Board of Health Patterns of Issues Discussed Review Procedures

Original Effective Date:	Review / Revision Date:	Administrative Procedure:
October 9, 2019		2019.10.016

Subject Matter Expert: Health Commissioner   History: ☒ New ☐ Revised ☐ Archived

Organizational Scope:

☒ Full Agency ☐ Administration ☐ Community & Environmental Health ☐ Health Services
☐ Health Promotion/Policy Integration

Frequency of Review:

☒ Annually   ☐ Biennially   ☐ 5 Years   ☐ Other:

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual in HR Office

Archived Version(s):

Requisite Signatures

☒ _____ Health Commissioner   10/9/19 _____ *Date*

☒ _____ Director of Environmental Health & Community Services   10/9/2019 _____ *Date*

☒ _____ Director of Health Promotion & Policy Integration   10-9-2019 _____ *Date*

☒   Vacant
_____ Director of Nursing &Health Services   _____ *Date*

☒ _____ Fiscal Director   10/09/19 _____ *Date*

☒ _____ Human Resources Director   10/9/19 _____ *Date*
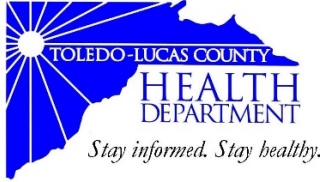
Board of Health Patterns of Issues Discussed Review Procedures

I. Scope

This procedure applies to all staff at the Toledo Lucas County Health Department.

II. Purpose

To establish a process for administration and staff to consistently review Board of Health positions on various issues to identify areas where more information or communication is needed.

III. Background

The Board of Health (BOH) is comprised of a diverse group of men and women from a variety of different backgrounds. Each member brings unique experiences and perceptions to the Board. BOH Members may not be familiar with all or recurring Board of Health issues. By reviewing BOH minutes regularly, the TLCHD administration can identify areas where more information or communication is needed.

IV. Board Issue Discussion

A. Monthly Divisional Meetings

1. Division Directors or their designee shall discuss the issues, resolutions, and policies set by the governing entity following each Board of Health meeting.
2. Staff questions, comments, or concerns regarding information presented to the Board shall be noted for discussion at the following bi-weekly Leadership meeting.

B. Bi-Weekly Leadership Meetings

1. Board member's opinions and positions on issues discussed at the Board meeting shall be a standing agenda item at the bi-weekly Leadership meeting following each Board of Health meeting.
2. Directors shall bring staff questions, comments, or concerns from the Monthly Divisional Meetings to the Leadership Meeting for discussion.
3. With input from Leadership, the Health Commissioner and Directors will discuss and determine a course of action when pertinent issues or trends present themselves (e.g., educational materials or training provided to BOH members, informational presentations or specific programmatic updates, etc.)

V. Pattern of Issues Discussed

A. A bi-annual review of the patterns of voting on issues shall be conducted by reviewing appropriate meeting minutes from Monthly Divisional Meetings and Bi-Weekly Leadership Meetings. The Health Commissioner shall ensure the review report is completed by the end of October and April respectively.

B. Each bi-annual review report shall be shared with Board of Health members and staff upon completion.

VI. Maintenance

A. Review

1. The *Board of Health Patterns of Issues Discussed Review Procedures* SOP is to be reviewed annually to ensure compliance with both agency and accreditation standards.

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.

Record of Change
(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By