

San Luis Obispo County

HEALTH COMMISSION

MISSION STATEMENT

The mission of the San Luis Obispo County Health Commission shall be to work with, and on behalf of, the residents of the County to preserve and improve the quality of health for all people within the community.

Bylaws Revised: (7-17-07)

SAN LUIS OBISPO COUNTY HEALTH COMMISSION BYLAWS

PREAMBLE

Recognizing the importance and necessity of health promotion and disease prevention and control with an emphasis on planning and coordination of health services in San Luis Obispo County, the interested citizens of this county do hereby organize themselves in conformity with the bylaws and regulations hereinafter stated.

ARTICLE I – NAME

The name of this organization shall be the San Luis Obispo County Health Commission.

ARTICLE II – OBJECTIVES AND POWERS

The Commission will serve in a primary role as advisory to the San Luis Obispo County Board of Supervisors and the Public Health Department, both directly and using appropriate subcommittees. The objectives of the Health Commission shall be to:

1. Serve as a mechanism for citizen and provider participation in government decision-making on Public Health issues.

2. Provide information and analyses concerning local health needs and priorities and advise the Board of Supervisors, County Administrative Officer, County Public Health Department Director, and other appropriate officials of County government in all major policy matters concerning the nature, scope and extent of health programs.

3. Foster and promote area-wide strategic health planning and resources development activities which identify community goals and needs to improve the health of the residents of San Luis Obispo County.

4. Recommend ways to increase the development of accessible, affordable and acceptable health services which may involve overcoming geographic, architectural, transportation, cultural and linguistic barriers. Promote the development of human

resources and facilities which make maximum use of existing and planned resources and meet identified health needs.

5. Provide and encourage community outreach to assess public opinion about local health care challenges and issues.

6. Recommend support or opposition to proposed legislation affecting the public's health in San Luis Obispo County, at the state and national levels.

7. Assume any additional purposes, elements, duties and functions as required, so long as they do not conflict with the policies of the Board of Supervisors.

In support of these objectives, this Health Commission shall:

1. Review and comment on the County Public Health Department's strategic plan and proposals for program development or change at a sufficiently early time to ensure a thorough review prior to presentation to the Board of Supervisors.

2. Review and comment on the health status of the residents of the area and the characteristics of health problems of the area.

3. Recommend policies and goals for improving the health of the public in the County.

4. Appoint and convene task force(s) to study in-depth specific topics of public health, when necessary.

5. Communicate directly with the Board of Supervisors through written reports and presentations by the Chair of the Health Commission, or his/her designee.

ARTICLE III – MEMBERSHIP

Section 1

The voting membership of the San Luis Obispo County Health Commission shall consist of eleven (11) members residing in San Luis Obispo County and appointed by the Board of Supervisors.

a. The voting membership of the Commission should be broadly representative of the social, economic, linguistic, handicapped, and racial populations,

geographical areas within the County and be in reasonable proportion to the ethnic origin, gender and age groups in the population of San Luis Obispo County.

b. Except as otherwise provided in Section 9 and 10 the voting membership of the Commission shall consist at all times of a majority six (6) of health care consumers who are not direct or indirect providers of health care. Of the remainder of the Commission voting membership, five (5), two (2) shall be indirect providers and three (3) direct providers who are representative of the health care system in San Luis Obispo County. For the purposes of this Commission, effective July 1, 2000, indirect providers are defined as those individuals who are affiliated with the health care system and who are currently providing support services. These may include, but are not limited to medical office staff, health care administrators, health insurance personnel, health education/trainers, and individuals who are members of governing boards of a health care entity. Direct providers for the purposes of this Commission, effective July 1, 2000, are defined as those individuals who are currently providing "hands on" health care services. These may include, but not limited to, physicians, nurses, lab technologists, pharmacists, dentists, physicians assistants, ophthalmologists, podiatrists, mental health therapists, and other health care service providers.

c. Membership on the Commission shall include the Director of the County Public Health Department as a non-voting, ex-officio member.

Section 2

Term: All appointments shall be for four-years, except when the appointment is someone filling an unexpired term. Then the appointee will complete the term of the resignee. There will be no term limitations. Members shall take office in the month of July of the year of their appointment by the Board of Supervisors (with the exception of those appointees filling unexpired terms).

Section 3

The initial members of the Health Commission shall be recommended to the Board of Supervisors by the Blue Ribbon Committee on Access to Health Care.

Subsequently, new members of the Health Commission shall be recommended to the Board of Supervisors by the Health Commission for confirmation.

Section 4

The Health Commission shall conform to statutory requirements for local advisory bodies, including the open meeting laws commonly known as the Brown Act (California Government Code § 54950 et seq.). The Commission shall exercise no supervision or control over the internal administration of the County Public Health Department or any related facility thereof.

Section 5

All voting members of the Health Commission shall comply with the federal and state conflict of interest laws, including, but not necessarily limited to the following, to the extent they are applicable:

- a. The California Political Reform Act of 1974, California Government Code §§ 87100 et seq., and the regulations of the Fair Political Practices Commission promulgated thereunder;
- b. The prohibition of contractual conflicts of interest set forth in California Government Code §§ 1090 et seq.;
- c. The prohibition of incompatible employment, activity or enterprise for compensation set forth in California Government Code § 1126 et seq.; and
- d. The common law rules against conflicts of interest.

Section 6

Voting rights of members: Each member shall be entitled to one vote. All matters submitted for determination shall be decided by a majority of those voting. Ex-officio members shall be non-voting members. The Commission may have the non-voting members serve on committees, task forces and review panels.

Section 7

Quorum: The presence in person of a majority of the current voting members of the Health Commission shall constitute a quorum for the transaction of business.

Section 8

Compensation: Members of the Health Commission shall serve without compensation.

Section 9

Vacancy: A vacancy shall exist when a member of the Health Commission misses three consecutive regular meetings without substantial justification; (b) a member resigns; (c) a member dies; (d) a change in status occurs. Should a change in status occur, a Commissioner will move to the appropriate status if there is a vacancy at which point the Health Commissioner will submit a recommendation to the Board of Supervisors for confirmation, otherwise the Commissioner will remain in the appointed status until an opening occurs in the pertinent status;(e) a member changes County residence. In the event of a vacancy, the Health Commission shall submit a nomination by the Board of Supervisors or if a commissioner's provider/non-provider status changes during his/her tenure, his/her status will continue in the original appointment classification until a vacancy occurs in the proper classification. When such a vacancy occurs, the chair will submit the current commissioner's name to the Board for appointment in the correct status. If the commissioner runs for reappointment, he/she will need to apply in the appropriate classification of position.

Section 10

Removal: The removal of a Commissioner may occur after three (3) consecutive absences from regular Commission meetings without substantial justification or for conduct which is illegal, immoral, unethical, or which otherwise casts doubt on the integrity or impartiality of the Health Commission. A Commissioner may be excused and granted an extended leave, if a Commissioner experiences an extended illness or disability and can not attend to Commission duties. Before taking final action on a proposed removal, the Commissioner subject to removal shall be duly notified of the Commission's proposed grounds for removal. If the Commissioner so requests within 10 days of written notice, a public hearing of the Health Commission shall be scheduled, at which the Commission shall provide document of the proposed grounds for removal

and the Commissioner shall be entitled to present testimony in his/her behalf. After the public hearing (or expiration of 10 days without a request for a public hearing), if the Commission finds the grounds for removal valid by 2/3 majority vote of the full membership of the Commission, the Commissioner shall be removed.

Leave of Absence: At the discretion of the Chair, if a Commissioner becomes ill and is thereby unable to attend to Commission duties, the Chair may excuse him/her by placing such commissioners on a leave of absence of a specific duration. This leave shall not impact the length of the Commissioner's term, which shall be measured from date of appointment, regardless of any authorized leave.

Section 11

Meetings: There shall be a minimum of 10 meetings per year of the Health Commission. Special meetings of the Health Commission may be called by the Chair, or in the case of his/her absence, by the Vice Chair, or in the case of the Vice Chair's refusal to act, at the written request of the Health Commission or by a majority of Health Commission members. Only matters specified in the written notice of meeting can be considered at such a special meeting.

All meetings of the Health Commission shall be open and accessible to the public. Meetings may be held in varying locations as deemed appropriate.

ARTICLE IV – OFFICERS

Section 1

The officers of the Health Commission shall be Chair, Vice Chair, and Secretary.

Section 2

Officers shall be elected annually for a term of one year. All officers shall be nominated by the Nominating Committee from members of the Health Commission and elected at the June meeting of that body.

Section 3

Responsibilities:

1. The Chair shall:
 - a. Conduct all meetings, special and general.
 - b. Appoint all committees, task forces and chairs with the consent of the Health Commission.
 - c. Act as an ex-officio member of all committees except the Nominating Committee.
 - d. Act as spokesperson for the Health Commission.
 - e. Serve as a member of the Executive Committee.
2. The Vice Chair shall:
 - a. Take the place of the Chair temporarily in his/her absence.
 - b. Fulfill the unexpired term of the Chair should such a vacancy occur.
 - c. Serve as a member of the Executive Committee.
3. The Secretary shall:
 - a. Keep or cause to be kept full records of all proceedings and meetings.
 - b. Serve as a member of the Executive Committee.
 - c. Maintain written records of Commissioner attendance at Health Commission meetings whether present, excused or absent without excuse, make a follow-up telephone contact with any such absent Commissioners, and inform the Health Commission Chair and the Nominating Committee Chair of cumulative absences which require action.
 - d. Assure that all Commissioners are copied on all correspondence mailed on behalf of the Commission.

Section 4

A vacancy in the office shall exist when the appointee moves from San Luis Obispo County, in the case of death, upon a two-thirds vote of the Health Commission, or by resignation. In the event that the office of the Chair becomes vacant and the Vice Chair

is unable to serve, the Health Commission shall elect one of its members to serve the remainder of the term. In the case of a vacancy in any other office, the Chair shall appoint a member to fill the unexpired term with the consent of the Health Commission.

ARTICLE V – STANDING COMMITTEES AND TASK FORCES

Section 1

1. Members shall be representative of agencies, associations, organizations or target groups involved in or affected by the committee issue.
2. Members shall be appointed by the Health Commission Chair with the consent of the Health Commission.
3. No committee or task force shall have the power to bind the Commission.
4. A majority of the committee/task force shall constitute a quorum.
5. The committee/task force shall meet at the call of the Chair.
6. All committees/task forces may include a majority of members who are not Health Commission members, except for the Executive and Nominating Committees.
7. Standing committee/task force meetings shall be subject to the Brown Act and accessible to the public.

STANDING COMMITTEES:

Section 1

The term of the office of a member of a committee shall be from the time of appointment until the end of the fiscal year. A vacancy on a committee shall be filled by appointment by the Chair.

Section 2 – Descriptions

1. A Budget Committee, consisting of at least two members of the Health Commission knowledgeable about and interested in reviewing the budget process and Public Health Department programs will recommend funding priorities to the Health Commission who will review these and decide which recommendations to make to the Public Health Department and the Board of Supervisors.

2. An Executive Committee, composed of the Chair, immediate past Chair, Vice Chair, Secretary, and Chairs of each standing committee, acts for the Health Commission on matters that may arise between regular Commission meetings, develops preliminary work program and budget, and functions as the Bylaws Committee.

3. A Nominating Committee shall annually make recommendations for the slate of officers. A Nominating Committee shall solicit and recommend persons for appointment to the Commission every two years and when there is a vacancy.

4. A Legislative Committee, composed of at least two Health Commission members, shall study and provide information regarding pending health care legislation which could affect the San Luis Obispo County health program, and shall review the County Legislative Platform each year and provide recommendations regarding it, to the Board of Supervisors.

5. A Community Education Committee composed of at least four members, which shall include two Health Commission members and may include members from the community, and shall:

- a. Educate the community about what the Health Commission is and how it operates, including history, member selection, posting agendas, hearing issues, making recommendations, encouraging volunteer input and participation.
- b. Inform and/or educate the community about the Health Commission's recommendations to the Board of Supervisors and the Public Health Department.
- c. Provide programs and materials for public information and education on timely and pertinent health issues affecting the community.

TASK FORCES

Section 1

1. When appropriate, the Health Commission Chair, or with the consent of the Health Commission, shall appoint task force members to perform certain duties for a specified length of time.

2. Members shall be required to attend a minimum of two-thirds of the committee meetings each year, and shall be dismissed after three consecutive, unexcused absences.

ARTICLE VI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or with any special rules of order the Commission may adopt.

ARTICLE VII – BYLAWS

The Commission shall adopt a set of bylaws. These bylaws may be amended or revised by a two-thirds vote of the Commission present provided notice of the amendment or revision is given in writing at least ten (10) days prior to the meeting. All such proposed amendments shall be approved by the San Luis Obispo County Board of Supervisors.