DOUGLAS COUNTY BOARD OF HEALTH

MISSION STATEMENT

The Mission Statement of the Douglas County Board of Health is to provide leadership, support, and policy development to the Douglas County Health Department in carrying out its core public health functions.

DOUGLAS COUNTY BOARD OF HEALTH OPERATING RULES

I. Board Organization and Authority

Having established the Douglas County Health Department pursuant to the provisions of Nebraska Revised Statutes section 71-1628, the Douglas County Board of Commissioners (“County Board”) has appointed the Douglas County Board of Health (“Board of Health”), the composition of which is set forth in Nebraska Revised Statutes section 71-1630(1).

The Board of Health has the powers and duties as set forth in Nebraska Revised Statutes section 71-1631.

Pursuant to the provisions of Nebraska Revised Statutes section 71-1631, the Board of Health has adopted these operating rules.

II. Board Membership

The County Board appoints members of the Board of Health for a term of three (3) years. The composition of the Board of Health is set forth in Nebraska Revised Statutes section 71-1630(1), which provides, in pertinent part, that the Board of Health shall consist of the following members:

- One member of the Douglas County Board of Commissioners,
- One dentist,
- One physician, and
- Six public-spirited men or women interested in the health of the community.

The County Board fills vacancies on the Board of Health. The Board of Health may submit to the County Board the name or names of individuals whom the Board of Health would like the County Board to consider in the filling of a vacancy.

Adopted 11-20-2019
Board of Health members are expected to attend all regular and special meetings of the Board of Health. If a Board of Health member repeatedly fails to attend Board of Health meetings, the Board of Health, upon a vote of the majority of all voting members, may request the County Board to replace the Board of Health member in question.

III. Election of Officers

The regularly scheduled monthly meeting in January of each year is the annual meeting of the Board of Health; and, at that meeting, the Board of Health shall elect from its own membership a: President, Vice-President, and Secretary (See Attachment 1: Procedure to determine Board of Health Election of Officers). The Board of Health has designated the Douglas County Health Department Chief of Administration & Finance to serve, ex-officio, as Treasurer; provided, however, that a Treasurer so designated shall not be considered to be a member of the Board of Health. The Board of Health may elect such other officers as it may deem necessary.

If a vacancy should occur in the office of President, the Vice-President shall become President. Other vacancies in offices will be filled by nomination to, and election by, the Board of Health.

IV. Duties of Officers

**President:** The primary responsibility of the Board of Health President is to act in concert with the Health Director to provide leadership in the areas of administration, program planning, organization, and leadership development.

These responsibilities include:

- Chair Board of Health meetings
- Enforce these operating rules
- Establish ad hoc and or standing committees as needed
- Appoint and supervise committee chairs
- Assure that committees function appropriately
- Represent the Board of Health in the community
- Provide leadership in Board of Health member training
- Work closely with the Health Director on issues affecting the Health Department
- Confirm the fiduciary responsibilities of the Health Department are met
- Work with the appropriate committee to evaluate the Health Director

**Vice President:** The Vice President shall chair Board of Health meetings in the absence of the President, fill the office of President if there is a vacancy, and support the President in fulfilling the responsibilities of that office.

Adopted 11-20-2019
Secretary: The Secretary will have the responsibility of reviewing and signing the minutes of all Board of Health meetings.

Treasurer: The Treasurer shall oversee the finances of the Health Department and shall inform the Board of Health, at least quarterly, as to the status of the actual revenue and expenses of the Department in comparison to the duly-adopted budget. The Treasurer shall report to the Board of Health any irregularities or financial concerns, and shall summarize and distribute copies of any and all audit reports as may be issued pertaining to the Health Department and the responses thereto, if any.

V. Board of Health Meetings

Meetings of the Board of Health shall be held on the third Wednesday of each month at 8:00 AM. Meeting dates and times may be changed by vote of a majority of all Board of Health members. Special meetings may be called upon written request, signed by two (2) Board of Health members and filed with the Secretary. Upon receipt of any such request, the Secretary shall notify the Health Director who will then coordinate the notifications to all Board of Health members, the creation of the agenda, and necessary publication of the notice of meeting. Board members shall be given a minimum of forty-eight (48) hours’ notice of time and place of such special meetings. In the case of an emergency affecting the health and safety of the public, the Health Director in consultation with the President of the Board and/or other officers may call an emergency meeting.

If a Board of Health member is unable to attend a Board of Health meeting, they shall endeavor to notify the President or Vice-President of the Board of Health and the Health Director or Executive Secretary at least forty-eight (48) hours prior to the start of the meeting; provided, however, if the Board of Health member is unable to provide forty-eight (48) hours’ notice of their absence, the member shall provide notice as soon as possible.

All meetings of the Board of Health will be conducted in compliance with the Nebraska Open Meetings Act. Neb. Rev. Stat. §§ 84-1407 through 1414.

Public comments at a Board of Health meeting shall be limited to three (3) minutes per speaker. The public may comment on any subject that pertains to, or has an impact on, public health, and do not have to relate to any item on the agenda. So that all members of the public who wish to address the Board of Health have the opportunity to do so, the Board of Health member presiding over the meeting shall ensure that all members of the public observe the three (3) minute limit and, that proper decorum is maintained at all times.

The President of the Board of Health may establish such committees as is deemed necessary or appropriate. The Board of Health has established the following standing committees:

- Administration & Policy Committee; and,

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• Public Health Issues Committee.

Membership of the standing committees, or such other committees as may be established, shall be determined at the annual meeting in January of each year.

VI. Quorum

Five (5) Board of Health members shall constitute a quorum for the transaction of business.

VII. Voting and Motions

Votes at meetings of the Board of Health shall be taken by roll call vote on a rotating basis. The roll call shall not be interrupted for any reason except to repeat the proposition to be voted on at the request of a member about to vote. A member shall vote “yes”, “no”, or “abstain”. A majority of members present must vote in the affirmative in order to take action.

VIII. Agenda

A preliminary agenda shall be prepared and sent, (by regular or electronic mail), in advance of regular meetings to each Board of Health member. The Health Director or his/her designee will prepare the agenda in consultation with the President of the Board of Health. The agenda will be kept current and is readily available for public inspection at 1111 South 41st Street, Omaha, Nebraska in accordance with the Nebraska Open Meetings Act.

The Health Director shall be responsible for distributing the meeting notice, agenda, meeting materials and all public notices of such meeting as required by the Nebraska Open Meetings Act.

IX. Conflict of Interest

Pursuant to the provisions of Nebraska Revised Statute section 49-1493(7), all regular members of the Board of Health shall, individually, file with the Nebraska Accountability and Disclosure Commission a statement of financial interest for the preceding calendar year on or before March 1 of each year in which the individual is a member of the Board of Health. Board of Health members shall comply with such other provisions of the Nebraska Political Accountability and Disclosure Act, as may be applicable. Neb. Rev. Stat. § 49-1401 et. seq.

A Board of Health member is required to publicly disclose to the Board of Health any financial interest the board member, or a member of board member’s immediate family, may have in a contract or any other item that is before the Board of Health for consideration and approval. Said disclosure shall be made when that item comes up for discussion. After making said disclosure, the board member shall abstain from voting on the item in question.
X. **Duties of the Board of Health**

The Board of Health has the powers and duties as set forth in Nebraska Revised Statute section 71-1631 and such other state or local laws, rules and regulations as may be applicable.

XI. **Suspension of Operating Rules**

The Operating Rules may be suspended by a majority of all Board of Health members voting in the affirmative.

XII. **Amendment of Operating Rules**

The Operating Rules of the Board of Health may be amended by an affirmative vote of a majority of all Board of Health members at any regular, special, or emergency meeting of the Board of Health. To propose an amendment, written notice must be made to all Board of Health members at least seven (7) calendar days prior to the meeting stating the proposed amendment, its purpose and effect, and the date of the meeting at which the vote will be taken.

These operating rules shall become effective upon adoption by the Board of Health. All Board of Health operating rules previously adopted shall thereupon be and become superseded and repealed.

These operating rules shall be reviewed and amended as needed no less than once every three (3) years.

These operating rules are written to comply with all applicable standards, rules, regulations, and statutes in effect at the time of the rules’ adoption. These rules are considered to be automatically amended to maintain compliance with any material changes in the applicable standards, rules, regulations, and statutes until such time as the rules are formally reviewed and revised.

**WE HEREBY CERTIFY** that this Mission Statement and these Operating rules were duly adopted by a vote of the Board of Health on the 20th day of November 2019.

[Signature]

PRESIDENT, DOUGLAS COUNTY BOARD OF HEALTH

Adopted 11-20-2019