

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT
RESOLUTION #12-02

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

WHEREAS, it is the desire of the Board of Health of Spokane Regional Health District to provide clear understanding of Board committees and their functions in order to assure well-organized and effective working groups;

WHEREAS, the Board of Health committee 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;

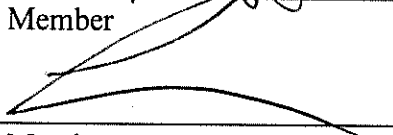
NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH, that the attached committee descriptions and operating guidelines are hereby adopted, and

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


Signed this 22nd day of March 2012 in Spokane, Washington.

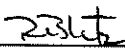
SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH


Board Member

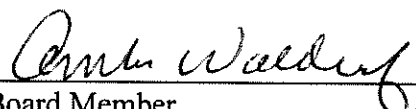

Board Member


Board Member

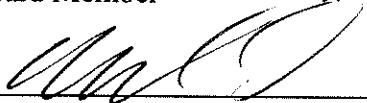

Board Member

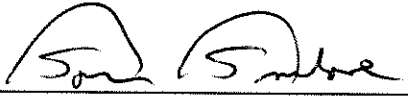

Board Member


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SPOKANE REGIONAL HEALTH DISTRICT COMMITTEE
DESCRIPTIONS AND OPERATING GUIDELINES

1) PURPOSE

- a) 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.

2) DESCRIPTIONS OF COMMITTEES

a) EXECUTIVE COMMITTEE

Headed by the Board Chair and consisting of the Vice-Chair, chairs of Education and Communications Committee and Budget/Finance Committees, the immediate past Chair, and the Health 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/Health Officer working relationship, and coordinating the Board's participation in strategic planning, in this capacity:

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

b) 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:

- i) Committee members are expected to understand the sources of public health funding, issues surrounding public health funding, and program expenses in order to be fully engaged in the development of a recommended budget to the Board of Health.
- ii) Reaching agreement with the Health Officer and Administrator on the design of the budget development cycle.
- iii) Overseeing preparation for, and hosting, any BOH-Executive Team strategic work sessions related to the budget.

iv) Coordinating with the Health Officer and Comptroller to present a final recommended budget to the Board.

c) EDUCATION AND COMMUNICATIONS COMMITTEE

Education and Communications Committee is accountable for Board human resource development and for maintaining relationships with the community at large and key stakeholders, in this capacity:

- i) Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continued education and training.
- ii) 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.
- iii) Developing content and ensuring Board participation in the Board of Health website.

3) OPERATING GUIDELINES OF COMMITTEES

- i) Board Chair will appoint the chairs and members of the Budget and Finance and Education & Communications Committees to an annual term (minimum of 3 and maximum of 5 members per committee).
- ii) The Executive Committee consists of the Chair, Vice-Chair and the chairs of the two other committees. All other Board members are strongly encouraged to serve on one of the two other committees.
- iii) The Health 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.
- iv) Board members should make a commitment to attend committee meetings regularly, be prompt and be prepared.
- v) 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.
- vi) 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
- vii) The committees should receive strong staff support, including the preparation of agendas and reports to the Board. The Health Officer and his Executive Team should work closely together to ensure the committees each have appropriate staff assistance.