LakeCounty
Health Department and
Community Health Center

Board of Health Bylaws

Formed Under the County Health Department Act

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The Lake County Board of Health is appointed and operates under provisions of "An Act in relation to the establishment and maintenance of county and multiple-county public health departments" (55 ILCS 5/5-25001, et seq., as now or hereafter amended).

ARTICLE I - NAME

The name of this body shall be the Lake County Board of Health.

ARTICLE II - PURPOSE

The general purpose of these Bylaws is to establish the organizational structure and rules of procedure of the Lake County Board of Health, hereinafter referred to as Board of Health.

The general purpose of the Board of Health is as described in the Illinois Counties Code, Division 5-25, relating to the establishment and maintenance of County and Multi-county health departments, 55 ILCS 5/5-25001, et. seq., and as may be amended from time to time.

The Board of Health's primary responsibility is to establish those purposes, programs and procedures which will best prevent disease and promote health among Lake County residents. The Board is charged with accomplishing this while also being responsible for the management of resources available to the Lake County Health Department, hereinafter referred to as Health Department. The Board must fulfill these responsibilities by functioning as a Board of Directors to formulate and adopt policy, by selecting an Executive Director to implement policy and by evaluating the results. Furthermore, the Board must carry out its functions openly, while seeking the involvement and contributions of the residents and staff in its decision-making processes. The Board of Health, in its trustee relationship with the people of Lake County, is obligated to keep fiscal restraint and public interest in mind when setting policy.

The Board of Health shall maintain a well-organized and financed Health Department with sound programs to promote the health and well being of all who live, work, and play in Lake County.. In accordance with this principle, the Board of Health, through its mode of operation, shall seek to achieve the Health Department's mission statement.

ARTICLE III - MEMBERSHIP AND TERMS OF OFFICE

A. The Board of Health shall consist of twelve (12) members appointed by the Chair of the Lake County Board with the approval of the County Board. Members shall be appointed for a term of three (3) years governed by the aforementioned statutes. Members serve until reappointed for a subsequent three (3) years or replaced.

B. Membership on the Board of Health shall consist of at least two (2) physicians licensed in Illinois to practice medicine in all its branches; at least one (1) member shall be a dentist licensed in Illinois; two (2) members shall be chosen from the County Board; and at least one (1) member shall be a person certified by the American Board of Psychiatry and Neurology, professionally engaged in the field of mental health and licensed to practice medicine in Illinois, or a professional in the mental health or chemical dependency field with knowledge of community mental health services.

C. All members shall be chosen for their specific fitness for membership on the Board in conformance with chapter 55 ILCS 5/5-25001 of the Illinois State Statutes.

D. A majority of the Board of Health members shall be individuals who are or will be served by the Department and who, as a group, represent the general population of Lake County, Illinois in terms of demographic factors such as race, ethnicity and gender.

E. Any member may be removed for misconduct or neglect of duty by the Chair of the County Board with the approval of the County Board.

F. Members receive a stipend of $100 for each board meeting they attend. The president receives a monthly stipend of $300. All members may be reimbursed for actual necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board of Health. Per County Board resolution, County Board members serving on the Board of Health do not earn a meeting stipend.

G. Vacancies on the Board of Health shall be filled in accordance with the Illinois State Statute relating to appointments to a Board of Health.

H. If a member of the Board of Health decides to terminate service on the Board prior to the expiration of their term, due to health, change of domicile or any other compelling reason, that member must notify the Chair of the Lake County Board and the President of the Board of Health in writing within one week of their resignation. If a member of the Board of Health decides to not seek reappointment upon the expiration of their term, they are welcome to submit a letter commenting on their service and/or the reason for not seeking reappointment. Copies are also to be sent to the Chair of the County's Health and Community Services Committee, Board of Health members and the Executive Director of the Health Department.

ARTICLE IV - OFFICERS

A. The officers of the Board of Health shall be a President, Vice-President, Secretary, and two Members-at-Large. The Lake County Treasurer shall act as treasurer of the Board of Health.

B. The officer positions shall be filled through an election following Nomination Committee procedure in accordance with Article VII, Section C.5 of these Bylaws. The name(s) of nominees shall be presented to the Board of Health at the last meeting of the operating fiscal year and shall take office at the first meeting following the election. Term of office shall be for two years.

C. A vacancy in any officer position due to resignation, removal or other reason may be filled for the unexpired portion of the term at any meeting of the Board of Health. A member elected to fill a vacancy shall serve the remainder of the term until the bi-annual election of officers.

D. Any officer elected may be removed by the Board of Health for just cause with a two-thirds majority vote.

E. The President shall be elected by the Board of Health and shall preside at all meetings of the Board of Health. The President shall be kept advised of the affairs of the Department and ensure that all directives and policies are carried into effect. The President is the authorized signatory for the Board of Health, where required, for documents and contracts. The President shall have the usual powers, duties and

authority commonly vested in the office of Chair and shall perform other duties as may be assigned by the Board of Health. The President shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees but shall have the right to vote only in the case of a tie or to constitute a quorum.

F. The Vice President shall perform the duties of the President in the absence of the President and shall perform such other duties as from time to time may be assigned by the Board of Health.

G. The Secretary shall approve the minutes of all meetings of the President and the Executive Committee. The Secretary shall perform other duties as assigned by the Board of Health.

H. The Members-at-Large represent the interests of the general membership and conduct projects and accept duties as assigned by the President.

ARTICLE V - MEETINGS AND VOTING

A. The regular meetings of the Board of Health shall be held at least quarterly, and all meetings will be in accordance with the Illinois Open Meetings Act (OMA).

B. For regular meetings the order of business shall be as follows:

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Public Comment to the Board
5. Awards, Recognition, Appointments and Reappointments
6. Presentations
7. President's Report
8. Consent Agenda (will contain Approval of Minutes)
9. Regular Agenda
10. Discussion Items
11. Attachments for Board Review
12. Lake County Community Health Center Governing Council Update
13. Lake County Tuberculosis Board Update
14. Added to Agenda Items
15. Old Business
16. New Business
17. Executive Session
18. Adjournment

C. In accordance with the Illinois OMA, notice of each regular meeting of the Board of Health shall be published at the beginning of the calendar year on the Health Department website and the Lake County website. Notice of the date, time, place and agenda for each regular meeting shall be posted at the Health Department's main office (3010 Grand Avenue, Waukegan) outside the Board Room, on the Health Department's website, and on the Lake County website at least 48 hours in advance of the meeting. Agendas and supporting information shall be delivered to each member five (5) days prior to the date of the meeting. For special meetings, notice shall be given at least 48 hours prior to the stated time of the meeting.

D. The Executive Director shall prepare or have prepared all agendas and background information for Board of Health meetings. In doing so, the President and/or Executive Committee of the Board should be consulted. Items of business may be suggested by any Board member, staff member, committee Chair, or citizen of the County. The inclusion of items suggested by a non-Board member shall be at the discretion of the Executive Committee or Executive Director.

E. Special meetings may be held at any time at the written request of two (2) members of the Board and filed with the Secretary or upon request of the Executive Director. Only items on the announced agenda may be considered at a special meeting.

F. A quorum shall be constituted by the attendance of at least a simple majority. Vacant positions on the Board shall not be counted in establishing a quorum.

G. All questions before the Board shall be decided by a majority vote of all members present and voting except as may be provided by statute or these Bylaws.

H. Any matter not covered by the Bylaws shall be determined by the usual parliamentary rules in accordance with Robert's Rules of Order, latest edition.

I. No Board of Health member shall, in the exercise of any function of the Board, participate in any discussion or vote on any matter respecting any individual or entity with which such member has, or has held within the 12 months preceding the vote, any ownership, employment, medical staff, fiduciary, contractual, creditor, consultative relationship or otherwise prohibited conflict of interest. Each member who has or has had such a relationship with an individual or entity involved in any matter before the Board shall make a written disclosure of any such actual or possible conflict of interest to the Board of Health Secretary and Executive Director at least 24 hours before commencement of that Board of Health meeting and, at said meeting, shall remove themselves from the room before any deliberation begins. Said member shall also file or amend their Statement of Economic Interest on file with the County Clerk, if the subject matter disclosed by the member is not already on file with the County Clerk.

J. Any individual or spokesperson for a group shall be permitted time to address the Board on matters before them at any given meeting. Public comment is limited to three (3) minutes per individual or spokesperson. For items on the agenda, comments may be made at the time the item is on the floor for consideration or at the discretion of the President. Comments regarding matters germane to the Board of Health but not on the agenda may be made during the public comment section of the meeting subject to the following constraints:

1. Members of the public wishing to address the Board must complete a public comment card indicating the topic on which they wish to comment.
2. Time for such comments shall be assigned on a first-come, first-serve basis as determined by the parliamentarian.
3. The parliamentarian shall manage the public comment section of the agenda and review speaker requests, call upon speakers at the appropriate time and enforce the rules governing the public comment.

4. The parliamentarian may limit or preclude comment that is repetitive, redundant, cumulative, irrelevant to the business of the Board or promoting or supporting a candidate for public office or political in nature.
5. Statements that are uncivil, rude, vulgar, or profane or concern the private activities, lifestyles or beliefs of others are prohibited. Any person making such prohibited remarks shall be requested to leave the meeting.

K. The Board of Health attorney shall serve as parliamentarian.

L. The public may record the proceedings only from the audience seating area or in areas designated by the President.

M. In accordance with the Illinois OMA (5 ILCS 120/7), a majority of the Board of Health may allow a Board member to attend a public meeting of the Board, excluding executive session, by video, if available, or audio conference if the individual Member is prevented from physically attending because of (i) personal illness or disability, (ii) business of the Board of Health, (iii) a family or other emergency, or (iv) employment reasons (military service is considered employment). A quorum must be physically present in order for a Member to participate electronically. A Member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the Member were physically present at the meeting. To ensure a physical quorum, the Member shall notify the Executive Director Assistant in writing (email notice highly encouraged / preferred) in advance of the meeting as soon as practicable of their request to attend electronically.

1. The Executive Director Assistant will notify the President of the public body, after establishing that a quorum is physically present at the meeting and shall state that a Member requested to participate in the meeting electronically.
2. The Member will be authorized to attend electronically unless the public body determines, by motion, that the notice does not comply with the requirements outlined herein. If no such motion is adopted, the President shall declare the requesting Member present.
3. When a physically present quorum is required to conduct a meeting, any Member who has submitted a request to participate electronically shall have their request considered to be granted in the order it was received to ensure the ability to achieve quorum.

If attending electronically and if able to share video, Members should ensure their camera is on, at a minimum, when speaking and when voting.

N. Audio or Video Meetings Under Disaster Situation

1. In the event of a bona fide disaster, as declared by the Governor or the Director of the Illinois Department of Public Health, that is (1) related to public health concerns as defined in Section 4 of the Illinois Emergency Management Agency Act, (2) all or part of the County is covered by the disaster area and (3) the President determines that an in-person meeting is not practical or prudent because of a disaster, a Member(s) may attend any meeting of the Board of Health or its Committees, including Executive Session, by audio or video conference to the full extent allowed by the Open Meetings Act, notwithstanding any provision of these Bylaws that might

otherwise restrict such attendance or the conduct of public business by the Board of Health or its Committees.

2. In the event a disaster is declared, and the disaster declaration issued would have the effect of limiting the number of people that can attend a Board or committee meeting in person or impose other social distancing restrictions: (i) staff and the President shall provide notice of such restrictions and of alternative means of attendance and participation (such as audio and video participation) to the public and to other Board members and (ii) in-person attendance will be allowed, first, to committee members who desire to attend in person, second, to other Board members who previously notified the Executive Director Assistant of the desire to attend in person, third, to staff selected by the Executive Director, and fourth, to members of the media and public in order of arrival.

ARTICLE VI - POWERS AND DUTIES

The Board of Health shall exercise those powers and duties as prescribed in the governing statute(s) and may make and adopt such other rules for its own guidance and for the government of the Health Department as may be deemed necessary to protect and improve public health.

ARTICLE VII - COMMITTEES

A. The Executive Committee shall consist of the President, Vice-President, Secretary and two Members-at-Large. One of the five Executive Committee members shall be from one of the medical professions represented on the Board. Executive Committee members shall serve until the next slate of officers is presented by the Nominating Committee and voted upon by the Board of Health at the meeting immediately prior to the end of the operating fiscal year. The Executive Committee shall also provide oversight for organizational audit and compliance. Key audit activities include those by external parties and internal auditing and monitoring of systems for internal controls. This includes the areas of finance, accounting, billing and reporting. Key compliance activities include those regarding adherence to federal, state, and local laws, and regulations, LCHD/CHC policies and procedures, and contractual commitments. It shall be the responsibility of the LCHD/CHC Compliance Officer to inform the Executive Committee of potentially sensitive topics for audit and compliance activities.

B. There shall be a Grievance Committee for formal hearing of employee grievances and to decide on those requests. The Health Department Grievance Committee shall consist of three (3) members; two Board of Health members (one shall serve as Chair); and one Health Department Director. The members of the Committee, and one alternate for each position, shall be chosen by the Secretary of the Board of Health by drawing from each group of eligible and willing Board members and from the non-involved Health Department Directors. The Grievance Committee drawing shall be held each time a request has been made for a formal hearing. Therefore, the Grievance Committee is not a standing committee.

C. Standing Committees: The President of the Board of Health shall appoint, from among Board of Health members and with the concurrence of the Board of Health, the following standing committees and their Chair: Budget, Hearings, Personnel, Credentialing, and Nominating.

1. The Budget Committee shall consist of five (5) members. The Budget Committee shall meet annually to develop the recommended Health Department budget.
2. The Hearings Committee shall consist of three (3) members. It shall be the duty of the Hearings Committee to conduct and decide hearings or appeals as may arise under Lake County Code of Ordinances, Title XVII, Chapter 176. The limitations of authority described in paragraph D shall not apply to the Hearings Committee, except that the President shall be a non-voting, ex-officio member. The decisions of the Hearings Committee, on hearings or appeals to it, shall not be subject to review by or further appeal to the full Board of Health.
3. The Personnel Committee shall consist of five (5) members. It shall be the duty of the Personnel Committee to recommend Health Department personnel policies and salary schedules, which permit the employment and retention of qualified staff.
4. The Credentialing Committee shall consist of four (4) members. It shall be the duty of the Credentialing Committee to conduct and perform such background inquiries or investigations into the personal, educational, and professional background and history of providers employed by, to be employed by, or a volunteer of the Health Department, sufficient to arrive at and form a reasonable opinion and recommendation to the Board of Health and to the Governing Council as to whether or not the credentials of said provider meet or exceed the requirements of the Health Department.
5. The Nominating Committee shall consist of five (5) members. It shall be the duty of the Nominating Committee to present a slate of officers and two (2) at-large Executive Committee members to the Board at the meeting immediately prior to the end of the operating fiscal year.

D. The function of the standing committees described in sub-paragraphs C.1 through C.5 is advisory and fact finding. Any action must be approved by the Board of Health. No standing committee or individual member may decide any matter or action without specific Board of Health approval. The President shall be an ex-officio member of all standing committees and may participate in the discussion and deliberations of those committees but shall have the right to vote only in the case of a tie or to constitute a quorum.

E. Term: Standing committee members, including the Chair, shall be appointed at the January meeting of the Board of Health and, other than the Nominating Committee, shall serve for one (1) year or until a successor is appointed. Nominating Committee members shall serve for two (2) years.

F. Meeting Procedure: Every meeting of a standing committee of the Board of Health, other than the Executive Committee, shall be called by its Chair, by a majority of its members, or by the Executive Director. Every Board of Health member shall be given adequate notice of such meetings. A quorum for the conduct of committee business shall be a majority of its members.

G. Membership: Only Board of Health members may be appointed to standing committees of the Board. Non-Board members may serve only as non-voting consultants to a standing committee.

H. Voting: When a standing committee meets and votes on an issue, only members of that committee may vote. Board of Health members who are present but who are not members of the committee may not vote.

I. Advisory Committee: The advisory committee to the Board of Health shall be known as the Environmental Health Advisory Committee (EHAC). The President shall appoint, with the concurrence of the Board, advisory committee members when their term expires, or vacancies occur. Advisory committee members shall be Lake County residents or providers of service.

1. Purpose: To provide consultation and advice to the Board of Health and Health Department staff concerning professional, technical and operational issues; to evaluate utilization, productivity, client satisfaction, and achievement of Health Department objectives; to assist the Health Department in maintaining liaison with other similar providers of service and referral agencies; and to promote ongoing community information and networking.
2. Membership: Membership is available to Lake County residents, organizations or providers of service who have an interest in promoting an improved health status for all the residents of Lake County, Illinois. The advisory committee shall consist of at least seven (7), but no more than fifteen (15), members appointed by the President of the Board of Health, with concurrence of the Board. At least one Board of Health member shall serve on the advisory committee.
3. Term: Advisory committee members shall serve a term of three (3) years.
4. Removal: The advisory committee may recommend to the Board of Health removal of any member for just cause and the Board of Health may approve removal by a two-thirds majority vote.
5. Officers: The advisory committee officers shall be Chair and Vice-Chair and shall be elected by the committee at the annual meeting to serve a term of one (1) year.
6. Meetings: The advisory committee shall meet at least quarterly. The annual meeting shall be the first meeting after December of each year.
7. Open Meetings Act: The advisory committee shall comply with all requirements of the Illinois OMA.
8. Any matters not described herein shall be determined by the related section of the Board of Health Bylaws.

J. Ad hoc committees may be established by the President with the concurrence of the Board for special, limited purposes and shall serve only until completion of assignment. At least one (1) Board of Health member shall be appointed to each ad hoc committee of the Board.

ARTICLE VIII - Executive Director

A. The Executive Director shall be the chief executive officer of the Health Department and shall be required to possess the professional leadership and skills as required by the state standards.

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 the County Board), a public hearing shall be held with public notice being published at least five (5) days prior to the hearing. Date, time, place of such meetings and items to be discussed will be stated. The meeting shall be audio-recorded, and the minutes written to include matters proposed and discussed.

   Individuals attending the public hearing shall be requested to sign an attendance sheet, print the name of the organization they represent, if appropriate, and indicate if they wish to address the issue. Individuals not attending the meeting may submit written comments up to 5:00 p.m. on the business day proceeding the day of the scheduled hearing.

   The public hearing shall adhere to the following format:
   i. President or Chief Hearing Officer calls the hearing to order.
   ii. Recording Secretary takes roll call of the hearing officers.

iii. President or Chief Hearing Officer requests that a copy of the legal notice appear in the records, and that all exhibits be presented and made part of the official record.
iv. President or Chief Hearing Officer reads written comments, if any.
v. President or Chief Hearing Officer calls upon Health Department staff to address the hearing regarding the proposal.
vi. President or Chief Hearing Officer reviews attendance sheet and asks if anyone wants to speak or present information before the hearing.
vii. After hearing all testimony, President or Chief Hearing Officer closes the hearing with summary remarks to include proposed next steps in action plan.

ARTICLE IX - Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of the entire membership of the Board, only after the proposed change(s) have been presented and discussed at the previous regular meeting.

Attest:

_____ _____

Secretary President

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
August 28, 2019
June 22, 2022