

BYLAWS

GALVESTON COUNTY UNITED BOARD OF HEALTH

ADOPTED: November 29, 1972

These policies were reviewed and approved or revised, by the Galveston County United Board of Health at a regular meetings on October 30, 1985*, May 28, 1986*, August 1993*, July 30, 2003*, May 30, 2007, May 28, 2008*

* Revisions Made

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DEFINITIONS:

Public Health – encompasses the functions and activities of a governmental entity (e.g., the Galveston County Health District), which assure the conditions in which people can be healthy in the community at large. In Texas, the ten essential public health functions are codified in statute under House Bill 1444.

Business Operations – are those essential internal functions necessary to effectively and efficiently manage a business. Such functions include but are not limited to: human resources, purchasing, risk management, financial management, billing, material management, information technology, etc.

Policy – written public health policy adopted by the Board provides legal authority and/or broad guidance to the executive managers of the Health District who are directly responsible for managing and developing public health and business procedures that direct employee activities and job expectations.

Policy development - refers to the process leading to the Board adopting written expectations for the Health District to accomplish public health goals and measurable objectives. The process of developing public health policies with legal authority over the Health District's jurisdiction will involve: (1) the use of inclusive stakeholder feedback (e.g., advisory or ad hoc committees), (2) a formal public hearing at a Board meeting, and (3) a three (3) week period to obtain comments from city governments within the county jurisdiction.

Budgeted Revenue/Fees –fees that the Health District anticipates collecting. These collected fees are included in the original Board approved budget.

Unbudgeted/Revenue/Fees- In the event the Health District collects funds in excess of budgeted revenue; the excess funds must be brought to the Board for approval of recommended appropriations.

PURPOSE

The purpose of the bylaws is to outline the operational rules of the United Board of Health to include the responsibilities of the Board, legal authority, function, composition of members, responsibilities of members and officers and responsibilities of the Executive Director/Chief Executive Officer.

GENERAL DESCRIPTION

The United Board of Health (Board) is a policy-making Board which oversees the Health District created out of a legal agreement, under Chapter 121 of the Texas Health and Safety Codes, between Galveston County and member cities which include:

Bayou Vista
Clear Lake Shores,
Dickinson
Friendswood
Galveston
Galveston County
Hitchcock
Jamaica Beach
Kemah
La Marque
League City
Santa Fe
Texas City
Tiki Island

By Board decisions/actions, local public health and operational policies are adopted. These adopted policies provide legal authority and/or guidance to the duties and functions of the health district (with the exception of 4C's Clinic) and to the internal business operations of health district as an organization.

In general the Board will:

- Establish and monitor the Health District's plan to measurably improve health in Galveston County.
- Annually review all existing public health policies and related public fees.
- Consider adopting new policies or changes in existing state/federal policies when there is a local option on whether or not to adopt. Some new and revised policies may be state or federally mandated and do not allow a local option for adoption. State and/or federally-mandated policies will be communicated to the Board but will not require Board action.
- Review and act on any new public health activities and associated fees proposed by district staff.
- Review and act on any proposed changes in the level of public services (e.g., hours of operation, expanded services, new services, and/or a decrease in services) currently provided to Galveston County citizens.

- Review and act on health issues raised by Board members, issues which are politically sensitive, issues which have a potential fiscal impact on member cities and the county, and issues with a perceived adverse impact on the citizens of Galveston County.
- Review and approve operational budgets except for the Galveston County Coordinated Community Clinics (4C's).

VISION, MISSION, & STATUTORY FUNCTIONS:

The United Board of Health will adopt policies that are consistent with the vision and mission of public health and the essential public health functions as legally defined in state HB 1444.

Vision

“Healthy People in Healthy Communities”

Mission

“Assuring the Conditions in Which People Can be Healthy”

Essential Public Health Functions (HB 1444):

1. Monitor the health status of individuals in the community to identify community health problems.
2. Diagnose and investigate community health problems and community health hazards.
3. Inform, educate, and empower the community with respect to health issues.
4. Mobilize community partnerships in identifying and solving community health problems.
5. Develop policies and plans that support individual and community efforts to improve health.
6. Enforce laws and rules that protect the public health and ensure safety in accordance with those laws and rules.
7. Link individuals who have a need for community and personal health services to appropriate community and private providers.
8. Ensure a competent workforce for the provision of essential public health services.
9. Research new insights and innovative solutions to community health problems.
10. Evaluate the effectiveness, accessibility, and quality of personal and population-based health services in a community.

SPECIFIC DUTIES OF BOARD:

- Form a finance committee to do the following: (1) review monthly financial report of the appropriate budgets and recommend action at the Board meeting; (2) develop and propose finance management policies for adoption at Board

meetings; (3) and propose other policies for board action, which may improve financial viability.

- Annually approve General Fund (GF), Galveston Area Ambulance Authority (GAAA), and Reimbursable Fund budgets with the exception of the 4C's clinic budget, which will be reviewed and approved by the 4C's Governing Board. Budgets will include the following categories: Personnel, benefits, operations, capital and any fund balance which has been reserved and restricted to Board action. The Budget will be presented at a minimum level to show revenue and expenditures for each public health program, for Galveston Area Ambulance Authority, for Administration, and for the Indigent Healthcare Program (County funds which reimburse area hospitals and private physicians for secondary and tertiary care of qualified enrollees).
- Review and approve unbudgeted expenditures (i.e. unexpected expenditures that are not already accounted for in the planned budget process) and recommend allocations of unexpected increase in revenues (i.e., unbudgeted funds not tied to a specific use). Once the appropriate budgets are approved, the Board will review any unbudgeted revenue for appropriate allocation. In the event the Health District sees a need for using unbudgeted expenditures, Board approval will be sought for use of any dollars in the restricted reserve.
- Nominate replacements to fill vacancies on the 4C's Governing Board in accordance with federal guidelines regarding membership representation.
- Perform an annual performance evaluation of the Executive Director/Chief Executive Officer based on an assessment of the Health District's progress toward priorities, goals, and objectives in the Galveston County Health Plan.
- Perform an annual self-assessment of the Board's effectiveness, as a group, in meeting the expectations of the board.
- Adopt a Galveston County Health Plan (Plan) every five years to include strategies, goals, and objectives that the Health District will be expected to accomplish. The development and adoption of the Plan will occur in conjunction with the 4C's Governing Board. The Plan will be developed in an inclusive participatory process involving public feedback and comment. The Plan will also identify key health partners who contribute to the goals and objectives in coordination with the health district.
- Review and approve an annual report on the progress of the Health District in accomplishing the goals and objectives in the Galveston County Health Plan.
- Review and approve emergency/disaster plans and procedures on an annual basis.
- Review and approve any proposed capital expenditures of \$2000 or greater which have not been budgeted (and therefore, without prior Board approval).
- Review and approve any proposed single purchase with a bid of \$15,000 or greater.
- Review and adopt the Health District's operational policies on an annual basis. Operational business policies include, but not limited to: human resources, purchasing, records management, equal opportunity, emergency and disaster response, information technology, risk management and safety, fiscal management, financial signatories for authorizing district pay checks, travel, HIPPA, American Disability Act, etc.

- Elect officers (SEE Board Operational procedures; # 6)
- Annually the Board will contract with an outside auditor to perform a single agency audit of the District.

BOARD OPERATIONAL PROCEDURES

1. Member Appointments – The Board of Health shall consist of thirteen (13) members who have been resident citizens of the District for three (3) years and who shall serve without compensation or salary. The composition of the Board shall have the following representation.
 - One (1) licensed physician recommended by the Medical Society of Galveston County.
 - One (1) representative from UTMB.
 - One (1) representative from Mainland Medical Center.
 - Two (2) representatives from the municipalities from within Galveston County.
 - One (1) licensed veterinarian.
 - One (1) registered nurse.
 - One (1) practicing licensed professional engineer engaged in civil and/or sanitary engineering or an individual with a BS or BA from an accredited State College or University with at least ten (10) years experience in the Petrochemical Industry Field.
 - One (1) licensed dentist.
 - One (1) member of the food service/food sales industry.
 - Three (3) interested citizens of Galveston County.
2. Terms of Membership – Beginning in April 2003, six (6) members shall serve for a period of one (1) year and seven (7) members for a period of two (2) years. Thereafter, all new or renewed appointments shall be for a period of two (2) years, made in the month of April. At the end of a members' appointment term, the existing members shall continue to serve on the Board until an appointment decision is reached by the member governments.
3. Removal of Membership - Any member may be removed from office by a majority vote of the member governments for neglect of duty, malfeasance, or conviction of a felony. In addition, any member who misses three (3) consecutive meetings without being excused by action of the Board shall automatically be removed from office. The Chair of the Board may declare a vacancy, and notify the member governments of such fact, so that the vacancy can be filled as soon as possible.
4. Vacancies - Should a vacancy occur on the Board (through death, resignation, or three unexcused absences), the member governments shall appoint a new member. New members shall be nominated by the Commissioners' Court of

Galveston County with subsequent approval by a majority of the member governments. The new member shall fill the unexpired term held by the former member.

5. Officers - Annually, the Board shall elect officers from its membership the following order: Chairperson, Vice-chairperson, and Secretary/Treasurer. The Chairperson, Vice-Chairperson, and Secretary/Treasurer will comprise the Executive Committee of the Board. Each officer shall serve for a period of one (1) year. Vacancies in the above mentioned offices occurring during the year shall be filled by the Board to complete the term of the office.
6. Responsibilities of Chair (or Vice-Chair in absence of Chair)
 - Sign health authority Oath of Office form, (designating the District Health Authority) which is to be completed every two years by state requirement.
 - Conduct meeting business in accordance with Robert's Rules of Order.
 - Review and sign and official correspondence, including minutes, of the Board.
7. Meetings - The regular meeting of the Board shall be held on the last Wednesday of each month at a Board determined time best suited to maintain a quorum to conduct business at each regularly scheduled meeting.
 - Quorum – A majority of filled positions on the Board shall constitute a quorum for the transaction of business.
 - Location/time -The meetings will be held in the designated Boardroom at the Headquarters of the Health District unless by Board action another location is decided upon and publicly announced. Majority vote can change the time and place of regular meetings.
 - Special meetings – special meetings shall be called at any time by the Chairperson or at the request of a majority of the Board. The Executive Director/Chief Executive Officer, or designee, prior to each meeting, shall notify all members. Any time the Board needs to be called into special meeting by the Chairperson or a majority of Board members, the Executive Director/Chief Executive Officer or designee will notify all members of the time, date and purpose of the called meeting.
 - Roberts Rule of Order - meetings of the Board shall be conducted under Roberts Rules of Order unless otherwise specified in this policy. Regular meetings may be postponed at the request of a majority of the Board.
 - Agenda - At least 72 hours before the scheduled time of the meetings, the Agenda will be posted at the entrance of the Health District's headquarters and copies of the Agenda will be forwarded electronically to the County Clerk, City Councils of member cities and to the local county newspaper. Finally, the Agenda and relevant handouts will be posted to the public on the GCHD internet website.
 - Texas Open Meetings Act - all meetings of the Galveston County United Board of Health shall conform to the rules and requirements set forth in the Texas Open Meetings Act.

8. Minutes - The minutes of the Galveston County United Board of Health shall be summary type minutes. Regular meetings shall be taped and filed until the minutes are approved. Tapes of meetings with items of special interest, to be determined by the Chairperson or the Executive Director/Chief Executive Officer, will be retained for a period of one (1) year. The minutes of the preceding meeting will be approved at the next regular monthly meeting and at that time, will be signed by the Secretary-Treasurer and Chairperson (or Vice-Chairperson, in absence of the Chairperson). Tapes are to be used exclusively for the Board and administration. Copies of tapes will not be provided to individuals, however, upon written request to the Executive Director/Chief Executive Officer, individuals may review the tape of a particular meeting at the Health District's headquarters.

9. Persons Appearing Before the Board - Persons wishing to appear before the Board will have as their objective any of the following or combinations thereof: (1) to request information on district affairs, (2) to comment on health issues, and/or (3) to ask for specific action or change of policy. Under policies and procedures established by the Executive Director/Chief Executive Officer, day-to-day citizen inquiries are addressed directly by district employees with issue-related job responsibilities. However, citizens shall be assured of their right to appear before the Board if so desired. A citizen desiring to make comment to the Board shall submit a written request to the Executive Director/Chief Executive Officer by noon on the Wednesday preceding the Wednesday Board meeting. A statement of the nature of the matter to be considered shall accompany the request. The Executive Director/Chief Executive Officer shall include the requested appearance on the agenda, and the person shall be heard if he or she appears.
 - At the discretion of the Board Chairperson, persons who have not submitted written request may be permitted to comment on posted agenda item.

10. Adoption of Public Health Policies (local rules & regulations) - The Galveston County United Board of Health will adopt public health policies that govern public health activities in the health district jurisdiction. The procedure for adopting local public health policy (rules and regulations) is as follows:

Step 1. (Board Meeting #1)

Introduction of Proposed Policy

- A draft of any new rule, regulation or amendment will be presented to the Board by the Executive Director/Chief Executive Officer, or designee, for discussion purposes. The Board will consider the proposed policy and give direction and suggested revisions to the proposal.

Step 2. (Board Meeting #2)

Publication: First Reading: Submission to Members

Notice of such proposed policy will be published in the Galveston Daily News and the Texas City Sun on at least two occasions prior to official First Reading at a Board meeting. Published notices will indicate that a Public Hearing will be held at the time of the First Reading, at which time citizens are invited to comment on the proposal. Following the Public Hearing, the Board will consider public comment and then give direction and/or suggested revisions to the proposal. The Board has the options of approving the proposal *as written* or direct staff to make further revisions, which will undergo future public notice and public hearing. Following the Board's approval of the wording of the proposal, it shall be submitted to the Member Governments of the District for their comment and approval. Member Governments will have three (3) weeks to comment and propose additions or changes, or to indicate their opposition.

Step 3. (Board Meeting #3)

Further Consideration: Policy Adoption or Revision

- The Board will consider any comments received from Member Governments and may either proceed with adopting the proposal as written or make revisions. Should revisions be made, the process to adopt the newly revised policy will revert back to step two (above).
11. Change in Board Bylaws - Changes or new additions in Board Policy may be adopted by majority vote of Board members, during Board meetings. The Board may appointment a Bylaw committee comprised of selected Board members with the responsibilities of making revisions and submitting recommendations at a future Board meeting for immediate adoption. Unless otherwise stated, upon Board adoption, new bylaws will become effective immediately.
 12. Governing Board - Community Health Center - A separate Board, called the Governing Board, will have complete authority for overseeing and setting policies for the 4C's Clinic operated under the Health District. The United Board of Health herein grants exclusive authority to the Governing Board to set policy for and operate the 4C's clinics. Vacancies on the Governing Board will be filled in accordance with the bylaws and policies of the Governing Board, with the Board nominating candidates for approval by the Governing Board.
 13. Authority to Act - The Board may, by a majority vote, authorize the Chairperson of the Board to act in its behalf during an emergency.

AUTHORITY DELEGATED TO EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER (who may in turn delegate authority to appropriate district staff):

- Approve all operational policies for immediate implementation. These policies will then be brought to the United Board of Health at the next meeting and/or at least annually for ratification.
- Sign contracts that commit the agency to receive any funds (local, state, or federal; public, private, and/or nonprofit) for new and existing and continuing district program activities.
- Provide an executive report of Health District activities, to include a summary of new and renewed contracts/services signed by the Executive Director/Chief Executive Officer and designee.
- Serves as District Health Authority, if a physician, in accordance with state and local laws.
- With accountability to the Board, independently executes, directs, organizes, monitors and assigns district staff as necessary to implement Board policies, to support Board meetings, to carry out policy development activities and to assure District compliance with all applicable laws, rules and regulations.