



# Tehama County PUBLIC HEALTH ADVISORY BOARD

## BYLAWS

---

Rev. 2020

### ARTICLE I: NAME

---

The name of this board shall be Tehama County Public Health Advisory Board, hereafter referred to as PHAB.

### ARTICLE II: PURPOSE AND RESPONSIBILITY

---

These bylaws govern the conduct of all meetings associated with the PHAB.

The purpose of the PHAB is to act as an advisory body to the Tehama County Board of Supervisors, the Health Services Agency Executive Director, the Health Officer, and the Public Health Director, on public health issues, programs, services, and emergency preparedness affecting the health and safety of the community.

The responsibilities of the PHAB shall be:

- Review, assess and prioritize community health needs and the adequacy and availability of health care services, programs, providers, and facilities and propose actions to remedy these identified needs.
- Advise the Board of Supervisors on policies, goals, and operations of Tehama County Health Services Agency – Public Health.
- Encourage support throughout the County for the development and implementation of effective public health services, and emergency preparedness.
- Prepare a fiscal year report for submission to Tehama County Health Services Agency and the Tehama County Board of Supervisors.

### ARTICLE III: MEMBERS

---

#### SECTION 1: NUMBER

The PHAB shall consist of fifteen (15) Voting Members. Each Voting Member is allowed one (1) designated Alternate. Alternates will have the privilege of voting as designated representatives in the Voting Member's absence.



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

## **SECTION 2: APPOINTMENTS**

Voting Members and Alternates shall be either a Tehama County resident or a representative of an agency or organization that serves Tehama County.

Persons responsible for representing such agencies and organizations shall be considered by the Executive Committee for recommendation to the PHAB and to the Board of Supervisors for appointment to a three (3) year term. Members must reapply prior to the ending of their term if they wish to continue serving as a voting member.

Newly appointed Voting Members and Alternates will be provided orientation to the Board by a member of the Executive Committee within the first three months of their appointment.

Examples of organizations represented might include: Health Care Providers, Social Services, Public Safety, Department of Education, Non-Profit Health Agencies, Domestic Violence, Environmental Health, Business Community, Community Members-at-Large.

Because the functions of the PHAB are purely advisory and not part of the governmental functions of the County, and the members of the PHAB receive no compensation. Voting Members and Alternates of the PHAB shall not be considered public officers by virtue of their appointment to the PHAB.

## **SECTION 3: TERMS**

Members shall be appointed to a three (3) year term. Partial year memberships shall be considered one year. Term limits will be staggered so that no more than 3 members are due for renewal each year. In the event that current member terms need to be modified to achieve staggered term limits the Executive Committee will assign new end dates and send to Board of Supervisors for approval.

## **SECTION 4: SELECTION PROCEDURES**

The Executive Committee will recommend a member to the PHAB. The PHAB will vote to approve or deny the membership. If approved by the PHAB the application will go before the Tehama County Board of Supervisors to appoint the Voting Member and their designated Alternate to the PHAB.

## **SECTION 5: VACANCIES**



# Tehama County PUBLIC HEALTH ADVISORY BOARD

A vacancy shall not prevent the PHAB from conducting business. Vacancies shall be reported to the Clerk of the Board of Supervisors semi-annually, by the Public Health Liaison when:

- a. A member who fails to attend three (3) meetings of the PHAB within a twelve (12) month fiscal year period, (July-June), without good cause, and unexcused, as provided in Section 5 of this Article, or;
- b. A formal letter of resignation is submitted to the PHAB's Chairperson or the Executive Committee Chairperson.
  - In the event a member resigns before their term ends their alternate may request appointment to complete the term as the voting member.

## **SECTION 6: ATTENDANCE**

Members are expected to physically attend monthly PHAB meetings. Members shall report any absence to the Public Health Liaison or PHAB Chairperson prior to the meeting. Members are allotted three (3) unexcused absences in any twelve-month fiscal year period (July 1 – June 30). When good cause exists, a voting member may exceed three (3) absences.

- a. Absence with good cause is defined as:
  1. A member is ill
  2. A member has a work conflict
  3. A member has personal business to attend to
- b. Unexcused absence is defined as:
  1. Not attending a meeting and not giving prior notice of absence to PHAB Liaison or PHAB Chairperson, in other words; "no-showing"
  2. An absence that does not meet the above criteria for good cause

Once a member has reached three (3) unexcused absences in a fiscal year the Executive Committee will reach out to the member via phone to notify them they have reached their limit of unexcused absences.

Upon a fourth (4<sup>th</sup>) unexcused absence in a fiscal year period the Public Health Liaison will notify the member via e-mail that any additional unexcused absences within the fiscal year may result in termination of membership.

After four (4) unexcused absences in a fiscal year period any additional unexcused absences within the fiscal year period may result in removal in accordance with Section 4(a), upon determination by the PHAB that the absences were without good cause.



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

Once the PHAB determines a Voting Member is no longer eligible for membership based on their attendance the Public Health Liaison will notify the member and their agency of the decision in writing.

## **SECTION 7: INTERESTED PARTIES**

PHAB meetings are open to the public. Interested parties representing other institutions, agencies (public and private), and other community groups and concerned members of the public are welcome to attend all meetings of the PHAB and may request consideration for appointment.

## **SECTION 8: CONFLICT OF INTEREST & ETHICS TRAINING**

Individuals who are employed by or have a contract with the Health Services Agency and family of current board members may not be considered for PHAB membership to avoid any appearance of conflict of interest.

All members and alternates of the PHAB will attend Ethics Training as stipulated by Assembly Bill 1234. The Executive Committee is responsible to assure that all members comply.

## **SECTION 9: COMPENSATION AND REIMBURSEMENT**

All members of the PHAB shall serve without compensation. When traveling at the request of the PHAB or Public Health, and with the approval of the Health Services Agency Executive Director and the Board of Supervisors, they shall be entitled to reimbursement for necessary expenses. The Director of Public Health must approve all claims before being submitted for payment.

## **ARTICLE IV: MEETINGS**

---

The Ralph M. Brown Act, set forth in the California Government Code sections 54950-54963, inclusive, shall govern all meetings of the PHAB and its standing committees.

### **SECTION 1: REGULAR MEETINGS**

Board meetings shall be held monthly unless changed by a majority vote of the membership with the exception of July. There is no meeting held in July.

### **SECTION 2: SPECIAL MEETINGS**



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

Special meetings of the PHAB may be held on call of the Chairperson, the Director of Public Health, and the Board of Supervisors or by a majority vote of the membership.

## **SECTION 3: NOTICE OF MEETINGS**

A written agenda stating the date, place and time of each meeting shall be posted for public viewing, and to the TCHSA website, at least seventy-two (72) hours prior to the meeting. PHAB Members, local newspapers and the county libraries in Red Bluff and Corning will receive the agenda via email from the PHAB Liaison.

Any members who wish to receive hard copies of the agendas mailed to them via USPS mail must submit their request in writing to the PHAB Liaison.

Special meetings will be posted as above at least twenty-four (24) hours prior to the meeting.

## **SECTION 4: QUORUM AND VOTING**

A quorum shall consist of 50% plus one of voting members (or alternates). Any action of the PHAB may be taken by a majority of the quorum present. If a voting member (or alternate) abstains without cause on any matter, their vote shall be counted as concurrence in the action of the majority of the members who do vote on the matter.

## **SECTION 5: WRITTEN BALLOT**

A written ballot, yes or no, will be provided upon the request of any PHAB member.

## **SECTION 6: OPEN MEETINGS**

All meetings, including all standing committee meetings, shall be open to the public.

## **SECTION 7: MINUTES**

The Public Health Staff Liaison shall keep written minutes for each meeting that include a record of votes on all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting and shall be made available to the public upon request.



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

## **ARTICLE V: OFFICERS**

---

Officers of the PHAB shall be Chairperson and Vice-Chairperson. The officers shall serve one (1) year (July – June) and may be reelected for a second year by vote of the membership.

### **SECTION 1: ELECTION**

The Chairperson and the Vice-Chairperson shall be nominated and elected each year at the June meeting and shall assume the duties of their office at the August meeting. The Public Health Staff Liaison shall notify the Board of Supervisors in writing of the results immediately following the election.

### **SECTION 2: VACANCY OR REMOVAL**

Upon the resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of Chairperson for the remainder of the one-year term. An election for the vacant office of Vice-Chairperson shall be conducted.

The Chairperson or the Vice-Chairperson may be removed from office and relieved of duties by a majority vote of the PHAB membership.

### **SECTION 3: DUTIES**

The Chairperson shall collaborate with the Executive Committee and Public Health Staff Liaison in developing the agenda for the meetings, shall preside at all meetings, and shall represent the PHAB in official communications. The Chairperson shall be an ex-officio on all committees.

The Vice-Chairperson shall preside over the meetings in the absence of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the PHAB shall appoint a member to preside over the meeting.

### **SECTION 4: RECORDS**

The Public Health Staff Liaison, designated by the Director of Public Health, shall perform clerical assistance. Staff shall be responsible for distributing the minutes of meetings to members and for maintaining a permanent file of all minutes and attendance.



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

## ARTICLE VI: COMMITTEES

Committees may be appointed relative to PHAB in public health issues. Interested parties, in addition to PHAB members, may serve on the committees.

### **SECTION 1: STANDING COMMITTEES**

All standing committees shall comply with the Ralph M. Brown Act, set forth in the California Government Code sections 54950-54963, inclusive.

#### **a. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of a minimum of two (2) and no more than seven (7) PHAB members and a non-voting Public Health Staff Liaison and shall:

1. Annually identify gaps among the sectors/organizations represented on the PHAB. Representatives of the identified unrepresented sectors/organizations should be considered as potential new members.
2. Recruit potential members for the PHAB and post public notices of membership openings.
3. Review qualifications of all applicants for membership and make recommendations to the PHAB and the Board of Supervisors.
4. Oversee the orientation and training of new members to the PHAB.
5. Recommend to the PHAB in April potential members to fill memberships expiring June 30<sup>th</sup>.
6. Verify members are completing Ethics Training as necessary.
7. Track general attendance of members and make recommendations to the PHAB for removal of members with unexcused absences as set forth in Section 5 of Article III.
8. Nominate candidates for PHAB Chairperson and Vice-Chairperson and present to PHAB for election.
9. Review the bylaws annually and make suggestions to the PHAB as necessary.
10. Set the agenda for the upcoming PHAB meetings.



# *Tehama County* **PUBLIC HEALTH ADVISORY BOARD**

11. Review accomplishments and set goals at the August meeting and submit to the PH Staff Liaison by September 30th for the Annual Report.
12. Perform other activities related to the PHAB as appropriate.

## **b. HEALTHY YOUTH TEHAMA COMMITTEE**

The Healthy Youth Tehama Committee shall consist of at least two (2) interested PHAB members or their alternates and a non-voting Public Health Staff Liaison and shall:

1. Review needs in Public Health's Maternal, Child, Adolescent Health 5-year Action Plan and suggest ways to achieve objectives.
2. Assess existing community resources to determine the community's capacity to respond to issues involving youth.
3. Enhance strengths, skills and support to promote positive development and ensure youth are healthy and thrive.
4. Review accomplishments and set goals at the August meeting and submit to the PH Staff Liaison by September 30th for the Annual Report.

## **c. DENTAL COMMITTEE**

The Dental Committee shall consist of at least two (2) interested PHAB members or their alternates and a non-voting Public Health Staff and shall:

1. Assess and prioritize the present and future extent of oral health needs in our community.
2. Assess existing community resources and oral health care providers to determine the community's capacity to respond to these issues.
3. Identify unmet oral health needs within the community.
4. Collaborate with community and regional organizations, agencies or officials to coordinate their oral health education and services.
5. Strive to educate people across the lifespan about the importance of oral health and its importance to overall health.





# Tehama County PUBLIC HEALTH ADVISORY BOARD

6. Review accomplishments and set goals at the August meeting and submit to the PH Staff Liaison by September 30th for the Annual Report.

## SECTION 2: AD HOC COMMITTEES

Ad Hoc committees, consisting solely of members of the PHAB, or their alternates, that are less than a quorum, may be appointed as needed to accomplish specific objectives and shall be open to the public as determined by the Ad Hoc committee.

## ARTICLE VII: AMENDMENTS

---

The following process may amend these bylaws:

- a. Proposed changes will be submitted in writing by the Executive Committee to the PHAB for review and approval.
- b. Written notice of the proposed bylaw change will be e-mailed or delivered to each member at least seventy-two (72) hours prior to the date of the first of two (2) necessary meetings and posted for public viewing.
- c. The bylaw change(s) shall be read at the second meeting and time allowed for discussion and public comment prior to adoption or rejection by a majority vote of the PHAB.
- d. All bylaw changes will be signed by the PHAB chairperson and dated as to the revision date.
- e. Adopted bylaws, once approved by the TCHSA Executive Director, shall be immediately submitted to the Clerk of the Board of Supervisors for their records by the Public Health Staff Liaison.

Sharon Sinclair

Public Health Advisory Board Chairperson

03/05/2020

Date