



Tehama County

Public Health Advisory Board

BYLAWS

Rev. 2025

ARTICLE I: NAME

The name of this board shall be Tehama County Public Health Advisory Board, hereafter referred to as the 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, and services, 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.
- 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 thirteen (13) Voting Members. Each Voting Member is allowed one (1) designated Alternate. Alternates will have the privilege of voting as designated representatives on the PHAB and all standing or ad hoc committees in the Voting Member's absence.



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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 may 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 assigned a Board Mentor, appointed by the Executive Committee, to provide orientation to the Board 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, Transportation, Agriculture, Economic Development, Community Members.

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; therefore, 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 default three (3) year term. Term limits will be staggered so that no more than 4 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 them to Board of Supervisors for approval. All terms will end at the conclusion of a fiscal year.

SECTION 4: SELECTION PROCEDURES

The Executive Committee will recommend a new member application 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.



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SECTION 5: VACANCIES

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

- a. A member who fails to attend five (5) meetings of the PHAB within a twelve (12) month fiscal year period, (July-June), without good cause, and unexcused, as provided in Section 6 of this Article, or;
- b. A formal letter of resignation is submitted to the PHABs 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 attend in-person monthly PHAB meetings. Voting members are allowed to appear remotely a maximum of two times per year. Members shall report any planned 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 (4th) 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.



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Five (5) unexcused absences within the fiscal year period shall result in removal in accordance with Section 5a, upon determination by the PHAB that the absences were without good cause.

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 if interested may complete an application for consideration of appointment to the PHAB.

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 for assuring 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.



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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

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 will receive copies of the agenda in advance via email from the PHAB Liaison. Hard copies of the agenda will be posted for public viewing in the following locations:

- Tehama County Clerk of the Board office, 633 Washington St.
- Red Bluff and Corning libraries
- Doors of publicly available TCHSA buildings

Any PHAB members who wish to receive hard copies of the agendas mailed to them via United States Postal Service 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 be established at the start of each meeting and shall be announced any time it is affected by a change in attendance during the meeting. A quorum shall consist of 50% plus one of the current number 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.



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SECTION 6: OPEN MEETINGS

All meetings, including all standing committee meetings, shall be open to the public. Members of the public wishing to address the PHAB during open session will be allotted three minutes per speaker. Individuals requiring translation services will be allotted 6 minutes per speaker.

SECTION 7: MINUTES

Meeting minutes will be maintained by the Public Health Staff Liaison. 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.

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.



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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.

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. Standing Committee Officers and membership shall be reported to the PHAB for evaluation annually at the September PHAB meeting.

a. EXECUTIVE COMMITTEE

The Executive Committee shall consist of a minimum of three (3) PHAB members and a non-voting Public Health Staff Liaison. The Executive Committee shall be presided over by a Chair elected for a one-year term annually at the August meeting 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.



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5. Recommend to the PHAB potential members to fill vacating memberships, as needed.
6. Verify members are completing Ethics Training.
7. Track general attendance of members with support from Public Health Staff Liaison and make recommendations to the PHAB for removal of members with unexcused absences as set forth in Article 3, Section 5.
8. Nominate candidates for PHAB Chairperson and Vice-Chairperson and present to PHAB for election at the May meeting.
9. Review the bylaws annually and make suggestions to the PHAB as necessary.
10. Set the agenda for the upcoming PHAB meetings.
11. Review accomplishments and set goals at the August meeting and submit to the Public Health 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 three (3) interested PHAB members or their alternates and a non-voting Public Health Staff Liaison. The Healthy Youth Tehama Committee shall be presided over by a Chair elected for a one-year term annually at the August meeting 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 Public Health Staff Liaison by September 30th for the Annual Report.



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c. DENTAL COMMITTEE

The Dental Committee shall consist of at least three (3) interested PHAB members or their alternates and a non-voting Public Health Staff Liaison. The Dental Committee shall be presided over by a Chair elected for a one-year term annually at the August meeting 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.
6. Review accomplishments and set goals at the August meeting and submit to the Public Health Staff Liaison by September 30th for the Annual Report.

SECTION 2: AD HOC COMMITTEES

Ad Hoc committees, consisting of less than a quorum of PHAB voting members plus any community members or relevant individuals, may be appointed as needed by the PHAB Chair or majority vote to accomplish specific objectives.

ARTICLE VII: AMENDMENTS

The following process may amend these bylaws:

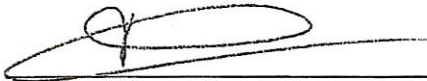
- a. Proposed changes will be submitted in writing by the Executive Committee to the PHAB for review and approval.
- b. Written notice of the proposed bylaw change will be e-mailed or delivered to each member at least seventy-two (72) hours prior to the date of the first of two (2) necessary meetings and posted for public viewing.



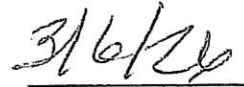
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- c. The bylaw change(s) shall be read at the second meeting and time allowed for discussion and public comment prior to adoption or rejection by a majority vote of the PHAB.
- d. All bylaw changes will be signed and dated by the PHAB chairperson to reflect 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.



Public Health Advisory Board Chairperson



Date