

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 12/01/2020 **Approx. Start Time:** 3:30pm **Approx. Length:** 30 mins

Presentation Title: Request to Establish the Public Health Advisory Council

Department: Public Health Division

Presenters: Philip Mason-Joyner, Public Health Director

Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

To request consideration of the Public Health Advisory Council becoming an official Board appointed Advisory, Board, and Commission (ABC) and seek approval of the council's bylaws.

EXECUTIVE SUMMARY:

The Public Health Division has had a Public Health Advisory Committee (PHAC) comprised of multi-sector external partners that are advisory to the Public Health Director and Director of Health, Housing and Human Services since 2012. The Public Health Division now requests that the committee transition to a Board of County Commissioners appointed Council.

The responsibilities of the Public Health Advisory Council include:

- Advise the Board of County Commissioners and staff in the development of activities, strategies and priorities to achieve community health improvement goals.
- Review and develop reports, planning documents and publications. Make funding and policy recommendations to assure alignment with public health goals and standards.
- Link public health programs and services to the broad cross-section of populations throughout the county.
- Promote public health initiatives. Participate in community education and engagement activities.
- Deliberate as an ethics committee. Review and discuss community-based public health ethics issues occurring within the county.
- Advocate for policy and system changes that improve the health of communities in Clackamas County.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$0

What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
 - This item aligns with the H3S Department's Strategic Business Plan goal that by 2020, the health outcome disparities identified in the Community Health Improvement Plan will be reduced by 5%.
- How does this item align with the County's Performance Clackamas goals?
 - This item aligns with the County's Performance Clackamas goal to ensure safe, healthy and secure communities.

LEGAL/POLICY REQUIREMENTS:

County Counsel reviewed and approved the council's bylaws on September 2nd, 2020.

PUBLIC/GOVERNMENTAL PARTICIPATION:

Public & Government Affairs (PGA) staff have provide direction and guidance on the administrative processes related to this request. If approved, the Public Health Division and PGA will work closely through the established ABC recruitment process.

OPTIONS:

1. Approve the request to establish the Public Health Advisory Council as a Board of County Commissioners appointed council and their bylaws.
2. Reject option one and direct staff to take other steps.

RECOMMENDATION:

Approve the request to establish the Public Health Advisory Council as a Board of County Commissioners appointed council and their bylaws.

ATTACHMENTS:

- Public Health Advisory Council Bylaws
- PowerPoint presentation slides

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval Rodney A. Cook, H3S Deputy Director

County Administrator Approval _____

For information on this issue or copies of attachments, please contact: Philip Mason-Joyner @ 503-742-5956
--

**Clackamas County Public Health Division
Public Health Advisory Council (PHAC) By-Laws
Approved: **[TBD]****

Section I: Purpose:

Clackamas County Public Health Division (CCPHD) provides an array of services and programs aimed at protecting and promoting the health of the residents of our county. One of the major responsibilities of the division is to create partnerships to work collaboratively in addressing health issues. One way to engage community members is through the Public Health Advisory Council (PHAC).

The PHAC provides a sounding board and a community voice in the review and revision of public health programs, strategies and goals. The PHAC assures a needed link to community input into implementing the Community Health Improvement Plan/Blueprint for a Healthy Clackamas County and in assuring alignment with standards addressing community partnerships. The PHAC also convenes as the Ethics Committee for the Clackamas County Public Health Division.

Section II: Authority

The purpose of the council is to advise the Clackamas County Board of County Commissioners on issues related to public health. PHAC is a forum for discussion of population health issues that impact Clackamas County residents. Some of the functions of the PHAC include:

- **Advise** the Board of County Commissioners and staff in the development of activities, strategies and priorities to achieve community health improvement goals.
- **Review** and develop reports, planning documents and publications. Make funding and policy recommendations to assure alignment with public health goals and standards.
- **Link** public health programs and services to the broad cross-section of populations throughout the county.
- **Promote** public health initiatives and activities. Participate in community education and engagement.
- **Deliberate** as an ethics committee. Review and discuss community-based public health ethics issues occurring within the county.
- **Advocate** for policy and system changes that improve the health of communities in Clackamas County.

Section III: Membership

The council will not exceed 17 members. Representation on the council will be made up of the following:

- (Minimum 1 position) the business community,
- (Minimum 4 positions: 2 rural, 2 urban) residents/community members: suburban, rural
- (Minimum 1 position) food/nutrition,
- (Minimum 1 position) healthcare organization(s),
- (Minimum 1 position) community based organization(s) (CBOs),
- (Minimum 1 position) government agency(ies)
- (Minimum 1 position) schools/education and;
- (Minimum 1 position) youth/students.

PHAC members will serve 3-year membership terms, for a maximum of two terms or six years.

Proactive recruitment efforts will be made by the council to solicit new members from high priority geographic areas, priority populations, and a variety of industries within the county. Intentional efforts during recruitment will be made to be inclusive of priority populations and Individuals who identify as Black, Indigenous, and People of Color (BIPOC).

Members are encouraged to spend additional time outside of meetings reading current public health literature, preparing for PHAC meetings, attending CCPHD meetings and task groups and building partnerships to support implementation of the Blueprint for a Healthy Clackamas County/Community Health Improvement Plan. All members of the council will serve without compensation. However, policies and practices to welcome community members (e.g. evening hours, dinner, childcare, mileage reimbursement etc.) will be considered on a case by case basis.

Section IV: Meetings and Attendance

A minimum of six meetings will be held a year, preferably every other month, for a minimum of 90 minutes at various locations within Clackamas County or via Zoom. Considerations will be made regarding the environmental impact on how and where meetings are conducted. At least one of these six meetings will be an Ethics Deliberation. Members shall attend a minimum of four meetings during a calendar year. If a member has not attended a minimum of four meetings during a calendar year the member will be removed from the council and CCPHD staff will discuss alternative options for participation. A quorum of 50% plus one of membership is required to vote on agenda items related to funding allocation, report approvals and policy recommendations. A quorum is needed to hold a public meeting.

Special meetings may be called by a co-chair or by a majority of the council members. All meetings shall be subject to Oregon's Public Meetings Law. All PHAC meetings are open to the public. Future meeting agendas and minutes will be posted on the County CCPHD webpage and www.blueprintclackamas.com.

Section V: Officers

Two co-chairs will be selected by members of PHAC. The term for each position is two years with a maximum of four years as a co-chair.

Co-chair responsibilities:

- Plan the agenda items and conduct PHAC meetings effectively with the support of CCPHD staff
- Provide input and leadership on PHAC priorities and structure
- Work to engage all members in PHAC's work
- Engage PHAC in assessing and improving its efficiency and effectiveness
- Establish PHAC committees, workgroups, or taskforces and make membership assignments
- Support the CCPHD Director
- Assist with PHAC recruitment, ensure adequate representation on council

Section VI: Officer Vacancies

A vacancy occurs when an officer dies, resigns, is removed, or has more than four (4) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

Section VII: Quorum and Voting

A quorum shall be present at a meeting in order for the Public Health Advisory Council (PHAC) to transact business. A quorum consists of a majority of all members of the PHAC, not just those present. A vacancy on the board does not affect the quorum requirements. The PHAC can take official action only with the affirmative vote of a majority of all members.

Issues requiring a decision include but are not limited to: grant awards (fiscal), policy recommendations, Public Health program area input and reports. One of the Co-Chairs will request a motion for a vote. Any member, including the other Co-Chair, may make a motion for a vote. A second after a proper motion will be required to bring any issue to vote. To approve a motion, a quorum is required and a vote of 50% plus one. Those members attending a meeting via conference call will be recognized as a present member. Voting will be allowed via on-line survey or other method.

Section VIII: Conflicts of Interest

All members will familiarize themselves and agree to abide by the Oregon Government Ethics guidelines.

Section IX: Records

All records of the PHAC shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

Section X: Amendment of By-Laws

An amendment to the By-Laws will be require 2/3 of PHAC membership for approval. All amendments are to be approved by County Counsel prior to becoming effective.

The following is the council's membership structure:

Affiliation	PHAC Members	End of Term
Business Community	(minimum 1)	
Community Member	(minimum 4; 2 rural, 2 urban)	
Food/Nutrition	(minimum 1)	
Healthcare Organization	(minimum 1)	
Community Based Organization	(minimum 1)	
Government Agency	(minimum 1)	
Schools/Education	(minimum 1)	
Youth/Student	(minimum 1)	

CLACKAMAS COUNTY - PUBLIC HEALTH ADVISORY COUNCIL

December 1, 2020



ROLE OF THE BOARD OF HEALTH

Serves as the Board of Health for Clackamas County, set forth in ORS 431.415:

- The county board of health is the policymaking body of the county
- The county board of health shall adopt rules necessary to carry out its policies
- The county board of health shall not adopt a rule or policy that is inconsistent or less strict than any public health law or rule of the Oregon Health Authority
- The county board of health may adopt schedules of fees for public health services

OVERVIEW OF CLACKAMAS COUNTY PUBLIC HEALTH DIVISION SERVICES



- Maternal & child health home visiting
- Women, Infants & Children (WIC)
- Breastfeeding support
- Reproductive health (assurance)
- Immunizations
- Climate & air quality
- Substance use reduction (opioids, tobacco)
- Active & safe transportation
- Community health improvement planning
- Health equity initiatives
- Public health assessments, data analysis, research, evaluation & policy development
- Public health outreach, education & partnership activities
- Reportable disease surveillance, investigation & response
- Disease reporting for medical providers
- STI / HIV prevention, education & investigation
- Emergency medical services
- Public health emergency planning & response
- Licensing & inspections (restaurants, mobile food trucks, childcares, hotels/motels/B&Bs, pools)
- Food handler certifications
- Drinking water surveys
- Birth & death certificates

ROLE OF THE CLACKAMAS COUNTY PUBLIC HEALTH ADVISORY COUNCIL

- **Advise** the Clackamas County Board of County Commissioners and Public Health staff in the development of activities, strategies and priorities to achieve community health improvement goals.
- **Review** and develop reports, planning documents and publications. Make funding and policy recommendations to assure alignment with public health goals and standards.
- **Link** public health programs and services to the broad cross-section of populations throughout the county.
- **Promote** public health initiatives and activities. Participate in community education and engagement.
- **Deliberate** as an ethics committee. Review and discuss community-based public health ethics issues occurring within the county.
- **Advocate** for policy and system changes that improve the health of communities in Clackamas County. Optional activities could include providing oral or written testimony, helping to identify coalitions of support for health policy, and participating in legislative activities.



COMMUNITY HEALTH IMPROVEMENT PLAN

Blueprint for a Healthy Clackamas County



2020 - 2023

Blueprint For A Healthy Clackamas County

priorities for community health improvement activities

Access to Health Care & Human Services

- ✓ Increase utilization & quality of services
- ✓ Transportation

Culture of Health

- ✓ Culturally acceptable health food
- ✓ Housing stability

Healthy Behaviors

- ✓ Chronic disease prevention
- ✓ Mental health, Substance use, Suicide prevention

REQUEST TO BECOME A BOARD APPOINTED ADVISORY COUNCIL



- Approval of this request will change the PHAC from a committee to a council
- Bylaws reviewed and approved by County Council
- PGA working with Public Health Division on administrative processes and recruitment plans

Membership (up to 17 people):

Community members

Business community

Nutrition / food

Health Care organizations

Community-based organizations

Government agencies

School / education

Youth / students

