**Board of Health Orientation Manual**

**June 2020**

**TABLE OF CONTENTS**

WELCOME TO THE BOARD

1) GENERAL OPERATING MATERIALS

 1.1 Board Members, Term, Address, and Contact Information \*

 1.2 Map of Building, Grounds and Parking \*

 1.3 Meeting Schedule for Board \*

 1.4 Board Workplan and Calendar (agendas, board education, and board

 acknowledgement; calendar for the year so all programs present

 to the Board annually) \*

 1.5 [Public Health County Profile Data](http://dhs.wisconsin.gov/localdata/pubhlthprofiles.htm)

 1.6 [DHS Board of Health Website](https://www.dhs.wisconsin.gov/lh-depts/boh-info.htm)

2) BOARD OF HEALTH BASICS

2.1 [Responsibilities of Board Members](https://www.dhs.wisconsin.gov/lh-depts/responsibilitiesboardmembers.docx)

 2.2 [Tips on Being a Good Board Member](https://www.dhs.wisconsin.gov/lh-depts/tipsbeinggoodboardmember.doc)

 2.3 [Who is Responsible](https://www.dhs.wisconsin.gov/lh-depts/whoisresponsible2013.docx)

 2.4 [State Statute on Local Boards of Health Powers and Duties](https://docs.legis.wisconsin.gov/statutes/statutes/251/04)

2.5 [Annual Board Performance Evaluation](https://www.dhs.wisconsin.gov/lh-depts/annualbdperformanceeval.docx)

 2.6 Copy of Agency Director/Health Officer Evaluation Form \*

3) HEALTH DEPARTMENT

 3.1 Health Department Overview

 Mission/Vision of Agency \*

 [Requirements of Level I, II, III Local Health Departments](https://www.dhs.wisconsin.gov/lh-depts/requirement-updates.htm)

 Level of HD/140 Review Results \*

 Organizational Chart \*

 Annual Report \*

 CHA/CHIPP \*

 3.2 Fiscal Management

 List of Contracts: Date, Amount, Funding Source \*

 Annual Budget\*

 3.3 What is Public Health?

[Operational Definition of a Functional Local Health Department](http://www.naccho.org/topics/infrastructure/accreditation/OpDef.cfm)

 [10 Essential Services](https://www.cdc.gov/stltpublichealth/publichealthservices/essentialhealthservices.html)

 [Chronological Events in Wisconsin’s Public Health](https://www.dhs.wisconsin.gov/lh-depts/phbrieforientation.pptx) (slide 3)

[What does Public Health Do?](https://www.dhs.wisconsin.gov/lh-depts/what-public-health-does.htm)

[Staffing in Local Health Departments](https://www.dhs.wisconsin.gov/lh-depts/whoworksinph.docx)

[Ethical Practices in Public Health Resources](https://apha.org/apha-communities/member-sections/ethics/resources)

 [Healthiest Wisconsin 2020 Overview](https://www.dhs.wisconsin.gov/publications/p00187-1.pdf) and [Healthy Wisconsin](https://healthy.wisconsin.gov/)

 3.4 WI Statutes, Administrative Rules, and Local Ordinances

 Statutes:

 [Public Health Statutes and Administrative Rules](https://www.dhs.wisconsin.gov/lh-depts/health-officers/ph-statutes.htm)

[Public Health Statutes and Rules Definition](https://www.dhs.wisconsin.gov/lh-depts/ph-statutes-rules.docx)

 [WI Statutes](http://docs.legis.wisconsin.gov/statutes/index/index)

 [Summary of Responsibilities and Authority](https://www.dhs.wisconsin.gov/lh-depts/bohshallvsmay.docx)

 [State Statutes Important for Public Health](https://www.dhs.wisconsin.gov/lh-depts/statestatutesimportantph2017.docx)

 [Chapter 250](http://www.legis.state.wi.us/statutes/Stat0250.pdf) – Health, Administration and Supervision

 [Chapter 251](http://www.legis.state.wi.us/statutes/Stat0251.pdf) – Local Health Officials

 [Chapter 252](http://www.legis.state.wi.us/statutes/Stat0252.pdf) – Communicable Diseases

 [Chapter 253](http://www.legis.state.wi.us/statutes/Stat0253.pdf) – Maternal and Child Health

 [Chapter 254](http://www.legis.state.wi.us/statutes/Stat0254.pdf) – Environmental Health

 [Chapter 255](http://www.legis.state.wi.us/statutes/Stat0255.pdf) – Chronic Disease and Injuries

 WI Administrative Rules:

 [State Administrative Rules Important for Public Health](https://www.dhs.wisconsin.gov/lh-depts/adminrulesimportant2017.docx)

 Administrative Rules important to our work in Public Health

 [DHS 139](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/139.pdf) – Qualifications of Local health Professionals

 Employed by Local Health Departments

 [DHS 140](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/140.pdf) – Required Services of Local Health Departments

 Local Ordinances \*

 3.5 Public Health Resources

 Public Health Organizations in Wisconsin

 [Wisconsin Association of Local Health Departments and Boards (WALHDAB)](http://www.walhdab.org/)

 [WALHDAB Board Members](http://www.walhdab.org/?page=Board_members)

 [Wisconsin Counties Association](http://www.wicounties.org)

 [Wisconsin Department of Health Services (DHS)](http://www.dhs.wisconsin.gov)

 [Division of Public Health Region Map](https://www.dhs.wisconsin.gov/lh-depts/dphregionsmap.docx)

 [Wisconsin Environmental Health Association (WEHA)](http://www.weha.net/)

 [Wisconsin Public Health Association (WPHA)](http://www.wpha.org/)

 [Legislative Grid](https://www.wpha.org/link.asp?e=@@email@@&job=3790908&ymlink=410509133&finalurl=https%3A%2F%2Fwww%2Ewpha%2Eorg%2Fresource%2Fresmgr%2F2019%2FWPHAWALHDAB%5FLegislative%5FGri%2Edocx) 2019-2020

 National Public Health Organizations

 [American Public Health Association (APHA)](http://www.apha.org)

 [Centers for Disease Control and Prevention (CDC)](http://www.cdc.gov)

 [Health Resources and Services Administration (HRSA)](http://www.hrsa.gov)

 [National Association of County and City Health Officials (NACCHO)](http://www.naccho.org)

 [NACCHO Toolbox](https://toolbox.naccho.org/pages/index.html)

 [National Association of Local Boards of Health (NALBOH)](http://www.nalboh.org)

 [NALBOH Education and Resources](http://www.nalboh.org/?page=Governance)

 3.6 Other

 [Local Data Resources](https://www.dhs.wisconsin.gov/stats/localdata.htm)

 Recommendations for Using Data to Your Advantage

 [County Health Rankings](https://www.countyhealthrankings.org/app/wisconsin/2020/overview)

4) HUMAN SERVICES (if applicable)

\*Indicates locally developed resource/material.

This “Table of Contents” tool can be modified as appropriate to your own Local Board of Health.

Thanks and acknowledgement to Margaret Wood from La Crosse County for her contribution (adapted from La Crosse BOH Orientation materials).

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