



Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

Overview: Youngstown City Board of Health, which serves as the governing entity of the Youngstown City Health District, has established as standardized approach to the selection and orientation of new Board of Health Members. This process and procedure, describes how new Board of Health members are selected, appointed, and oriented to their roles and responsibilities, as well as the role and responsibilities of the Health District.

Board of Health Composition, Structure, and Terms: The Ohio Revised Code (ORC) 3707, establishes that, “the state shall be divided into health districts. Each city constitutes a health district and shall be known as a “city health district”. “In each general health district there shall be a board of health consisting of five members to be appointed as provided in section 3709.03 and 3709.41 of the Revised Code. The term of office of the members shall be five years from the date of appointment, except that of those first appointed one shall serve for five years, one for four years, one for three years, one for two years, and one for one year, and thereafter one shall be appointed each year. Removals: BOH members may be removed from office pursuant to ORC 3709.35, as the same may from time to time be amended. Each member of the board shall be paid a sum not to exceed eighty dollars a day for the member's attendance at each meeting of the board. No member shall receive compensation for attendance at more than eighteen meetings in any year.

New Board of Health Member Selection Process: “The board of health shall be composed of five members appointed by the mayor and confirmed by the legislative authority, unless the board of health has established a health district licensing council under section 3709.41 of the Revised Code, in which case, the mayor shall appoint four members of the board of health, confirmed by the legislative authority, and the health district licensing council shall appoint one member of the board of health.” (ORC Section 3709.05). The City Charter codifies ORC while adding, “All members so appointed shall hold office until their respective successors are duly appointed and qualified. All appointees to boards and commissions authorized by the Charter shall serve no more than two (2) complete consecutive terms of office. They will be eligible for appointment after an intervening term. Board of Health members must live in the city of Youngstown to serve on the board.

(Amended November 4, 1986.)” (Charter of the City of Youngstown, Section 40-3).

1. The Youngstown City Health District’s Executive Secretary maintains a log of Board of Health members, including appointment dates. The log is monitored to ensure members do not exceed term limits and updated based on membership changes. When there is a vacancy on the Board of Health, either due to term limit expirations or members leaving, the Executive Secretary notifies the Health Commissioner prior to the next scheduled Board of Health meeting.
2. The Health Commissioner reviews the current list of members, expiring term limits, representation (ensuring two members represent the district licensing council and one physician) and diversity among the Board. The Board of Health looks to remain diverse having different members from different racial and ethnic backgrounds, as well as having individuals represent different aspects of the city such as someone with knowledge of business or having a doctor sitting on the board.
3. The Health Commissioner notifies and meets with the Mayor to discuss the vacancy and recommendations for appointment. The mayor posts that there is an opening to sit on the Board of Health in the public bulletin board in the lobby of the municipal court and on the City’s website under

Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

“Notices & Announcements” with the deadline to apply. Any residents interested in public health inform the mayor.

4. The mayor appoints potential new board members and they are invited to attend the monthly board meeting.
 - a. The Board meets on the first Monday of every month.
 - b. In the event the first Monday is a holiday the board meeting will be moved to the following week.
5. New board members are introduced and welcomed during their first meeting.
6. Following the meeting, the Health Commissioner meetings with the new Board of Health member to provide an orientation that includes the following four (4) primary topics:
 - a. Roles & Responsibilities of Board of Health Members
 - i. Youngstown City Charter Section 40-4: Section 40-4. The Board of Health shall appoint a full time Health Commissioner and shall fix the Health Commissioner’s compensation. The Commissioner so appointed shall hold a Master’s or Doctor’s Degree in Public Health at time of the Health Commissioner’s appointment. (Amended November 4, 2003.)
 - ii. ORC 3709.20 Orders and regulations of board of city health district - hearing referees or examiners. (A) The board of health of a city health district may make such orders and regulations as are necessary for its own government, for the public health, the prevention or restriction of disease, and the prevention, abatement, or suppression of nuisances. Orders and regulations not for the government of the board, but intended for the general public, shall be adopted, advertised, recorded, and certified as are ordinances of municipal corporations and the record thereof shall be given in all courts the same effect as is given such ordinances. In cases of emergency caused by epidemics of contagious or infectious diseases, or conditions or events endangering the public health, the board may declare such orders and regulations to be emergency measures, and such orders and regulations shall become effective immediately without such advertising, recording, and certifying. (B) In any hearing conducted by the board of health of a city health district, general health district, or combined health district, the board may appoint a referee or examiner to conduct the hearing. In a hearing conducted by a board of health of a city health district, a combined health district, or a general health district at least one member of the board shall be present. 12 The referee or examiner appointed to conduct the hearing shall have the same powers and authority in conducting the hearing as is granted to the board. The referee or examiner shall have been admitted to the practice of law in the state and be possessed of such additional qualifications as the board may require. The referee or examiner shall submit to the board a written report setting forth his findings of fact and conclusions of law and a recommendation of the action to be taken by the board. A copy of such written report and recommendation of the referee or examiner shall, within five days of the date of filing thereof, be served upon the party or his attorney or other representative of record, by certified mail. The party may, within ten days of receipt of the copy of the written report or recommendation, file with the board written objections to the report and recommendation, which objections shall be considered by the board before approving, modifying, or disapproving the recommendation. The board may

Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

grant extensions of time to the party within which to file such objections. No recommendation of the referee or examiner shall be approved, modified, or disapproved by the board until ten days after the service of the report and recommendation as provided in this section. The board may order additional testimony to be taken or permit the introduction of further documentary evidence. No recommendation shall be final until approved by a quorum of the entire board as indicated by an order on its record of proceedings. Effective Date: 08-06-1976. 3709.21

- iii. Orders and regulations of board of general health district. The board of health of a general health district may make such orders and regulations as are necessary for its own government, for the public health, the prevention or restriction of disease, and the prevention, abatement, or suppression of nuisances. Such board may require that no human, animal, or household wastes from sanitary installations within the district be discharged into a storm sewer, open ditch, or watercourse without a permit therefor having been secured from the board under such terms as the board requires. All orders and regulations not for the government of the board, but intended for the general public, shall be adopted, recorded, and certified as are ordinances of municipal corporations and the record thereof shall be given in all courts the same effect as is given such ordinances, but the advertisements of such orders and regulations shall be by publication in a newspaper of general circulation within the district. Publication shall be made once a week for two consecutive weeks or as provided in section 7.16 of the Revised Code, and such orders and regulations shall take effect and be in force ten days from the date of the first publication. In cases of emergency caused by epidemics of contagious or infectious diseases, or conditions or events endangering the public health, the board may declare such orders and regulations to be emergency measures, and such orders and regulations shall become effective immediately without such advertising, recording, and certifying. 13 Amended by 129th General Assembly File No.28, HB 153, §101.01, eff. 9/29/2011. Effective Date: 10-01-1953. 3709.22
- iv. Duties of board of city or general health district. Each board of health of a city or general health district shall study and record the prevalence of disease within its district and provide for the prompt diagnosis and control of communicable diseases. The board may also provide for the medical and dental supervision of school children, for the free treatment of cases of venereal diseases, for the inspection of schools, public institutions, jails, workhouses, children's homes, infirmaries, and county homes, and other charitable, benevolent, and correctional institutions. The board may also provide for the inspection of dairies, stores, restaurants, hotels, and other places where food is manufactured, handled, stored, sold, or offered for sale, and for the medical inspection of persons employed therein. The board may also provide for the inspection and abatement of nuisances dangerous to public health or comfort and may take such steps as are necessary to protect the public health and to prevent disease. In the medical supervision of school children, as provided in this section, no medical or surgical treatments shall be administered to any minor school child except upon the written request of a parent or guardian of such child. Any information regarding any diseased condition or defect found

Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

as a result of any school medical examination shall be communicated only to the parent or guardian of such child and if in writing shall be in a sealed envelope addressed to such parent or guardian. Effective Date: 10-01-1953.

b. Roles & Responsibilities of the Health District

i. The public health system in Ohio is comprised of the Ohio Department of Health, 114 local health departments (LHDs), health care providers, and public health stakeholders who work together to promote and protect the health of all Ohioans. Local health departments, like school districts, maintain independent governance, but often work together, along with the state and federal public health agencies. Depending on the type of health district (general or city jurisdiction), funding comes from the support of their community through levies, city general operating funds, contracts, county government, and inside millage. To help support local health departments, ODH receives funds from federal agencies, state general revenue, and other sources and distributes many of these funds through contracts and grants that contribute toward public health programs and services. ODH also provides technical support, laboratory services, and other critical services to aid local health department efforts. Local health departments strive to promote health by preventing and controlling disease, injury and disability. Services that a local health department provides may include immunization clinics, well-baby visits, pre-natal, health screenings, dental, health promotion activities, disease surveillance and other services and programs. Local health departments work to implement core environmental health programs such as food and water safety, pool and campground inspections, and environmental programs to prevent smoking, lead exposure, and asthma. Local Health Departments are governed by Chapter 3709 of the Ohio Revised Code (ORC) and Chapter 3701-36 of the Ohio Administrative Code (OAC).

c. Overview of the Community Health Assessment & Community Health Improvement Plan

d. Overview of the Strategic Plan (including the Health District's mission, vision, and values), as well as its organizational structure with programs and services available to the community (see full packet detailed within the following pages).



Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

YCHD Board of Health Orientation

Meeting Agenda & Orientation Packet

1. Welcome
 - a. The new board members are given an orientation packet to read through prior to their orientation meeting. The packet includes:
 - Ohio Association of Board of Health (OABH) Manual (includes: An introduction to Public Health, The 20th Century Public Health Achievements, A brief history of public health law in Ohio, The Public Health System and Ten Essential Services, The Roles and Responsibilities of the Health Board, A list of website Resources).
 - Meeting schedule for the current year
 - CHA/CHIP and Mission/Vision/Values Overview Document
 - Board Membership Roster & Emergency Contact Form
 - Health District Overview Brochure (The role of the Youngstown City Health Commissioner and their administrative staff and a brief overview of the divisions of the Youngstown City Health District).
2. History of The Youngstown City Health District
 - a. New Board members will receive a handout on the history of health in the Youngstown City Health District and a general overview report included:
 - I. How the first Board was established in 1870
 - II. The Power that first board held
 - III. How the amount of board members and length of time a board member is allowed to serve
 - IV. How the subdivisions of the Department of Health and Welfare and Board of Health were divided
 - General Office
 - Vital Statistics
 - Laboratory
 - Milk and Dairy inspection
 - Food and Meat inspection
 - Sanitary Police
 - Indigent Hospital and Medical Care
 - Parochial School Health Services
 - Sealer of Weights and Measures
 - Venereal Clinic
 - Visiting Nurses
3. Board of Health – Code of Conduct/Conflict or Interest Policy
 - a. The board member is also given the Youngstown City Health District’s code of conduct/conflict of interest policy
 - I. The scope of the policy applies to all board members regardless of position. This ensures that all members are committed to ethical, businesslike, and lawful conduct
 - II. The decisions of the board and its officers are to be made solely based on the desire to prevent disease, protect the community, and promote health.

Youngstown City Health District
Board of Health Selection & Orientation Process & Procedure
Initial Issue: 8/2/2021

- III. Any transactions that occur that included board members, officer, or members of their extended family, or an organization with members have financial interest or affiliation at first knowledge must disclose the full precise nature of interest or involvement.
 - IV. All disclosures required under this policy and amendments shall be directed in writing to the President of the Board of the Youngstown City Health District. The Health Commissioner is responsible for the administration of this policy.
 - V. Any board members that declare or have been found to have a conflict of interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or matter, unless for special reasons the board requests information or interpretation from the person or persons involved.
 - VI. Any board members who are uncertain about possible conflicts of interest in any matter may request the Board of Health to determine whether a possible conflict exists; the Board of Health shall resolve the question by majority vote.
4. Public Health Accreditation
- a. Ohio is the first state in the country that has mandated that all local health departments become accredited
 - b. Accreditation by the national Public Health Accreditation Board (PHAB) demonstrates that health districts are meeting or exceeding a common set of national standards; have the capacity to provide core public health services; and are continually striving to improve service, value and accountability to stakeholders.
 - c. New board members are informed of:
 - I. An introduction to accreditation
 - II. What Public Health Accreditation is
 - III. The Public Health Accreditation Board (PHAB)
 - IV. The importance of Accreditation
 - V. The accreditation Process
 - VI. What it takes to become accredited in Ohio
5. A Day In The Field
- a. The last part of a new board members orientation meeting is a “walkthrough” of what a normal day is like for the different divisions of the Youngstown City Health District. The meeting will include:
 - I. An overview of Youngstown City Health District
 - II. The average day for staff in the Minority Health Division
 - III. The average day for staff in the vital statistics Division
 - IV. The average day for staff in the nursing Division
 - V. The average day for staff in the Environmental Health Division
 - VI. The average day for staff in Litter Control
 - VII. An overview of the Association of Ohio Health Commissioners (AOHC)