendix: Media Releases)

### **Website**

The Council owns the Website domain qchealthcouncil.org housed on Amazon Website Services (AWS) and pay the yearly domain fee and monthly hosting fee. Hosting fee is based on usage and storage needs.



The purpose of the website is to increase health literacy of Quay County residents, provide resources and promote healthy lifestyles and Council activities. The website is maintained to increase our image, outreach and credibility in the County.

- Council Coordinator will work to secure funding for expenses and time needed to maintain site.
- All coordinators will be trained to maintain the site and help with monthly updates.
- When needed a website consultant will be contracted to assist with improving and troubleshooting along with adding content.
- Content maintenance is under the direction of the Council Coordinator.
- The Council and its committees will give input into the content they would like to have on the website. There are focused areas for current council focuses and past projects.
- The website has an area dedicated to member resources and the history of the Council and a directory of local and regional health resources.
- A report is provided to the Council quarterly.

## **Section 11 - Equipment**

Equipment is often needed to fulfill the mission or deliverables of the Council. Purchases must be researched and presented to the Council and any appropriate committee for approval to purchase with the available funding and grant parameters.

An inventory list of all equipment will be maintained on the Council Coordinators computer and a hard copy in the Council files. The list will include a tag number, what the item is, information about item (serial/model number and brand), date purchased, price on current items, and location stored.

An annual inventory will be performed before the end of each calendar year by Council Coordinator and Assistant.

When a contractor leaves, all equipment assigned to them must be returned prior to their last day of their contract.

## **Section 12 - Financial Procedures**

### **Fund Raising:**

All fundraising or grant applications should relate to the mission of the Council in order to maintain our tax-exempt status.



### **Expenditures Procedure:**

As grants are awarded or new projects are taken on, the Executive Committee or Project Committee will prepare a budget for approval from the Council before expenses are paid. All expenditures related to these budgets will be reported when paid, but not submitted for approval during monthly Council meetings.

Items that exceed approved budgeted amounts or are not included in a budget must be provided to either the Council or the Executive Committee at their monthly meetings. In the event of a time emergency the Executive Committee may approve via email.

After the proposed budget is approved, committees can authorize the payment of expenditures related to their project provided they are within the scope of the approved budget.

Expenditures are submitted to the Council Coordinator who prepares an authorization form and presents it for payment.

The authorization form for expenditures must be signed by one of the bank signatories. These forms authorize the treasurer to write the checks. This form may be signed electronically.

Checks require two signatures from the four signatories determined by the Executive Committee. Once written, copies will be made and provided to the Council Coordinator for filing.

### **Contractor Pay:**

Contractor pay is included in approved budgets and spelled out in each Contractors' contract. Contractors will submit their monthly timesheet and travel expenses to the Council Coordinator by the first Monday of each month for the previous month's work. Timesheets will be signed electronically when submitted by Contractors.

Council Coordinator will review timesheet and documentation to prepare an authorization and forward to the Council Chairperson (or another approved Executive Committee member) for electronic signature. The completed packet will be returned to the Council Coordinator who will print and submit it to the Treasurer for payment.

### **Grant Opportunities:**

Coordinators and committees are encouraged to search for funding to continue offering services and fit our mission.

Committees that ask for donations or submit grants must receive prior approval of the Council before submitting or in case of a time constraint, the Executive Committee.

Grants written will include 20% administrative costs, if allowed by the funder, to be used for the council to cover the operations of the council, social media related to grant project, and



maintaining the 501C3. These funds are to be transferred to the council line item by a journal entry as the funds are received.

Grant budgets should include the cost of coordination with gross receipts tax.

At the close of a grant source, any remaining funds from the grant will be moved to the general operating funds to be used to pay council expenses. The exception to this would be when a funder requires unused funds to be returned.

### **Record Keeping Procedure:**

In cooperation with the Council Treasurer the Council Coordinator or designee will maintain and manage a record of Council receipts and expenses.

An Excel file or other bookkeeping system will be kept with built-in checks and balances. The file is to be reconciled monthly with bank statement(s). The file will have a check register and receipts and disbursements journal for all funds. Each grant/project will have an excel sheet/or account codes so their account balances and budgets kept up to date.

All accounts will be reconciled monthly with the bank statement

Monthly treasurer report will be provided to the Council and will be kept on file. The report will include line-item balances, expenditures and income as of last meeting, and any outstanding bills to be paid and the Council operations budget with current balances.

Monthly treasurer report will be provided to the Executive Committee with current balances on all grant line-items and budgets.

The excel file will be shared through Microsoft One Drive with access granted to the Council Treasurer and any other designated person. If another bookkeeping system is purchased a method of sharing information with the treasurer will be determined.

A notebook will be maintained for audit purposes. Notebooks will remain on file in the Health Council Office for 7 years. The following items will be included in the notebook

- Printed copies of the Xcel spreadsheets with Journals of income and disbursements and spreadsheet for each funding division – at the end of each year and Copy on Pen Drive
- Journal Entry Log Sheet
- Contractor Pay Summary
- Yearly Financial Statement and In-kind Support
- Current Operations Budget
- Current Board and Purpose
- NM Attorney General Charitable Contribution Report Filing Documentation
- CRS Reports for period of Jan – June and July – Dec
- State Corporation Commission filing through Secretary of State



- SAM Renewal
- Each monthly Council and Executive Committee Treasurer Report
- Bank statement to show reconciliation
- Deposit documentation attached to each bank statement
- Copies of written checks when available
- Copies of checks received/Square deposits received when available
- Grant Invoices
- Signed expense authorizations with invoices

### **Important Financial Deadlines:**

Treasurer will work with Coordinator or bookkeeper to make sure all filing is completed on time.

**January:** compile, file, and deliver 1099's to employees paid \$600 or more. Appropriate form and copies filed with IRS. Deadline January 31.

**January and July:** file CRS report on NM – Tap site for previous 6 months. Deadline the 25<sup>th</sup> of the month.

**January:** complete a yearly financial statement and in-kind statement to present to Council at January meeting and to the accountant

**January, April, July, and October** deliver completed notebooks to the audit committee for quarterly audit.

**January:** completed notebooks with xcel sheet on pen drive delivered to accountant by February IRS deadline for taxes is May 15th

**May:** Renew state corporation commission license on state website and pay filing fee. Will need to update board of directors each year.

**May:** pay for post-office box rent.

**June:** File with the State Attorney General Charitable Contribution Site. Due June 15. Must have completed tax-return to upload.

**October:** Renew SAM Account at Login.gov

**November:** Order 1099 NEC forms from IRS

**December:** Council will purchase a treasurer bond and \$1,000,000 board liability insurance annually as long as funds are available.

Maintain a W-9 for any group or employee that the council pays \$600.00 or more to.



When making large purchases or setting up purchasing accounts, a NTTC will be applied for on NM-TAP. Will need the CRS number for business purchasing from. NTTC will be filed in Health Council Office.

### **Mileage:**

QCHC will pay mileage to contractors traveling around the County or to Out of County meetings. Travel around Tucumcari is not covered. Mileage will be turned in with timesheets and include odometer readings. Contractors who utilize personal cars for business travel will be reimbursed at the per mile rate established by IRS. Miles submitted for reimbursement should be net of any normal commuting miles. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

It is QCHC's policy to reimburse Contractors or Volunteers for ordinary, necessary and reasonable expenses when directly related to the transaction of QCHC business.

Directly related means:

- there is the expectation of deriving some current or future benefit for QCHC
- the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties
- there is a clear business purpose for entertainment or purchase

Contractor are expected to exercise prudent business judgment regarding expenses covered by this policy. Receipts are required and are to be turned in with monthly timesheet.

IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure
- (2) the time and place of the expenditure
- (3) the business purpose of the expenditure
- (4) the names and the business relationships of individuals other than yourself for whom the expenditures were made.

### **Out of County Travel:**

Travel to Out-of-County meetings by contractors or volunteers should be pre-approved by either the Executive Committee or the Council as a whole. Receipts are required and are to be turned in with timesheets on the travel form.

The following are reimbursable expenses assuming they are properly documented and relate to the business of QCHC:

- Hotel or motel and related tips
- Travel expenses including airfare, train fare, bus, taxi and related tips
- Meals, including tips between 15-20%
- Car rental
- Tolls
- Conference and convention fees



- Parking

The following expenses are not reimbursable under this policy:

- Baby-sitter costs
- Airline club dues
- Barber/hairstylist
- Traffic fines
- Tips in excess of 20% & tips in addition to pre-applied gratuity
- In-flight movies/refreshments
- Hotel room movies and other forms of personal entertainment
- Luggage, briefcases
- Alcohol with individual meals
- Reimbursement for personal miles in excess of the cost of airfare to the same destination
- First class airfare

**QCHC Debit Cards:** Credit cards issued in the name of Quay County Health Council may only be issued with the approval of the Executive Committee. Cards issued in the name of QCHC are a privilege for the convenience of QCHC and must not be used for personal expenses. Documentation for all debit card expenditures will follow the policy outlined for Business expense reimbursement above.

### **Section 13 - Document Retention Policy**

QCHC has a commitment to preserve relevant information, whether physical or electronic, in compliance with all federal and state laws concerning document retention and destruction. Adequate internal controls over document retention and destruction will be monitored. QCHC will provide proper storage and safekeeping of both physical and electronic records. The Coordinator will notify the Executive Committee of potential or actual litigation, external audit, investigation or similar proceedings that pertain to documents nearing destruction date.

**DOCUMENT DESTRUCTION TABLE**

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts Payable (ledgers and schedules)	7 years
Audit Reports	Permanently
Bank Statements with Reconciliations	3 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Employment Applications	3 years
Expense Analyses/Expense Distribution Schedules	7 years



Year-End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal Audit Reports	3 years
Inventories of equipment	7 years
Invoices (to customers, from vendors)	7 years
Minute books, Bylaws and Charter	Permanently
Personnel files (terminated Contractors)	7 years
Tax returns and worksheets	Permanently
Timesheets	7 years
Video Releases	Permanently
Event sign in sheets with photo release	7 years
Committee minutes/Documents (Handouts) created	7 years
Grant Contracts/Budgets/Deliverable Documentation or Reports	5 years from end of contract
Digital Media (on computers or drives)	3 years



# **Appendix**

## **Quay County Health Council Equity Statement (Approved 4/13/23)**

The Quay County Health Council centers equity as one of its organizational values. Equity to us means that all people — regardless of race, ethnicity, age, gender, sexual orientation, religion, zip code, socio-economic status, health and ability status, or any other consideration — have equal dignity, value, and opportunity to participate justly, fairly, and fully in all dimensions of civic and economic life, to prosper, and to reach their full potential.

We commit to examining in all ways and at every opportunity how our organization can repair, heal, and renew communities to be places where diversity thrives, where inclusion and belonging is the norm, and where equity in all its forms is the outcome. Commitment to equity begins with our organizational policies. We welcome open conversations and diversity. We invite all to join us, hold us accountable, help us deepen equitable roots, and persevere until we achieve it.

### **Statement for Brochures and Displays**

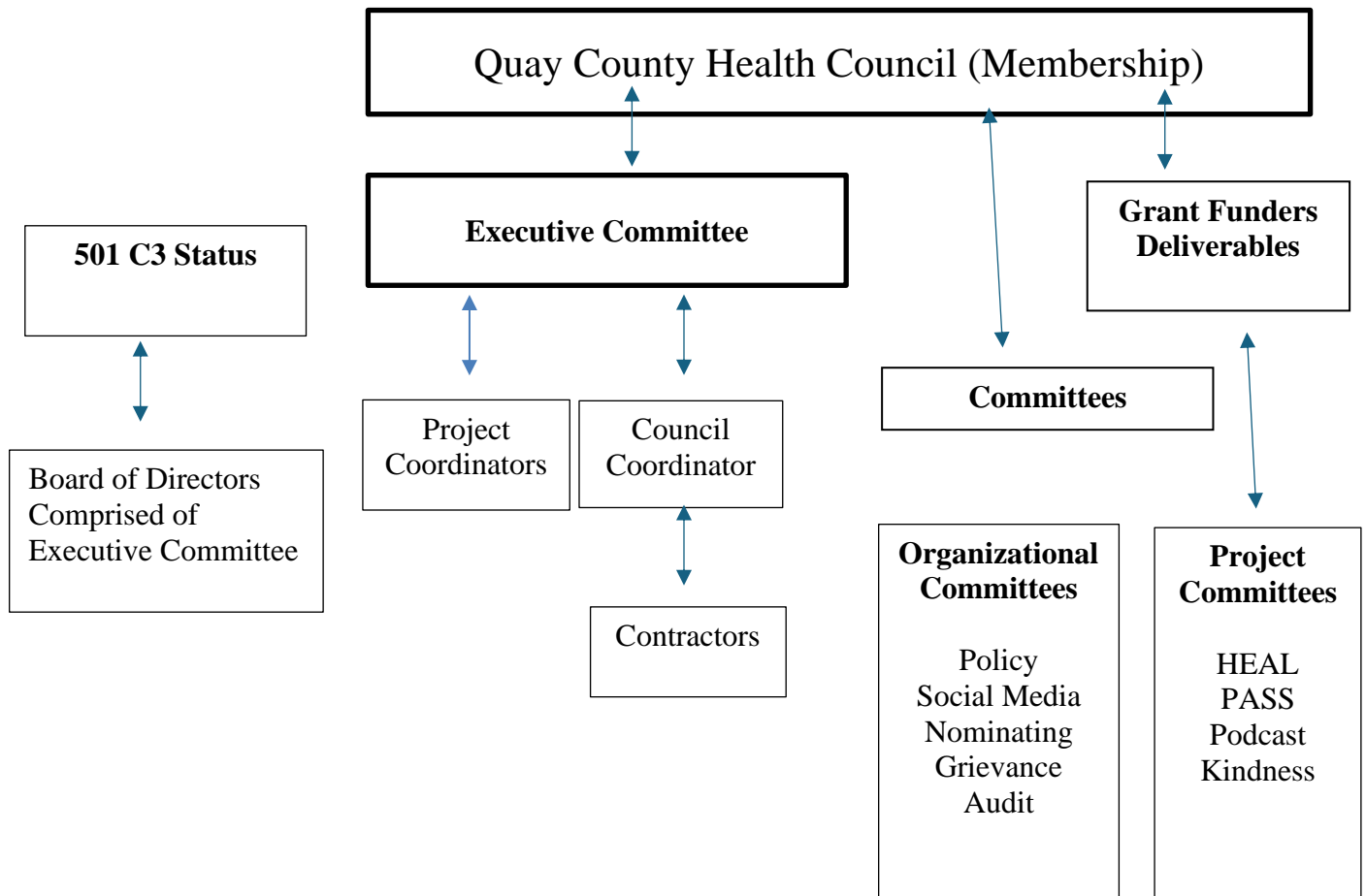
We welcome open conversations and diversity. We invite all to join us, hold us accountable, help us deepen equitable roots, and persevere until we achieve it.

### **Statement for Council Agenda**

We welcome open conversations and diversity.



# Quay County Health Council Organizational Chart





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## **COUNCIL ANNUAL CALENDAR**

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<b>Approve Council Budget</b>	January
<b>Appoint Grievance Committee</b>	January
<b>Audit Committee Appointment</b>	February
<b>Audit Committee Report to Council</b>	February
<b>File report to NM Corporation Commission</b>	May 15
<b>File Annual Report to IRS</b>	May 15
<b>Attorney General Charitable Report</b>	June
<b>Exec Committee Evaluate Coordinator</b>	October
<b>Nomination Committee Appointment</b>	October
<b>Annual Report to Council, and County, Village and City Commissions</b>	November - January
<b>Council Leadership Elections</b>	November
<b>Annual Report to the Council by Coordinators</b>	November
<b>Project Committee Memberships Appointed by Council</b>	December
<b>Signing of Conflict of Interest by Contractors and Executive Committee</b>	December

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## **Members, Executive Committee (Board of Directors) and Contractors Code of Ethics**

All representatives of the Quay County Health Council (QCHC) are committed to protecting and advancing the mission and vision of the Council. QCHC Representatives include Executive Committee (Board Members), Contractors, and Volunteers. (See Mission and Vision Section)

**PERSONAL AND PROFESSIONAL INTEGRITY:** QCHC's Representatives shall strive to meet the highest standards of personal integrity, professional competence, truthfulness and honesty.

**ACCOUNTABILITY:** QCHC's Representatives are responsible to the organization's stakeholders that include partner agencies, grantors, donors and others in the community who have placed faith in QCHC. QCHC's Representatives shall conduct activities and duties in compliance with all applicable laws and regulations.

**SOLICITATIONS & VOLUNTARY GIVING:** QCHC's Representatives shall act responsibly, with impartiality and transparency to promote voluntary giving and refrain from any act of coercion in fundraising activities.

**DIVERSITY:** QCHC is committed to the principle of diversity. Valuing diversity and equal opportunity means that all people should be treated with respect and fairness, without bias or prejudice. QCHC's Representatives shall act accordingly. (See Equity and Diversity Statement)

**CONFIDENTIALITY & PRIVACY:** QCHC's Representatives shall honor, safeguard, and protect any privileged and confidential information, while maintaining the transparency necessary for public accountability.

**POLITICAL CONTRIBUTIONS:** QCHC may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. The use of programs funds, the provision of services and the assignment of personnel must not result in the identification of the QCHC organization with any activity which is designed to influence the election or defeat of a candidate for public office.

QCHC's Representatives may not engage in partisan political activities while on duty or use their QCHC titles, QCHC letterhead, etc., while so engaged, as this may endanger the organization's 501(c)3 status.

**LOBBYING:** QCHC may not use programs funds to lobby policy makers on specific bills or laws. QCHC may advocate for general support of an issue.

I have read and agree to follow this Code of Ethics

---

Signature

---

Print Name & Date



## **Quay County Health Council Internal Audit Procedures**

The committee of three is appointed in February and sets their own meeting dates. The committee will meet in April, July, October, and January and complete audits for each quarter. The treasurer or coordinator provides committee members with the treasurer's documentation notebook, printout of the Excel spreadsheets for the quarter being audited and recommendations from previous year for review.

The treasurer and coordinator meet with the committee to answer questions.

Committee prepares report on discrepancies. The report should be signed and dated by all three members.

Committee presents report to the Executive Committee following each quarter's audit.

The Executive Committee will present a report on the year's audits in February of each year.

Committee charge:

\_\_\_ Confirm bank statements are reconciled with General Journal.

\_\_\_ Confirm deposit slips are stapled to bank statements.

\_\_\_ Verify that there is a signed authorization form for each check written and a receipt/invoice attached.

\_\_\_ Verify that there is a signed authorization form and receipt/invoice for each debit card transaction.

\_\_\_ Verify that there is a photo of each check when available

\_\_\_ Confirm that all checks have cleared the bank

\_\_\_ Review monthly treasurer reports to verify that correct ending balances were reported.

\_\_\_ Verify that deposits and checks are posted under the correct grant spreadsheet.

\_\_\_ Review the financial statement for the current year (only in January)

\_\_\_ Verify that CRS statements were filed for June and December.

\_\_\_ Verify that the tax return was filed with the IRS.

\_\_\_ Verify that the Corporation Commission paperwork was filed by May 15.

If exceptions are noted during the audit (errors, irregularities), consult with the organization's treasurer (and chairperson, if necessary) to resolve the exception. The treasurer is responsible for making any corrections to the ledger or checkbook.



## **Guidance for QCHC Nominating Committee**

Your job is to prepare a ballot with a slate of officers for election at the September Council Meeting. Do your best to pick officers that have the professionalism and desire to move the Council in a positive direction. Please send your nominations to the Coordinator 3 days before the meeting, so a ballot can be printed and a poll created for the Zoom attendees.

The slate of officers includes Chairperson, Vice Chairperson, Secretary, Treasurer and 1 member at large.

It is recommended that the person selected to run for the office of Chairperson has been an active member for at least a year and preferably served on the Executive Committee prior to being nominated. You may contact the current officers to see if they are willing to stay in their position or move to a new position.

### **Steps:**

1. Obtain a list of active members from the Coordinator
2. Schedule a meeting. If you need to use Zoom contact the coordinator to set it up
3. At meeting visit about potential officers, divide up calling list to determine interest and set a deadline to have calls done by
4. Schedule a second meeting to review results of the calls and agree on a ballot.
5. The Treasurer and Chairperson must live in the County, and it would be best if they work or live in Tucumcari, so business can be handled in a timely manner. They would also need to have internet access and an email to receive and approve documents from the State and other grantors.
6. Send the list to the Coordinator 3 days before the September Council Meeting.

### **Time Commitments for the whole Executive Committee:**

Attend Council and Executive Committee meetings monthly – 3 hours monthly

Respond to emergency emails – 1 hour monthly

Participate in Contractor Evaluations - 3 hours yearly

Attend new officer orientation – 1.5 hours yearly

### **Duties of the Executive Committee:**

- In the event the Council will not be meeting in time to respond to a proposal approval request or if authorized by the council, the Executive Committee has the authority to authorize and act on behalf of the council within the confines of the by-laws.
- Review council membership yearly in June to see what sectors are not represented on the Council and identify people to recruit. Update new member packet to make sure information is up to date.
- Monitor progress toward completion of Council objectives.
- Monitor the execution of proposal scopes of work/Deliverables.
- Evaluate Coordinator(s) annually using evaluation instruments that allow council input.
- Work with the Coordinators to assemble and present an annual report to the Council by November.



- Work with the Council coordinator to establish budgets for grant funds within the guidelines provided by the grant funder to be presented to the Council.

### **Specific Duties of Officers**

#### **Chairperson**

- ✓ Develop agenda with Council Coordinator.
- ✓ Review proposed agenda items.
- ✓ Appoint committees.
- ✓ Be informed of all issues to be addressed at each meeting.
- ✓ Be informed about community health issues in Quay County.
- ✓ Conduct monthly Council and Executive Committee meetings.
- ✓ Be available for consultation with the Council Coordinator.
- ✓ Meet with Coordination Contractors annually regarding results of evaluation by Executive Committee.
- ✓ Call special Council meetings if the agenda is too long or an important time-sensitive issue arises that cannot be addressed by the Executive Committee.
- ✓ Serve as one of four Council checking account signatories.
- ✓ Approve Contractor timesheets.
- ✓ Have ample time to spend on Council activities (averaging 8 hours per month).
- ✓ Signatory that represents the council on official documents.

#### **Vice Chairperson**

- ✓ Develop agenda with Council Chair and Coordinator.
- ✓ Be informed of all issues to be addressed at each meeting.
- ✓ Be informed about community health issues in Quay County.
- ✓ Assume all duties of the Council Chair in case of the Chair's absence.

#### **Secretary**

- ✓ Record minutes of the Council meetings and distribute them to the membership through the Council Coordinator.
- ✓ Work with Council Coordinator to ensure any identified corrections are made during the approval of the minutes following meeting and filed.
- ✓ Through the Council Coordinator, ensure that all records are maintained and managed in the Health Council office.
- ✓ November minutes need to show newly elected officers and a statement that the council approved the new signatories on the bank account and who needs to be removed.
- ✓ Record Executive Committee minutes and distribute them to the Executive Committee membership through the Council coordinator.

#### **Treasurer**

- ✓ Through the Council Coordinator, maintain and manage a record of Council receipts and expenses in the Health Council office.
- ✓ Prepare a report for regular Council meetings.
- ✓ Receive bills and invoices and make sure they are accompanied by approved authorization forms.
- ✓ Make copies of checks received and checks issued.
- ✓ Make deposits and pay bills once approved by Council.
- ✓ Prepare and present a yearly budget for approval by Council.
- ✓ Provide Council books to the audit committee for an annual review.
- ✓ Serve as one of four Council checking account signatories.



Signature

## Disclosure Statement

The following are known or potential conflicts of interest that the Board should review:

[illegible]



**PERFROMANCE EVALUATION FORM**  
**QUAY COUNTY HEALTH COUNCIL COORDINAATION CONTRACTOR**

CONTRACTOR \_\_\_\_\_ EVALUATION YEAR \_\_\_\_\_

**PERFORMANCE FACTORS**

<b>GENERAL DUTIES</b>	<b>NA</b>	<b>U</b>	<b>NI</b>	<b>S</b>	<b>E</b>	<b>COMMENTS</b>
Works with Council to develop strategies for achieving mission, goals and financial viability						
Work is thorough and accurate						
Shows ability to coordinate several responsibilities simultaneously. Sets priorities and meets deadlines						
Maintains and utilizes a working knowledge of significant developments and trends in community action and development						
Demonstrates knowledge of requirements, methods, techniques, and skills needed to fulfill job responsibilities and enhance productivity						
Shows ability to effectively assess community and project/program needs and effective use all resources available						
Builds respect for the Council in its various constituencies. On behalf of the Council supports the statewide Health Council organizations						
Understands and maintains confidentiality with honest representation of self and situations						

<b>INTERPERSONAL RELATIONSHIPS</b>	<b>NA</b>	<b>U</b>	<b>NI</b>	<b>S</b>	<b>E</b>	<b>COMMENTS</b>
Communicates effectively with Council members, volunteers, and communities						
Effectively uses oral, written, and media communication to keep others adequately informed and involved						
Serves as an effective spokesperson for the Council. Represents the Council well to its constituencies, including members and volunteers, other nonprofits, governmental agencies, elected officials, funders, and the general public						



<b>ADMINISTRATION AND VOLUNTEER SUPPORT</b>	<b>NA</b>	<b>U</b>	<b>NI</b>	<b>S</b>	<b>E</b>	<b>COMMENTS</b>
Encourages teamwork and provides direction toward common goals and objectives						
Assists in recruitment and retention of a diverse and inclusive volunteer corps						
Supports the Council culture and procedures that maximizes volunteer involvement and support						
Encourages volunteers in maintaining a climate of excellence, accountability, and respect						
Provide written and verbal information to all volunteers that enable their successful experience in the Council						
Facilitates positive relationships with institutional funders, government agencies, corporations, and so forth						
Facilitates positive relationships with individual donors						

<b>EXECUTIVE COMMITTEE</b>	<b>NA</b>	<b>U</b>	<b>NI</b>	<b>S</b>	<b>E</b>	<b>COMMENTS</b>
Inform the Committee in a timely way (monthly meetings or, if urgent, contact with Chair) on the condition of the Council and important factors influencing it						
Provide appropriate support to Committee						
Jointly with Committee Chair and Secretary, conduct official Council correspondence and jointly with designated officers, execute legal documents appropriately						
Work with the Executive Committee to assure adequate control and accounting of all funds, including maintaining sound financial practices						
Work with the Executive Committee to assure official records and documents are retained along with compliance with federal, state, and local regulations (examples: Form 990, contractor 1099s)						



**Additional comments you would like to make that are not within the above categories.**

**Review specific contractual scope of work and provide assessment of successes and challenges. (Contract Scope of Work will be attached)**

**Final Appraisal: To be completed by Executive Committee Chair**

\_\_\_\_\_ **Excellent**    \_\_\_\_\_ **Satisfactory**    \_\_\_\_\_ **Needs Improvement**    \_\_\_\_\_ **Unsatisfactory**

**Executive Committee Comments and Goals:**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Contrator Comments and Goals:**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_





## Quay County Health Council Media Release for On-Camera Appearance

☐ I am signing for myself, and I am 18 years old or over.

☐ I am signing for a minor, and I am this child's parent or legal guardian.

Participant's name: \_\_\_\_\_

Participant's role in this production (Please Print): \_\_\_\_\_

Name of production: \_\_\_\_\_

Parent or guardian's name – if participant is under 18 years of age (Please Print):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Legal adult, parent, guardian)





## Quay County Health Council Media Release

I consent that Quay County Health Council may use photographs or videos of me, taken during meetings, events and digital productions to use on their social media platforms which includes but is not limited to YouTube, Website, Facebook and Instagram. I understand that these images and/or videos will not be used for any other commercial purposes.

### Agreement:

I hereby give Quay County Health Council irrevocable rights and permission to use, publish, and retain copyright to these images, photographs, video, audio and other likenesses of the participant as named above for all media and all forms. I hereby release Quay County Health Council from all claims including libel and invasion of privacy, resulting from the use of the aforementioned images.

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(If person(s) in photo/videos is a minor, please indicate below:)

Name of Minor(s) (please print):

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

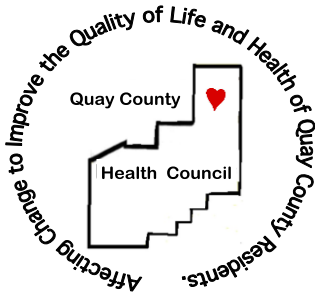
Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Add this to all event sign in sheets

Participants in Quay County Health Council events are sometimes photographed or videotaped for use in promotional and educational materials and on social media pages. I authorize Quay County Health Council and its committees and partners to be recorded and photograph my image and/or voice for use by Quay County Health Council. If you consent to media release, please initial this line. \_\_\_\_\_





# QUAY COUNTY Health Council

## PROFESSIONAL SERVICES CONTRACT

This agreement is entered into by and between Quay County Health Council (hereafter referred to as **QCHC**) and \_\_\_\_\_ (hereto referred to as **Contractor**). **Contractor** agrees to sell to QCHC and QCHC agrees to purchase from \_\_\_\_\_ the professional services as listed in attached Schedule I, Scope of Work, beginning on page 4. This agreement shall be effective \_\_\_\_\_ and expire December 31, 20\_\_, unless terminated pursuant to Section 6.1 of this Agreement. This agreement may be renewed, upon agreement of both parties.

### 1. STATUS OF PARTIES:

**Section 1.1** It is understood that **Contractor** is an independent contractor with respect to **QCHC**, not an employee. Contractor personnel are independent contractors and shall perform services under the general direction of **QCHC** Executive Committee as to the results of such activity, but that **Contractor** shall determine, in the **Contractor**'s sole discretion, the manner and means by which the services are accomplished, subject to the express condition that **Contractor** shall at all times comply with applicable laws, regulations, and policies of **QCHC**.

### 2. SERVICES TO BE PROVIDED BY CONTRACTOR:

**Section 2.1** See attached Schedule I, Scope of Work, beginning on page 4.

### 3. CONFIDENTIALITY:

**Section 3.1** **Contractor** shall exercise confidentiality regarding all materials. The **Contractor** will not at any time or in any manner, either directly or indirectly, use any information for the **Contractor's** own benefit, or divulge, disclose, or communicate in any manner any information to any third party without prior consent of **QCHC**.

### 4. PAYMENT OF SERVICES:

**Section 4.1** **Contractor** will be reimbursed at \_\_\_\_\_ per documented and delivered service activity hour. Reimbursement will be made once a month not to exceed \_\_\_\_\_. Any amount exceeding this would require approval from the Executive Committee.

**Section 4.2** **Contractor** shall maintain records, which indicate the date and nature of the services rendered and provide that information in the form of the written report (with signature and date) accompanying monthly invoice for payment.



**Section 4.3** Contractor shall be reimbursed for mileage required for travel to complete the scope of work at the current IRS rate. Meals and accommodations will also be reimbursed when traveling out of county to represent the Health Council. A mileage log and receipts for travel should be turned in with the monthly invoice.

**Section 4.4** *Contractor* shall maintain records, which indicate the date and nature of the services rendered and provide that information in the form of the written report (with signature and date) accompanying monthly invoice for payment.

**Section 4.5** *QCHC* will provide *Contractor* funds for paying NM Gross Receipts Tax. The amount will be paid monthly to the *Contractor* with their invoice. The *Contractor* is responsible to pay the tax to the State.

**Section 4.6** *Contractor's* invoice and report of previous month's activities will be provided to the *QCHC* Chair for approval by the 5<sup>th</sup> of each month.

**Section 4.7** *QCHC* will remit payment within two weeks of receipt of invoice, contingent upon approval by *QCHC* Chair.

**Section 4.8** The fees and charges for any changes, modifications, or additional work not described in the Scope of Work shall be pre-approved in writing by *QCHC*.

## **5. INDEMNIFICATION**

**Section 5.1** *Contractor* shall hold harmless and indemnify *QCHC* against all civil actions, suits, demands, losses or expenses, including attorney's fees, which may be threatened or incurred at any time by reason of *Contractor's* services provided pursuant to this agreement.

**Section 5.2** Except as stated in Schedule I of the Scope of Work, *Contractor* shall be deemed for all purposes to be an independent contractor and not an employee of *QCHC*. *QCHC* shall not withhold any sums from the payment to be made for Social Security or other Federal, State, and local tax liabilities or contributions, and all withholdings, liabilities, contributions shall be solely the responsibility of *Contractor*.

## **6. TERMS AND TERMINATION**

**Section 6.1** The term of this Agreement shall commence on the Effective Date specified in the Execution Page of this Agreement and shall continue in effect until terminated. The Agreement may be terminated without cause at any time upon a minimum of thirty (30) days written notice to the other party.

## **7. CONFLICT OF INTEREST**

**Section 7.1** In order to prevent the appearance or the presence of an actual conflict of interest and to preserve *Contractor's* independence, *Contractor* will disclose to *QCHC* any significant activities that would present a potential conflict of interest.

## **8. AMENDMENT:**

**Section 8.1** This agreement shall not be altered, changed, or amended except by instrument in writing executed by both parties thereto.

## **9. SCOPE OF AGREEMENT:**

**Section 9.1** This agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.



By signing this agreement ***Contractor*** certifies that no other agreement or understanding, verbal or otherwise of the parties or agents shall be valid or enforceable unless embodied in this agreement, or as an addendum to this agreement.

In WITNESS THEREOF, intending to be legally bound, the parties or their authorized agents hereto have executed this Agreement as of the dates specified.

\_\_\_\_\_  
Printed Name of ***Contractor***

\_\_\_\_\_  
20\_\_ ***Chair, Quay County Health Council***

\_\_\_\_\_  
Signature of ***Contractor***

\_\_\_\_\_  
Signature of QCHC ***Chair***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## SCHEDULE I – Council Coordinator

### Scope of Work

**Contractor** agrees to perform as **QCHC** Coordinator and shall coordinate Council activities such as:

- **General QCHC Operations**, including NM Department of Health (DOH) FY 24 Scope of Work (copy provided by **QCHC** Executive Committee):
  - Coordinate in partnership with **QCHC** Chair the monthly Council meetings; help draft agenda, send out invitations and agendas, collect sign in sheet, review and correct minutes prior to submission for approval to membership.
  - Prepare and submit DOH Scope of Work required reports and required attachments by due dates prescribed in DOH Scope of Work
  - Attend Regional Health Council meetings as described in DOH current FY Scope of Work
  - Attend the Alliance of Health Council monthly virtual meetings/trainings when possible.
  - In partnership with QCHC Executive Committee, recruit potential QCHC and committee members.
  - Prepare monthly coordination progress report to QCHC membership.
  - In partnership with the QCHC Treasurer, provide bookkeeping support and prepare budgets.
  - Post upcoming meetings and activities on the QCHC web page and social media pages, with the assistance of the Social Media Committee.
  - Respond to all QCHC e-mails and check post office box and distribute contents weekly.
  - In partnership with the QCHC Executive Committee:
    - Assist QCHC Chair in scheduling a monthly Executive Committee meeting the second half of each month
    - Assist QCHC Chair in developing meeting agenda
    - Provide a report of activities, projections, deadlines, and budget
    - Research and assist in responding to potential funding sources.
  - Provide coordination support to the QCHC and Committees within paid time constraints as determined in partnership with QCHC Executive Committee.
  - Organize and manage the building and maintenance of a website for the Health Council.
  - Research Grant Opportunities and bring to the Executive Committee.
  - Write and submit grant applications selected by the Council to apply for.
  - Ensure all deliverables are met for any funding received by the QCHC Council either by committees, other contractors, or self.
  - Complete all required reporting, tracking, and invoicing required for any funding obtained by the Council.
  - Provide support for other contractors and coordinate their work assignments.
  - Coordinate Monthly Podcast Recordings and ensure uploading to appropriate sites.



## SCHEDULE I – Assistant Coordinator

### **Scope of Work**

**Contractor** agrees to perform as **QCHC** Assistant Coordinator on a full-time basis and shall assist with coordinating Council activities such as:

- **General QCHC Operations**, assignment and direction will be provided by the QCHC Coordinator:
  - Attend all meetings, training, work seminars, and courses, as requested.
  - In partnership with QCHC Coordinator, develop and post information on social and traditional media outlets advertising QCHC activities.
  - Assist with coordination of special projects and community events, as requested.
  - Travel statewide, as requested.
  - Assist with coordination of QCHC committees, as requested.
  - Assist with the preservation and maintenance of QCHC records, as outlined in QCHC Policies and Procedures.
  - Assist QCHC Coordinator in the division of duties pertaining to each QCHC grant, making sure all deliverables are met in a complete and timely manner.
  - Assist with the development of QCHC website and update website weekly.
  - Assist in the preparation of the monthly coordination report to the Council.
  - Perform other duties as assigned by QCHC Coordinator.
  - Assist the Social Media Team in creating and posting educational posts.
  - Coordinate Filming of QCHC Videos.
  - Edit QCHC Videos.
  - Work with Podcast Team to develop, record, edit and upload monthly podcasts on to appropriate platforms. Film and Edit videos as assigned by QCHC Coordinator.



## SCHEDULE I – PFS Project Coordinator

### Scope of Work

**Contractor** agrees to perform as *Site Coordinator for the Strategic Prevention Framework-Partnership For Success* (PFS) on a part-time basis and shall coordinate activities such as:

- Completion of the Strategic Prevention Framework – Partnership For Success Grant, FY 24 Scope of Work (copy provided by **QCHC** Executive Committee):
  - Review Handbook and other materials provided by PFS Project Director.
  - Maintain regular communications and engagement with PFS Project Director.
  - Collaborate with the other 2 counties involved in the grant, as appropriate.
  - Report monthly QCHC Council Meetings and Executive Committee meetings as needed.
  - Convene a project committee of interested stakeholders to plan and implement strategies to reduce alcohol and substance abuse in youth and adults.
  - Recruit and retain project stakeholders and partners, ensuring that the 12 core sectors are represented.
  - Provide PFS committee maintenance including but not limited to keeping minutes and sending meeting reminders.
  - Follow QCHC financial procedures for purchasing and reimbursement.
  - Assure all project activities are carried out in a timely manner with quality.
  - Prepare for, attend, and facilitate, as appropriate, committee and special meetings as related to this grant.
  - Research local health data and share with QCHC and PFS committee.
  - Coordinate planning of annual project strategic planning session.
  - Complete and submit monthly reports and quarterly invoices to funder and QCHC.
  - Attended the following Meetings and Trainings
    - 6 Remote Meetings (2 hours) with Consortium members
    - Monthly 1-hour remoted meetings with project director
    - Annual Strategic planning session
    - 6 Quarterly 8-hour SPF trainings
    - 2 Annual, 2 -4 hours trainings as scheduled
    - Health Council Capacity Assessment training
    - Work with committee to schedule 2 2-hour trainings for them or the Council and attend these trainings yourself
  - Ensure that a Health Council Capacity Assessment is completed according to guidelines
  - Develop a Communication Plan
  - Complete a Logic Model based on needs assessment.
  - Complete a 12-month action plan to implement identified strategies and build health council capacity.
  - Administer Coalition Capacity Assessment (CoCA) and assessments from Center for the Application of Prevention Technologies' Prevention Coalition Annual Training (PCAT), Identify at least 2 capacity building objectives based on results.
  - Develop strategic plan to guide prevention activities around the Strategic Prevention Framework (SPF) components selected and implement plan.



- Develop and deliver an evaluation system in-line with chosen priorities.
- Engage Council members to fill all 12 sector slots with representatives.
- Identify County level behavioral health data disparities.
- Develop and implement an evaluation plan and a sustainability plan.

**Better Together Grant Work**

- Work with the video team to learn to use the video equipment, write and edit videos on vaccinations and other health topics.
- Work with Podcast team to learn the process and participate in recording Council podcasts



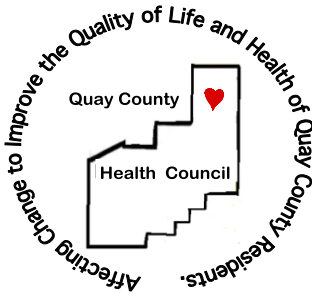
## SCHEDULE I – CCHICA Coordinator

### **Scope of Work**

**Contractor** agrees to perform as Quay County **Project Coordinator** with a focus on the Climate Change Health Impacts & Community Action (**CCHICA**) **Grant** on a part-time basis and shall coordinate activities such as:

- Attend Monthly Health Council and Executive Committee Meetings and present monthly oral reports about CCHICA activities.
- Attend Quay County Health Council Coordinator's Monthly Coordination Meeting
- Attend Monthly Training provided by Community Health Innovations (CHI) for the CCHICA grant.
- Attend Monthly CCHICA One on One and Quarterly CCHICA Site meetings.
- Attend Monthly QCHC Social Media Committee Meeting to plan health related content and monitoring of Social Media platforms
- Assist QCHC Coordinator with posting on Social Media site approximately 50 posts per month based on predetermined schedule.
- Assist QCHC Coordinator in updating QCHC Website including updating the Climate and Health page quarterly.
- Work with the Digital Media Team and Podcast Team to prepare videos and podcast episodes related to Climate and Health.
- Work with the Podcast Team to prepare and record monthly podcasts.
- Provide Council Coordinator items needed to Complete Quarterly Reports one week before deadline.
- Provide Educational Presentations in Quay County around water and environmental issues. (ie conservation, Pfas, well safety)
- With State Coordinator and Other Counties in the Grant
  - Participate in CCHICA Community Engagement Activities
  - Bring Stakeholders together to work on policy development around Public Water Systems
  - Develop a disparity impact statement using local data to identify populations at highest risk for health disparities and low health literacy in relation to Public Water Systems
  - Develop a disparity impact statement action plan in relation to Public Water Systems
  - Engage in policy assessment using Legal Epidemiology Framework provided by OMH
  - Develop policy assessment questions
  - Propose policy changes and likelihood of adoption
- Work with State Coordinator to ensure all Quay County deliverables are completed
- Based on Contractor availability and interest additional items may be added to assist with other grant deliverables.





# QUAY COUNTY Health Council

## PROFESSIONAL SERVICES CONTRACT

This agreement is entered into by and between Quay County Health Council (hereafter referred to as **QCHC**) and \_\_\_\_\_ (hereto referred to as **Contractor**. **Contractor** agrees to sell to QCHC and QCHC agrees to purchase from \_\_\_\_\_ the professional services as listed in attached Schedule I, Scope of Work, beginning on page 4. This agreement shall be effective \_\_\_\_\_ through December 31, 20\_\_, unless terminated pursuant to Section 6.1 of this Agreement. This agreement may be renewed, upon agreement of both parties yearly based on available funding.

### 1. STATUS OF PARTIES:

**Section 1.1** It is understood that **Contractor** is an independent contractor with respect to **QCHC**, not an employee. Contractor personnel are independent contractors and shall perform services under the general direction of **QCHC** Executive Committee and Social Media Project Committee as to the results of such activity, but that **Contractor** shall determine, in the **Contractor's** sole discretion, the manner and means by which the services are accomplished, subject to the express condition that **Contractor** shall at all times comply with applicable laws, regulations, and policies of **QCHC**.

### 2. SERVICES TO BE PROVIDED BY CONTRACTOR:

**Section 2.1** See Schedule I, Scope of Work, beginning on page 4.

### 3. CONFIDENTIALITY:

**Section 3.1** **Contractor** shall exercise confidentiality regarding all materials. The **Contractor** will not at any time or in any manner, either directly or indirectly, use any information for the **Contractor's** own benefit, or divulge, disclose, or communicate in any manner any information to any third party without prior consent of **QCHC**.

### 4. PAYMENT OF SERVICES:

**Section 4.1** **Contractor** will be reimbursed at \_\_\_\_\_ per documented and delivered service activity hour. Reimbursement will be made once a month. The total reimbursements not to exceed \_\_\_\_\_.

**Section 4.2** **Contractor** shall maintain records, which indicate the date and nature of the services rendered and provide that information in the form of the written report (with signature and date) accompanying monthly invoice for payment.

**Section 4.3** **Contractor's** invoice and report of previous month's activities will be provided to the QCHC Chair via the QCHC Coordinator for approval by the 5<sup>th</sup> of each month.

**Section 4.4** **QCHC** will remit payment within two weeks of receipt of invoice, contingent upon approval by **QCHC** Chair.



**Section 4.5** The fees and charges for any changes, modifications, or additional work not described in the Scope of Work shall be pre-approved in writing by **QCHC**.

## **5. INDEMNIFICATION**

**Section 5.1** **Contractor** shall hold harmless and indemnify **QCHC** against all civil actions, suits, demands, losses or expenses, including attorney's fees, which may be threatened or incurred at any time by reason of **Contractor's** services provided pursuant to this agreement.

**Section 5.2** Except as stated in Schedule I (Scope Work), **Contractor** shall be deemed for all purposes to be an independent contractor and not an employee of **QCHC**. **QCHC** shall not withhold any sums from the payment to be made for Social Security or other Federal, State, and local tax liabilities or contributions, and all withholdings, liabilities, contributions shall be solely the responsibility of **Contractor**.

## **6. TERMS AND TERMINATION**

**Section 6.1** The term of this Agreement shall commence on the Effective Date specified in the Execution Page of this Agreement and shall continue in effect until terminated. The Agreement may be terminated without cause at any time upon a minimum of thirty (30) days written notice to the other party.

## **7. CONFLICT OF INTEREST**

**Section 7.1** In order to prevent the appearance or the presence of an actual conflict of interest and to preserve **Contractor's** independence, **Contractor** will disclose to **QCHC** any significant activities that would present a potential conflict of interest.

## **8. AMENDMENT:**

**Section 8.1** This agreement shall not be altered, changed, or amended except by instrument in writing executed by both parties thereto.

## **9. SCOPE OF AGREEMENT:**

**Section 9.1** This agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

By signing this agreement **Contractor** certifies that no other agreement or understanding, verbal or otherwise of the parties or agents shall be valid or enforceable unless embodied in this agreement, or as an addendum to this agreement.

In WITNESS THEREOF, intending to be legally bound, the parties or their authorized agents hereto have executed this Agreement as of the dates specified.

\_\_\_\_\_  
Printed Name of **Contractor**

\_\_\_\_\_  
Printed Name and Title of **QCHC Representative**

\_\_\_\_\_  
Signature of **Contractor**

\_\_\_\_\_  
Signature of **Representative**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## SCHEDULE I – SPANISH TRANSLATOR

### **Scope of Work**

**Contractor** agrees to perform as Spanish translator of Social Media, print media, and Video and Radio Scripts created by the coordinators and volunteers of the QCHC in order to increase our ability to equitably reach our Spanish speaking community.

- Attend monthly Social Media Committee to coordinate future posting and give insight into post needs for the Spanish speaking community.
- Create posts with the Spanish speaking community needs in mind.
- Translate posts as determined by the Social Media Committee
- Translate other materials to help the QCHC provide Equitable Health Literacy Education.

## SCHEDULE I - VIDEOGRAPHER

### **Scope of Work**

**Contractor** agrees to perform as ***Film Instructor and Digital Media Editor*** on a part-time basis and shall coordinate activities such as:

Serve as Film Videographer and Director for Health Council Videos

Serve as an Editor for Health Council Videos

Film Podcasts including equipment set up.

Assist with editing Podcasts and preparing them to be loaded onto appropriate platforms.

Work with Health Council Contractors or Volunteers in editing and filming