

# **Fayette County Board of Health By-Laws**

## **References**

Iowa Code 137 and Iowa Administrative Code 641-77

## **Purpose Statement**

Fayette County Board of Health By-Laws

## **Definitions**

A by-law means a rule or law established by an organization or community to regulate itself, as allowed or provided for by some higher authority. The higher authority, generally a legislature or some other government body, establishes the degree of control that the by-laws may exercise.

“County board” means a county board of health.

## **Implementation**

### **Article I**

#### **Name**

The name of the Board shall be Fayette County Board of Health.

### **Article II**

#### **Responsibility**

The Board of Health’s basic obligation is to the community, whom it represents, but it also has responsibilities to people who use services funded by the Board.

#### **Powers of the Board:**

Iowa Code 137 and Iowa Administrative Code 641-77: Local Boards shall have the following powers:

1. The County Board shall:
  - a. Enforce state health laws and the rules of lawful orders of the state department.
  - b. Make and enforce such reasonable rules and regulations not inconsistent with law or with the rules of the state board as may be necessary for the protection and improvement of the public health.
  - c. Employ persons as necessary for the efficient discharge of its duties and may provide such personal and environmental health services as may be deemed necessary for the protection and improvement of the public health.

2. The County Board may:
  - a. Engage in joint operations and contract with ...other public and private agencies and individuals for public health activities or projects.
  - b. Charge reasonable fees for personal public health services. No person shall be denied necessary services within the limits of available personnel because of inability to pay the cost of such services.
  - c. Issue licenses and permits and charge reasonable fees therefore in relation to the collection or disposal of solid waste and the construction or operation of (nonpublic) water supplies or private sewage disposal facilities.

### **Roles and Responsibilities of local Boards of Health:**

Public Health is responsible for safeguarding the community's health. This goal is pursued through three core functions: **assessment, policy development and assurance.**

•**Assessment** is to regularly and systematically collect, assemble, analyze, and make available information on the health of the community, including statistics on health status, community health needs, personal health services, and epidemiologic and other studies of health problems. Assessment includes the essential public health services that:

- a. Monitor health status to identify community health problems.
- b. Diagnose and investigate health problems and health hazards in the community, and
- c. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.

•**Policy development** is to exercise its responsibility to serve the public interest in the development of comprehensive public health policies. This can be accomplished by promoting use of scientific knowledge based in decision making about public health and by taking the lead in public health policy development. Policy development includes the essential public health services that:

- a. Develop policies and plans that support individual and community health efforts.
- b. Enforce laws and regulations that protect and ensures safety, and
- c. Research new insights and innovative solutions to health problems.

•**Assurance** is to assure their constituents that services necessary to achieve agreed upon goals are provided either by encouraging actions by other entities (private or public sector), by requiring such action through regulation, or by providing services directly. Each local board must involve key policymakers and the general public in determining a set of high-priority

personal and community-wide health services. Assurance includes the essential public health services that:

- a. Link people to needed personal health services and provide such personal and environmental services as deemed necessary,
- b. Ensure the competence of public health and personal health care workforce,
- c. Inform, educate, and empower people about health issues, and
- d. Mobilize community partnerships to identify and solve health problems.

**Specific Functions of the Fayette County Board of Health:**

1. Helps promote community understanding of public health and participates in developing solutions to public health issues.
2. Assumes responsibility for contractual arrangements, including review and renewal at least annually, or as specified by contract.
3. Participates in the annual evaluation of the effectiveness of the Fayette County Public Health Agreement, providing future directions to contractors.
4. Adopts and reviews, at least annually, policies signed by the Medical Director for medical services provided under blanket prescription.
5. Participates in the annual development and negotiation of the Board of Health budget within the Fayette County General Fund.
6. Complies with grant requirements for all County, State, Federal, or Private funds received or distributed to subcontractors.
7. Participates in the annual development and negotiation of the Addendum to the Fayette County Public Health Agreement that provides for a block grant of county tax funds to the contractor.

**Article III  
Membership**

**Section 1. Number**

The membership of the Fayette County Board of Health shall consist of five persons appointed by the Fayette County Board of Supervisors, at least one of whom shall be licensed as a physician, a physician assistant, an advanced registered nurse practitioner, or an advanced practice registered nurse. Iowa Code 2021, Chapter 137:77.

**Section 2. Term**

Members will serve staggered three-year terms.

**Section 3. Re-appointment**

Any member may be reappointed without limitations as to the number of terms served.

#### **Section 4. Unexpired Terms**

Unexpired terms will be filled by appointment of the Board of Supervisors.

### **Article IV Orientation**

#### **Section 1. Purpose**

Orientation is essential in order for Board members to be fully aware of how the agency functions and operates. Orientation can be carried out by both Board members and the Fayette County Public Health Administrator and/or Coordinator, or the IDPH Regional Coordinator.

#### **Section 2. Manual**

New members will be given a manual, which contains pertinent information on the functions required of them as Board members and on community programs and services for which they are responsible.

#### **Section 3. Orientation**

Orientation through observation, review of manual and visual aids should include:

- Board of Health Roles and Responsibilities under the Iowa Code.
- Fayette County Public Health Programs and Services funded by BOH.
- Contracts issued by the Board of Health.
- Financial status of the Board of Health budget.
- Environmental health responsibilities

### **Article V Organization of Fayette County Board of Health**

#### **Section 1. Election**

1. The officers of the Board of Health shall be a chairperson, vice-chairperson and secretary.
2. They shall:
  - a. be elected by the membership of the Board at the first meeting held during the calendar year.
  - b. be elected to serve one year.

#### **Section 2. Duties**

The officers shall perform the duties usually pertaining to their offices and other such duties as the Board prescribes.

#### **Section 3. Unanimous Ballot**

In case there is but one nominee for an office, a member of the Board may be instructed to cast a unanimous ballot.

#### **Section 4. Chairperson and Vice-Chairperson**

In the absence of the chairperson, the vice-chairperson shall serve as chairperson.

#### **Section 5. Secretary**

1. The Board Secretary will record minutes of the meetings and submit them to the Fayette County Public Health Administrator and Fayette County Public Health Coordinator, Board members, and the Fayette County Board of Supervisors;
2. The Fayette County Public Health Administrator and/or Coordinator will assure that minutes are uploaded to [Iowagrants.gov](http://Iowagrants.gov) (Iowa Department of Public Health).

### **Article VI Meetings**

#### **Section 1. Regular and Special Meetings**

1. Meetings shall be held a minimum of six times a fiscal year.
2. Special meetings shall be called by the Chairperson.
3. In case of absence or refusal of the Chairperson to call a meeting when requested, any Board member may call a special meeting.

#### **Section 2. Open Meeting Law**

•Meetings shall be conducted in accordance with the law of the State of Iowa concerning open meetings.

#### **Section 3. Notification of Members**

•Board members will receive notification of a meeting 3-7 days in advance, including date, time and a copy of the tentative agenda.

#### **Section 4. Quorum**

•Three members shall constitute a quorum at any Board meeting.

#### **Section 5. Conduct of Members**

- Punctuality – meetings will start at the appointed hour.
- Preparedness – read minutes & informational materials in advance.
- Participation – attendance at a minimum of 66% of meetings.
- Professionalism – verbal and text language appropriate for workplace.
- Privacy – embargoed items are not to be shared outside of BOH.
- Policy –assist in the writing of policy statements as needed.
- Promotion – assist in promoting health programs for the public good.
- Pedagogy –provide new learning for the benefit of public health.

## **Article VII Committees**

### **Section 1. Subcommittees**

1. The Chairperson shall appoint such other committees as the Board determines are required for the work of the Board.
2. Subcommittees shall exist until their work is complete and approved by the Board.

## **Article VII Parliamentary Authority**

The rules contained in Robert's "Rules of Order, Revised" shall govern the Board in all cases wherein they do not conflict with these By-Laws.

## **Article IX Conflict of Interest**

### **Section 1. Disclosure**

Any member of the Board who will derive any profit or gain, directly or indirectly, by reason of membership on the Board, or for services to the agency, shall disclose such interest to the Board and will refrain from participating in any decision on such matters. This person shall also disclose any known significant reason(s) why the transaction(s) might not be in the best interests of the Board. The person's abstention from the vote and the reason for it will be recorded in the minutes of any meetings at which such matters are discussed.

### **Section 2. Conflict of Interest Statement**

Each Board member will annually complete an individual statement regarding conflict of interest.

## **Article X Amendments**

The By-Laws may be amended at any meeting of the Board of Health by a majority vote, provided such amendment has been proposed at a previous meeting or at any meeting called for that purpose, or the proposed changes have been mailed to the Board members at least seven days preceding the meeting at which they are to be voted.