

**BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT
RESOLUTION #20-01**

RE: ADOPTION OF A REVISED BOARD OF HEALTH COMMITTEE DESCRIPTIONS AND OPERATING GUIDELINES

WHEREAS, Resolution #12-02 establishes the Board of Health of Spokane Regional Health District committee descriptions and operating guidelines to provide clear understanding of Board committees and their functions to assure well-organized and effective working groups.

WHEREAS, the Board of Health of Spokane Regional Health District appointed the Board of Health Policy committee to assist the Board in performing its governance responsibilities of policy through the development of Board legislative agendas and policies for Board consideration.

WHEREAS, the Board of Health Education and Communication committee's purpose is to educate the Board on public health issues including policies and to make recommendations to the Spokane Regional Health District regarding communication with the Spokane community.

WHEREAS, the duties and goals of the Board of Health Policy committee and the Board of Health Education and Communication committee are often parallel and succinct; and it is the desire of the Board of Health of Spokane Regional Health District to be well-organized, effective and mindful of Board Member time.

WHEREAS, Resolution #16-06 the Board of Health amended its bylaws to reflect a change in the governance structure from the to the administrator as the director of the agency; and

WHEREAS, the Board of Health at the December 6, 2018 meeting amended the title of the Spokane Regional Health District Administrator to Spokane Regional Health District Administrative Officer.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH, that the Board of Health for Spokane Regional Health District hereby rescinds Resolution #12-02 and hereby updates the Board of Health committee descriptions and operating guidelines to reflect the Spokane Regional Health District governance structure and director title and merges the Board of Health Education and Communication and Board of Health Policy committees into one committee.

BE IT FURTHER RESOLVED that the committee will be named Board of Health Policy and Education Committee and will follow the revised committee description and operating guidelines hereunto attached, and

BE IT FURTHER RESOLVED that the provisions of the attached descriptions and guidelines shall be effective immediately upon adoption.

Signed this 30th day of January 2020 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



CHAIR, MAYOR BEN WICK



BREEAN BEGGS, COUNCILMEMBER



KEVIN FREEMAN, MAYOR

ABSENT

AL FRENCH, COMMISSIONER



ANDREA FROSTAD, BOARD MEMBER



CHUCK HAFNER, BOARD MEMBER




VICE CHAIR, COMMISSIONER MARY KUNEJ



JOSH KERNS, COMMISSIONER



JASON KINLEY, BOARD MEMBER



KAREN STRATTON, COUNCILMEMBER



LINDA THOMPSON, COUNCILMEMBER



BETSY WILKERSON, COUNCILMEMBER

SPOKANE REGIONAL HEALTH DISTRICT COMMITTEE
DESCRIPTIONS AND OPERATING GUIDELINES

PURPOSE

These descriptions and operating guidelines are intended to provide clear understanding of the committees held by the Board of Health and establish guidelines for operating those individual committees.

DESCRIPTIONS OF COMMITTEES

1. EXECUTIVE COMMITTEE

Headed by the Board Chair and consisting of the Vice-Chair, chairs of Policy and Education Committee and Budget and Finance Committee, the immediate past Chair, and the Administrative Officer in an ex-officio capacity, so long as there are no violations of the Open Public Meetings Act. The Executive Committee is responsible for the effective functioning of the Board of Health including the development and maintenance of the Board/ Administrative Officer working relationship, and coordinating the Board's participation in strategic planning, in this capacity:

- a) Assisting in Board of Health meeting agenda development.
- b) Coordinating the functioning of the Board of Health and its committees, developing Board member performance standards, and monitoring the performance of the Board.
- c) Recommending revisions to Board by-laws in the interest of stronger governance.
- d) Assisting the Administrative Officer and Executive Team in designing any strategic planning processes and ensuring the Board participates fully and proactively.
- e) Reviewing and recommending to the Board critical planning products such as updated values, vision, and mission statements that merit Board attention.
- f) Ensuring that the Administrative Officer's employment contract and position description are updated, as necessary, to reflect Health District needs and priorities.
- g) Annually negotiating Administrative Officer performance targets and recommending full Board approval, designing the process for annual Board evaluation of progress in achieving these targets, and recommending the Administrative Officer's compensation to the Board.

2. BUDGET AND FINANCE COMMITTEE

Budget and Finance Committee is accountable for designing and coordinating the Board's participation in annual budget preparation, in this capacity:

- a) Committee members are expected to understand the sources of public health funding, issues surrounding public health funding, and program expenses to be fully engaged in the development of a recommended budget to the Board of Health.
- b) Reaching agreement with the Administrative Officer on the design of the budget development cycle.
- c) Overseeing preparation for, and hosting, any BOH-Executive Team strategic work sessions related to the budget.
- d) Coordinating with the Administrative Officer and Comptroller to present a final recommended budget to the Board.

3. POLICY AND EDUCATION COMMITTEE

Policy and Education Committee is accountable for assisting the Board of Health in policy education, development, public health education and for maintaining relationships with the community at large and key stakeholders, in this capacity:

- a) Coordinating with SRHD staff to cultivate Board member participation in public education, media opportunities and speaking in appropriate forums on behalf of the Health District.
- b) Developing for Board consideration, a yearly Board of Health legislative agenda.
- c) Working with agency staff to identify health and equity issues facing Spokane county and policies that the Board of Health could enact to positively address these issues.

OPERATING GUIDELINES OF COMMITTEES

1. Board Chair will appoint the chairs and members of the Budget and Finance and Policy and Education Committees to an annual term (minimum of 3 and maximum of 5 members per committee).

2. The Executive Committee consists of the Chair, Vice-Chair, previous Board Chair and the chairs of two other committees. All other Board members are strongly encouraged to serve on one of the two other committees.
3. The Administrative Officer is an ex officio member of all Board Committees and should whenever feasible, attend committee meetings or appoint a designated staff person in his/her absence.
4. Board members should make a commitment to attend committee meetings regularly, be prompt and be prepared.
5. Whenever a committee believes that the full Board should be involved in-depth in dealing with an issue, the committee should take the initiative in recommending to the Executive Committee that a special full Board work session be held as part of the regular Board meeting.
6. Committee chairs are appointed annually and should be rotated among Board members regularly – when feasible, no committee chair should serve more than 2 consecutive years
7. The committees should receive strong staff support, including the preparation of agendas and reports to the Board. The Administrative Officer and his/her Executive Team should work closely together to ensure the committees each have appropriate staff assistance.