

Board of Health Bylaws

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Revised

May 6, 1992

July 28, 1993

February 9, 1994

January 14, 1998

November 17, 1999

June 2, 2002

October 1, 2003

October 1, 2005

March 11, 2009

October 5, 2011

October 17, 2012

November 14, 2013

October 8, 2014

November 18, 2015

February 28, 2018

April 25, 2018

May 23, 2018

November 28, 2018

- B. The Executive Director shall have overall authority and responsibility for all aspects of the Health Department's operations and for such duties as the Board of Health may direct, consistent with legal and state regulations. He/she will delegate responsibility and the authority necessary to discharge certain duties to other Health Department staff and develop such procedures and regulations considered necessary to ensure efficient operation of the Health Department.

- C. Under circumstances immediately affecting the operations of the Health Department. or in an emergency requiring formal Board action, the Executive Director may poll the members of the Board. Any act or action authorized hereby must be presented at the next regular or special Board meeting for confirmation.

- D. The general authority and responsibility of the Executive Director or his/her designee include, but are not limited to, the following:
 - 1. To represent the Health Department and to interpret the Department's services and programs.
 - 2. To be responsible for preparation of departmental budgets and reports and keep the Board informed about the Health Department's operation and programs.
 - 3. To organize the services of the Health Department and coordinate the work of the Board of Health and staff.
 - 4. To hire, employ, and discharge staff, to provide for supervision, direction and training, and to assume professional leadership in the field of public health.
 - 5. To execute, attest or seal such documents or contracts as may be required for the operation of the Health Department in the furtherance of programs established by the Board of Health, such as:
 - i. property leases;
 - ii. service contracts;
 - iii. grant applications, contracts and necessary materials;
 - iv. all reimbursement forms; and
 - v. such other documents or contracts to purchase materials and services according to Board procedures.
 - 6. To bring to the Board of Health for approval all contracts and purchases requiring a request for proposal (RFP) or formal bid process, or as may otherwise be required by law.
 - 7. To conduct public hearings relating to proposed or amended fees, or to proposed or amended County Board ordinances. Prior to recommendations of the Board of Health for enactment of any new or amended fee, County Board ordinance or amendment thereto, (excluding annual consumer price index adjustments as set by