



Health Department



### Application for Board of Health Membership

Applications and curriculum vitae/resumes are due by September 1, 2020 as noted below

#### Information

Name (First and Last)	Phone Number
Address (Street, city, zip)	Alternate Phone Number
Email address	Date of Application

Please list your unique set of qualifications to be a Board of Health Member:

Please list the reason(s) you want to serve on the Board of Health:

Click here to confirm:

- I have attached my curriculum vitae or resume with this application.
- I understand this is a voluntary position for a three-year term without monetary compensation.
- I am available at 4:00 pm on the 4<sup>th</sup> Monday of every odd numbered month. *(The board meets at 4:00 pm in the Health & Justice Building 151 S. University Avenue, Provo 84601 the fourth Monday of January, March, May [May will be the third Monday due to Memorial Day], July, September and November.)*
- I have read the Board Member responsibilities and certify that I am a resident of Utah County.
- Print/scan/compelte and email this application and resume to Ralph Clegg, Executive Director, Utah County Health Department [ralph@utahcounty.gov](mailto:ralph@utahcounty.gov) or fax to 801-851-7536 by the **due date of September 1, 2020.**

# Board of Health – *Board Member Responsibilities*

## What is a Board of Health?

In Utah, State statute (Utah Code Title 26A) requires that a County Governing Body shall ensure the creation and maintenance of a local health department to serve all incorporated and unincorporated areas in the county. This statute also mandates that a local health department have a Board of Health to act the public health policy board, with defined roles. Because the board plays such a critical role in the public health system, Board of Health members must be aware that their decisions, deliberations, and actions are deemed public record. As such, the board must ensure that it is operating within legal authority and under the principles of good faith. Board members must reside in Utah County.

## Roles of a Board of Health

### Administration and Board Policies

The Board acts as the public health policy body for the local health department.

- Develop bylaws for themselves regarding meeting times, absences, meeting format, requirements and recruiting criteria of board members, and grounds for removal of board member.
- Elect board chairperson and vice-chairperson.
- Review and determine general operational policies for the health department to ensure that the organization is run effectively, legally, and ethically.
- Annually report department and board operations to the local governing bodies.

### Planning and Evaluation

The Board also helps define the organizations purpose and helps establish direction for the organization.

- Review the mission for the health department.
- Review and adopt strategic planning and development of long-range goals, ranging at least three to five years in the future. (Keeping in mind that goals may need to be changed based on needs and resources of the department and community.)
- Regularly evaluate the board of health's performance to help facilitate department progress.
- Review department programs to ensure their consistency with the department's mission, priorities, community needs, and resources.

### Development of Local Public Health Regulations

The Board may develop and implement local regulations for the protection of public health.

- Local regulations may not be less restrictive than State rules and laws.
- Findings are required for local regulations more stringent than rules and laws.

### Fiscal Oversight

The County is responsible for the financial stability of the local health department. The Board helps in this process by:

- Reviewing annual costs reports for the health department.
- Reviewing the annual budget, recognizing the final budget is adopted by the county.
- Approving department fee schedule.

### Retention and Evaluation of the Health Officer

The board of health shall appoint a local health officer (subject to ratification by the County).

- Establish compensation and conditions of employment for the health officer.
- At least annually, evaluate the health officer's performance.

## *Board Member Responsibilities (continued)*

### **Prepare for Meetings**

- Regular attendance and active involvement.
- Read all material prior to meeting.
- Understand the meeting process and follow the rules of order.

### **Participate**

- Ask questions, discuss, and participate. Don't be afraid to disagree during meetings.
- Support board decisions as a united body. Silence is often interpreted as consent.
- Take responsibility when asked and follow through on assignments.

### **Develop Relationships**

- Work cooperatively with the health officer.
- Communicate regularly with community leaders and elected officials about perceived needs and possible resources.
- Learn about public health system, including key stakeholders and partners.

### **Advocate for Public Health**

- Be a health proponent. Promote and support local health department programs, services, and functions.
- Be patient. Prevention efforts and health status of the community takes time to change.
- A board of health or health department can't solve all public health problems immediately.

### **Monitor Efforts**

- Individual board members are not automatically designated to act as a liaison with the media.
- Know the difference between private problems and those which have an impact on public health.
- Make decisions that need to be made, even amid adverse public reactions and/or opinions.

### **Work together as a Board**

- Be visionary. Know where the board and health department should be in 2-3 years.
- Participate in identifying and training new board members to support this vision.
- Identify priorities to help ensure the appropriate resources are available for the time necessary to see them through.