

*Boards of Health Relationships

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- *Describe communication quantity and quality between health officers and board of health members and the chair
- *Within Departments of Health and Human Services, and within Departments of Health, describe roles and responsibilities of BOH members, the committee chair, and the health officer
- *Describe qualities of effective board members
- *Describe board member dynamics
- *Formal authority vs. advisory - how to maximize each
- *Describe ways to support engagement of board members

*Objectives

- *Ask your board members what they expect...often times they highly value (or require) having all meeting materials in advance.
- *Get to know your board - are they hard copy people or electronic people?
- *Be accommodating.



*Communication: Quality vs. Quantity



- * Prioritize items you wish to present at each meeting - are they action items or FYI items?
- * Be concise in your delivery.
- * Assure they receive important documents well in advance - they typically have a lot to cover in a meeting.

***Special considerations for HHS Departments**

***Wisconsin Statute 251.04**

- Governs the health department
- Assures enforcement of statutes and rules
- Assures it is a Level I, II, or III department
- Adopts additional regulations necessary to protect and improve public health

***BOH Roles/Responsibilities**

- Reports to DHS as required
- Meet at least quarterly
- Assesses needs and advocates for services
- Develops policy and provides leadership--emphasize public health needs and advocate for resources
- Assures measures are taken to provide an environment in which people can be healthy.

***BOH Roles/Responsibilities Cont...**

- Employs qualified public health professionals, including a PHN
- Coordinates the activities of any sanitarians employed
- A county executive or county administrator may assume all duties of a local board of health.
- Shall be only a policy-making body

***BOH Roles/Responsibilities Cont...**

<https://www.dhs.wisconsin.gov/lh-depts/boh-info.htm>

Responsibilities of Board Members

These expectations may be adapted to reflect your board's actual expectations of its members. Your board can adopt any of these and add others as needed. What is important is that all board members know what is expected of them.

Specific expectations of board of health members:

Awareness

- Educate yourself on your community and its public health status. As a county resident, you are in an excellent position to know your community's problems and needs.
- Educate yourself on your board and local departments history, goals, achievements, and current situation.

Developing Policy

- Review statutes, administrative rules and local policies.
- Attend board meetings regularly and promptly.
- Review all meeting materials in advance of meeting.
- Plan to attend and follow-up on meeting.

Who is Responsible?

AREA	BOARD OF HEALTH POSITION	DIRECTOR/HEALTH OFFICER POSITION
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

***See also...**



- *Sets agenda for meetings
- *Presides at meetings
- *Makes recommendations and reports on the board's behalf
- *No supervisory or operational control with individual members

***Roles of Committee Chair**

* May vary
* It is important that the whole committee is clear on the role of the chair - otherwise there may be misperceptions or poor communication with the committee as a whole.

*** Roles of Committee Chair**

* The health officer and staff serve in an operational and advisory role, while board members primarily serve in a policy setting role.
* Carry out duties consistent with policy direction of board
* Make recommendations and give advice
* Make internal policies as authorized
* Answer questions and present reports


*** Health Officer/Staff Roles**

* Prepare for meetings
* Attend and actively participate (are engaged)
* Follow rules of order
* Promote and support programs
* Advocate

*** Effective BOH Members**

- * Liaison between community and agency
- * Work cooperatively with health officer
- * Learn about the agency and PH system
- * Patient
- * Visionary
- * Identify priorities and resources
- * Make tough decisions
- * Know the difference between private issues and those that impact PH
- * Follow-through

*** Effective BOH members Cont...**



*** BOH Dynamics**

<p>Formal Authority</p> <ul style="list-style-type: none">* Comes from Chapter 251* May be no less stringent than, and may not conflict with, state statute/rules* Supervisory and policy oversight* Collective authority, not individual authority	<p>Advisory</p> <ul style="list-style-type: none">* Make budget recommendations* Draft ordinances and resolutions for County Board consideration/action* Planning/visionary* According to the WI Counties Association, the Statutes imply the following: "Thou Shalt Not Micro-Manage"
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*** Authority vs. Advisory**

- * Know BOH job/role and don't interfere with administration
- * Devote the time needed to do good work
- * Admit what they don't know
- * Don't jump to conclusions - hear facts
- * Don't spring things on staff during meetings
- * Keep an open mind
- * Understand that public health staff are practicing highly complex careers
- * Don't make promises one can't legally or reasonably keep
- * Listen to staff and let them know you're listening
- * Be supportive of the Department and offer constructive criticism

*** BOH members can maximize authority and advisory roles**

- * Be politically savvy while remaining politically neutral
- * Involve them in important agency activities such as strategic planning and CHA/CHIPP work - let them know their thoughts matter and build ownership
- * Give them responsibilities and education to carry out those responsibilities...advocacy for example. Help them feel important.

*** Supporting BOH Engagement**

- * What have your experiences been with your oversight board regarding:
 - ✓ Communication
 - ✓ Roles/responsibilities
 - ✓ Qualities/characteristics of members
 - ✓ Board dynamics
 - ✓ Engagement

*** Your challenges and successes**