**Who is Responsible?**

| AREA | BOARD OF HEALTH  (Policy) | DIRECTOR/HEALTH OFFICER (Operations) |
| --- | --- | --- |
| Long-term goals (taking more than one year) | Approves | Recommends and provides input |
| Short-term goals (taking one year or less) | Monitors | Establishes and carries out |
| Annual report and plan | Approves | Assesses, develops, and carries out |
| News media releases | Adopts policy; support public health position | Approves all media releases |
| Day-to-day operations | No role | Makes all management decisions |
| Budget | Approves | Develops and recommends |
| Capital purchases | Approves | Prepares requests |
| Decisions on building renovation, leasing, expansion, etc. | Make decisions; assumes responsibility | Recommends; signs contracts after board approval |
| Purchases of supplies | Establishes policy and budget for supplies | Purchases according to board policy; maintains an adequate audit trail |
| Major repairs | Approves | Obtains estimates and prepares recommendations |
| Minor repairs | Establishes policy, including amount that can be spent without board approval | Authorizes repairs up to predetermined amount |
| Emergency repairs | Works with administrator | Notifies board chairperson and acts with concurrence from chair |
| Cleaning and maintenance | No role (oversight only) | Sets up schedule |
| Fees | Adopts policy | Develops and sets fee schedules |
| Billing, credit, and collections | Adopts policy | Proposes policy and implements |
| Hiring of staff | Hires administrator only | Approves hiring of all subordinate staff |
| Staff development and assignment | No role | Establishes |
| Firing of staff | Fires administrator only | Approves firing of all subordinate staff |
| Staff grievances | Establishes a grievance committee | Follows grievance procedures |
| Personnel policies | Adopts | Recommends and administers |
| Staff salaries | Allocates budget line item for salaries; approves yearly percentage increase | Approves salaries with recommendations from supervisory staff |
| Staff evaluations | Evaluates administrator only | Evaluates supervisory staff |