



# Deschutes County Health Services

## *Public Health Advisory Board By-Laws*

### **Mission Statement:**

To promote and protect the health and safety of our community.

### **BY-LAWS**

#### **Article I**

##### **NAME AND ADDRESS**

The name of this body shall be the Deschutes County Public Health Advisory Board (“PHAB”). The permanent address for the Board will be 2577 NE Courtney Drive, Bend, Oregon 97701. PHAB shall carry out its responsibilities consistent with ORS 431.447.

#### **Article II**

##### **PURPOSE**

PHAB is established to enhance community relations with Deschutes County Health Services (DCHS), to increase public knowledge about public health issues, and to assist in the betterment of services provided by DCHS. PHAB also advises the Board of County Commissioners (BOCC) concerning matters of public health and the operation of the public health system.

#### **Article III**

##### **RESPONSIBILITIES**

PHAB’s responsibilities include providing advice, leadership and guidance in support of the DCHS’s Public Health mission.

PHAB shall:

- A. Inform the Board of County Commissioners, the County Administrator, and DCHS Leadership about emerging public health threats, legislation, and health issues in need of attention. Take action only when in alignment with or directed by the BOCC.

- B. Work cooperatively with the Behavioral Health Advisory Board and other DCHS advisory groups to find synergies in health topic advocacy and collaborate when possible.
- C. Promote the public health programs, services and educational opportunities provided by DCHS within the community.
- D. Participate in developing and endorsing the priorities and services provided or sponsored by DCHS, including but not limited to health assessment review, health improvement plan development, and strategic planning.
- E. Assist DCHS in advocating for Public Health Modernization, implementing best practices, increasing community engagement, and fulfilling any necessary requirements.
- F. Recommend advocacy positions for the resources necessary to assure the provision of essential public health functions. This includes, but is not limited to supporting Public Health budget requests made during the Deschutes County annual budget process.
- G. Monitor health status indicators that will help to identify community health problems and work towards identifying recommended solutions t for the BOCC and DCHS Leadership.
- H. Determine priorities that arise in the community in order to be relevant, timely, and responsive.
- I. Follow DCHS established communication protocol when acting as a PHAB Member in communicating with the BOCC, the County Administrator, and Legislature.
- J. Actions to be taken by PHAB will include, but are not limited to:
  - 1. Provide relevant information and when appropriate, recommendations to the Board of County Commissioners through presentations and informational letters.
  - 2. Advocate on legislation that may impact public health.
  - 3. Write letters of support for vetted grant applications and programs that will positively impact public health.
  - 4. Respond with appropriate action on information and requests presented to PHAB by persons who are well informed on public health matters, including those brought by PHAB Members.
  - 5. Support and amplify public awareness campaigns from DCHS, when requested.
  - 6. Support interagency efforts related to public health promotion.
  - 7. Acknowledge individuals and organizations in Deschutes County who demonstrate excellence in Public Health through the annual Health Heroes Awards.
  - 8. Other tasks as requested by the BOCC and DCHS.

## **Article IV**

## MEETINGS

### Section I. Regular Meetings:

PHAB will endeavor to meet monthly, and at least once per calendar quarter. The PHAB Chairperson, in consultation with the PHAB Coordinator, may call other meetings as necessary. Meetings will be held virtually or in a conference room accessible to PHAB members and the general public.

### Section II. Special Meetings or Work Sessions:

Special meetings and work sessions may be called by the PHAB Chairperson. Public law requires that members of PHAB and the press receive written notice at least 24 hours prior to holding such a meeting.

From time to time, PHAB may meet in Executive Session upon motion by any member of PHAB. When an Executive Session is called, all non-PHAB Members will be excused.

### Section III Quorum:

A majority of PHAB members, including those in actual attendance as well as those attending by proxy, shall constitute a quorum necessary for the transaction of any and all business of PHAB.

### Section IV Minutes:

PHAB shall cause minutes of all meetings to be prepared and approved in accordance with Oregon Public Meetings law. Health Services Department staff shall prepare, maintain and have available minutes of PHAB meetings, including, without limitation, a recording of all motions and subsequent actions. Announced conflicts of interest shall be noted.

### Section V. Voting:

Each PHAB member shall have one vote. Any matter coming before PHAB shall be decided through voting by a majority of members, either physically present, through virtual platforms, or by proxy. While personal attendance is always preferred, each member is entitled to one vote. Members must declare potential conflicts of interest under consideration and will abstain from voting on issues related to conflict of interest as determined by the membership.

Proxy voting is permitted upon any issue which has been included in the notice of the meeting. Members who are present are limited to not more than one absent member's proxy, in addition to their own vote. Members who choose to vote by proxy shall notify the PHAB chair, PHAB Coordinator, or PHAB member to whom the proxy is assigned via email prior to the meeting. Such votes will be documented in meeting minutes. If the matter is not voted on at the meeting for which it was noticed, then all proxies for such matter shall be deemed to have expired.

### Section VI. Notice of Meetings:

Notice of regular and special PHAB meetings shall be posted online at <https://www.deschutes.org/>. This will include the time, date, and physical or virtual location of the meetings, as well as any documentation relevant to the meetings and PHAB.

Unless in Executive Session, all meetings are public and will offer opportunities for public comment (at discretion of PHAB Chair) and listening to PHAB deliberations.

## **Article V**

### **MEMBERSHIP**

#### **Section I. Qualifications & Representation:**

In order to be strategic and deliberate in creating a robust PHAB, as well as strengthen member expertise and experience related to local public health, PHAB has designated the following 15 Deschutes County specific “Seats” to be used in defining membership composition and needs:

- Central Oregon Health Council (COHC)
- Coordinated Care Organization (CCO)
- Community Based Organization (1)
- Community Based Organization (2)
- Dental Provider
- Federally Qualified Health Center (FQHC) (1)
- Federally Qualified Health Center (FQHC) (2)
- Health Systems (local)
- Higher Education
- K-12 Education
- Medical Provider (Private Physicians/Clinic)
- Member at large (1)
- Member at large (2)
- Member at large (3)
- Public Safety (emergency response, law enforcement, fire)

PHAB will strive to maintain between eleven (11) and fifteen (15) members at all times, with a minimum of nine (9) members needed to conduct official business. In the event that PHAB membership drops below eleven (11) members, a recruitment process will be held to fill any vacant seats available at that time. Recruitments may also take place based on need with approval from PHAB membership, even if membership is between eleven (11) and fifteen (15) members.

All current PHAB members serving prior to these updated By-Laws update will be reassigned to the seat that most closely aligns with their profession, expertise, or employment. Only one member of the same organization is permitted to serve on the PHAB at the same time, regardless of designated seat, unless they were already serving prior to this update.

If a PHAB member leaves the professional field associated with their designated seat, they will no longer be eligible to serve on the board unless a vacant seat aligns with their new profession. Reassignment requires PHAB Membership review and BOCC approval. A change from one employer to another, which is still applicable to the Seat held is permissible, however, the PHAB Coordinator and Chairs should be notified immediately in writing when this occurs.

The membership should attempt to reflect the professional and public interests of the County, as well as its varying age, race, gender, identity, ethnic, socioeconomic, geographic composition. Members shall serve without remuneration.

Section II. Recruitment: Recruitments will be performed through the Deschutes County Public Information Officer and staff, in the form of a news release distributed through a number of media channels which delineates which seats are being recruited. Instructions on how to apply will be included in the news release. Following a three-week recruitment period, PHAB may close the recruitment if they feel there are a sufficient number of qualified applicants to choose from, or may extend it for another three weeks and continue media recruitment if there are an insufficient number of qualified applicants. During the recruitment period, any potential applicants will be invited to attend a PHAB meeting in order to introduce themselves and observe.

Following the close of a successful recruitment process, the PHAB Development Workgroup will convene and review applications received. The workgroup will develop a uniform scoring mechanism to evaluate applications and then create a list of applications recommended for PHAB Membership. The top candidates will be interviewed by PHAB Chairs, who will present final recommendations to PHAB for approval. This may be done at a PHAB meeting if time permits, or done through e-mail. Once there is consensus by PHAB that an applicant should be recommended for membership, the PHAB Chairs will submit a letter of recommendation to the Commissioners for consideration of approval or denial of PHAB membership. Upon Commissioner approval, the new member will be notified of their appointment to the PHAB and complete orientation with the PHAB Coordinator.

Section III. Ex-Officio Members:

In addition to the appointed PHAB members, the BOCC shall appoint, from among themselves, one member to serve as liaison to the PHAB who is expected but not required to attend at least two (2) PHAB meetings each calendar year.

Additionally, the Public Health Director of the Health Services Department and the County Health Officer will be Ex-officio members of PHAB. Ex-officio members do not have voting rights. PHAB may appoint other Ex-officio members as appropriate.

Section IV. Attendance and Participation:

PHAB members shall endeavor to attend all meetings in person. Three (3) consecutive unexcused absences shall constitute grounds for removal. Members who are absent for three (3) meetings and do not respond to contacts made by the PHAB Coordinator will automatically be removed from the board. PHAB members who need to take a leave of absence from meeting attendance may do so provided they notify the PHAB Chair and Coordinator in advance, if possible, and provide an approximation of the duration of the leave. The PHAB Chair and Coordinator will then notify the entire board that this leave

of absence has been requested. The member requesting leave should do their best to keep PHAB informed of their anticipated return to the board.

PHAB members will be expected to fully participate in meetings to the best of their ability. In addition to regularly attending meetings, members should participate in at least one work group or other PHAB activities outside of monthly meetings.

**Section V. Removal:**

Any member may be removed whenever the best interests of the DCHS or PHAB is not served.

Grounds for removal from PHAB include without limitation, taking a position that is in conflict with the mission of PHAB and/or DCHS, or having three (3) absences from PHAB meetings without prior notification to PHAB Coordinator and/or Chair as outlined in Article V Section IV.

The member whose removal is placed in issue shall be given prior notice of his/her proposed removal and a reasonable opportunity to appear and be heard at a meeting of PHAB. A member may be removed pursuant to this section by not less than two-thirds ( $\frac{2}{3}$ ) of the total number of members then serving on PHAB, or by majority vote of the BOCC.

**Article VI**

**TERMS OF OFFICE AND VACANCIES**

**Section I. Term and Length of Service:**

PHAB members shall serve staggered terms of office and be assigned a position number with expiration date to assure even rotation. A full term is three (3) years. The Founding PHAB will be assigned initial terms of 1, 2, or 3 years by the Board of County Commissioners in order to initiate staggered rotation.

After a Founding member finishes his or her initial term, they may apply for nomination for a second term. A member appointed to serve the unexpired term of another member shall begin their membership on the first day of the month immediately following the date it is approved. Regular terms shall begin and expire on September 1. A member may not initiate a new term on PHAB if the member has already served for 10 years or more.

**Section II. Vacancies:**

A vacancy occurs when a PHAB member's term expires, or when a PHAB member moves out of the service area, dies, resigns, or is removed from PHAB. When a vacancy occurs, PHAB will initiate a recruitment process as outlined in in Section II. Recruitment.

**Article VII**

**OFFICERS**

**Section I. Officers:**

PHAB shall elect a Chairperson and Vice-Chairperson each to serve a two-year term which can be renewed for a third year upon the consent of PHAB and acceptance of the nominee. In addition, The Vice-Chairperson shall be eligible for election to the Chair after Chairperson's term ends or they resign. If no other candidates come forward expressing interest in the Chair position, the Vice-Chair may become Chair upon the consent of PHAB. In the event of a Chair resignation, the Vice-Chair may assume the Chair position upon consent of PHAB, and finish the resigning Chair's term of office or request a full two year term.

**Section II. Elections:**

Elections of new officers shall take place prior to the end of the calendar year with the new term beginning at PHAB's first regular meeting in January. Terms will begin and end January 1, unless the election took place after such date, in which case the term will begin immediately or when feasible. In the event that nominations for Officer positions are not received by the scheduled election, a six (6) month extension will be offered to the current officer. In the event that only one nominee is available for an Officer position, PHAB may elect that nominee through consensus.

**Section III. Duties:**

Duties of the officers are as follows:

1. Chair:

- a. Shall prepare the agenda with the assistance of PHAB Coordinator.
- b. Shall conduct the meeting in accordance with parliamentary procedure and comply with the rules and regulations of County and State with regard to public meetings.
- c. May call special meetings of PHAB as are necessary.
- d. Shall serve as an Ex-Officio member of all committees.
- e. Shall sign off on advocacy position letters and present to the BOCC when needed.

2. Vice-Chair:

- a. Shall assist the Chair as needed.
- b. Shall serve as Chairperson during such time as the Chair is absent or unable to serve.
- c. Shall sign off on advocacy position letters and present to the BOCC when needed.

**Article VIII**

**COMMITTEES**

**Section I. Standing Committees:**

PHAB shall appoint standing committees and their membership at its discretion. Membership may include PHAB members, staff, and other community members at the discretion of PHAB.

**Section II. Executive Committee:**

The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, and the PHAB Coordinator. The Executive Committee shall have the authority to act on behalf of the entire PHAB for matters of routine business, but shall report to the entire PHAB its actions as reflected in carefully

maintained minutes. The Health Services PHAB Coordinator shall be a non-voting member of the Executive Committee.

**Section III. Subcommittees:**

Subcommittees may be established by PHAB as needed and may consist of additional individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field of endeavor. Once a Subcommittee has completed all assigned tasks and reported same to the PHAB, it shall expire.

**Section IV. Public Meetings:**

All Committee meetings shall be open to the public.

**Article IX**

**CONFLICT OF INTEREST**

No PHAB member shall be an employee of Deschutes County Health Services Public Health or an immediate family member of an employee. An exception is allowed for individuals who serve in an on-call, temporary, or limited duration capacity with DCHS.

**Article X**

**PARLIAMENTARY AUTHORITY**

Meetings shall be conducted using the general guidelines of Robert's Rules of Order.

**Article XI**

**OREGON PUBLIC RECORDS AND MEETINGS LAWS**

As a public body under the laws of the State of Oregon, the PHAB is subject to ORS 192.311 to .478 (Public Records) and ORS 192.610 to .705 (Public Meetings).

**Article XI**

**ADOPTION, AMENDMENT**

PHAB shall review, revise, and recommend approval and adoption of these By-Laws. After PHAB approval, the By-Laws shall be delivered to the Board of County Commissioners for final approval and formal adoption.