

Board of Health Bylaws

Index

ARTICLE I - Name

ARTICLE II - Purpose

ARTICLE III - Membership and Terms of Office

ARTICLE IV - Officers

ARTICLE V - Meetings and Voting

ARTICLE VI - Powers and Duties

ARTICLE VII - Committees

ARTICLE VIII - Executive Director

ARTICLE IX - Amendments

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

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 Chairman); 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 chairperson: 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