



## TLCHD Board of Health Member Orientation Procedures

<b>Original Effective Date:</b> November 5, 2015	<b>Review / Revision Date:</b> August 4, 2017	<b>Board Procedure:</b> 2017.08.001
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**Maintenance Steward:** Health Commissioner History:  New  Revised  Archived

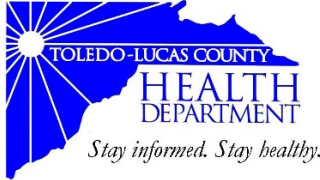
**Organizational Scope:**  
 Board of Health  Administration

**Frequency of Review:**  
 Annually  Biennially  5 Years  As Needed  Other:

**Location:**  
*G-Drive:* G: → Users → Common → Policies & Procedures  
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)  
*Hardcopy:* Board of Health Manual, Health Commissioners Office  
*Archived Version(s):* G: → Users → Common → Policies & Procedures → Archived

### Requisite Signatures

<input checked="" type="checkbox"/>  _____ Board of Health President	8.08.2017 _____ Date
<input checked="" type="checkbox"/>  _____ Health Commissioner	08-08-17 _____ Date



## TLCHD Board of Health Member Orientation Procedures

### I. Scope

The following procedures apply to new Board of Health Members appointed to the Toledo-Lucas County Health Department's (TLCHD) Board of Health (BOH).

### II. Purpose

The purpose of these procedures is to ensure all Board of Health Members receive proper orientation upon being appointed to TLCHD's Board of Health.

### III. Background

TLCHD's Board of Health governs the regional combined health district established through merger agreement effective November 2, 1999 and all amendments thereafter. The BOH is comprised of four (4) members appointed by the lesser District Advisory Council; four (4) members appointed by the Major of the City of Toledo; one (1) member from each of Maumee, Sylvania, Oregon, and Waterville, respectively appointed by each municipality's Mayor to represent the incorporated areas of each municipality; and one (1) member appointed by the Licensing Board. Appointment term lengths are stipulated within the merger agreement.

### IV. Orientation Procedures

- A. Upon appointment to the BOH, appointees are to meet with the Health Commissioner to discuss:
  - 1. Appointee responsibilities as they relate to the Toledo-Lucas County Health Department's operations.
  - 2. Appointee responsibilities as they relate to the Governing Entity (the Board of Health).
  - 3. Board of Health By-Laws, roster, and structure.
  - 4. BOH Sub-Committee setup and functions.
  
- B. The Health Commissioner may arrange for new board appointees to shadow, meet, or talk with staff from various programs throughout the health department.
  - 1. Appointees shall be encouraged to develop a broad understanding of the Health Department's authority, mandates, and role in the promotion and protection of the public's health in Lucas County.

## V. Maintenance

### A. Review

1. The *TLCHD Board of Health Member Orientation Procedures* are to be reviewed every five (5) years to ensure compliance with both agency and accreditation standards.
2. Additionally, these procedures shall be reviewed following each new amendment or revision to the regional combined health district merger agreement.

### B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

