

**DEKALB COUNTY BOARD OF HEALTH
AD HOC BYLAW REVIEW COMMITTEE MEETING
NOVEMBER 18, 2021
3:00 PM**

Ad Hoc Bylaw Review Committee Members Present:

Derryl Block, RN, PhD
Patricia Faivre
Anita Zurbrugg

Committee Members Absent:

Jessica Harrill, JD

Staff Present:

Lisa Gonzalez, Public Health Administrator

The meeting was called to order by Dr Block at 3:03 p.m. Mrs. Gonzalez made the roll call of members present.

Dr Block noted that there were no members of the public present.

Mrs. Gonzalez summarized the review process to date and suggested the Committee pick up where they last left off by beginning with Article VI of the Bylaws document.

The Committee discussed section 4.1.1 and recommended the removal of the Treasurer position. Subsequently, the Committee discussed section 4.2.1 and questions were raised on the role of the County Treasurer on the Board of Health. It was recommended that Ms. Harrill provide guidance on the position as it is outlined in the current document. Committee recommended Ms. Harrill provide guidance on possible rewording of section 4.5.1. as the current wording is not clear. In section 4.5.2, the Committee questioned if there was a need to identify a third role to preside over the meeting in the event that the President and Vice President are not in attendance. The Committee suggested that the wording of section 4.5.3 be edited to clarify the role of the Secretary in minute taking. Per Mrs. Faivre's request, Mrs. Gonzalez summarized the current process for BOH minute taking, approval of minutes and posting of the minutes. The Committee recommended that moving forward, the Secretary review the draft minutes prior to posting online in draft format. Mrs. Gonzalez indicated that section 4.5.4 many need to be edited or removed based on Ms. Harrill's opinion related to section 4.2.1.

The Committee reviewed Article V and did not note any recommended changes.

Committee reviewed 6.1.1 and requested that Ms. Harrill determine if there is any additional flexibility on the definition of quorum, specifically if virtual attendance can be counted to meet quorum. In the review of section 6.2.1 the Committee recommended that Ms. Harrill review the conditions of remote participation to determine if it can be less prescriptive. It was noted that wording of section 6.2.3 may need to be edited depending on Ms. Harrill's opinion on 6.1.1.

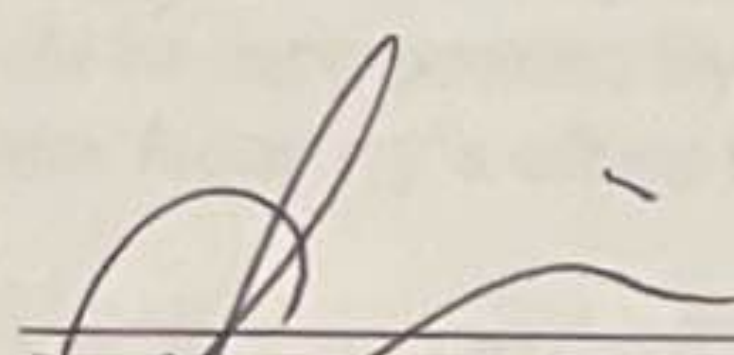
In the review of section 7.1.1 the Committee recommended that the stand-alone Bylaws Committee be removed and that the review of the Bylaws be addressed through an Ad Hoc Committee. Dr. Block recommended that there be a minimal periodicity of review of the Bylaws document. It was recommended that this be clarified in section 7.7.1. The Committee went on to discuss the Executive Committee role. The Committee recommended that we remind all Board of Health members that participation in Committee level meetings is allowed. In addition, it was also recommended that moving forward, all Board members receive notification of all Committee level meetings. In section 7.2.1, it was recommended that the wording to be changed to allow additional flexibility for Committee assignment. It was also suggested that the wording be changed from "submit a budget," to "recommend a budget." For section 7.3.1, it was recommended that the wording be edited to include just the Administrator position versus all exempt position. The Committee noted that section 7.4.1 may need to be removed depending on the opinion on section 7.1.1. For section 7.5.1, it was suggested that wording be edited from "prepare" to "recommend." In section 7.6.1, it was recommended that, if not legally required, that the wording to be changed to allow additional flexibility for Committee assignment. The Committee noted that additional narrative may be required in section 7.7.1 to specify that a Bylaws Ad Hoc Committee would be assigned every three years to review and recommend changes to the Bylaws.

The Committee reviewed Article VIII and Article IX and did not note any recommended changes.

Mrs. Faivre asked to revisit 3.2.1 to determine if there was any flexibility as it relates to whether Board members need to be a permanent resident of the county. Mrs. Gonzalez clarified that the Physician position could potentially reside outside of the county as long as the individual worked in the County. Mrs. Gonzalez will forward the question again to Ms. Harrill for clarification.

It was determined that a subsequent Committee meeting would be schedule to review recommended edits to date and suggest any additions to the Bylaws document. The Committee members provided possible dates and times. Mrs. Gonzalez will check with Ms. Harrill on availability and send a meeting request for a December meeting.

The meeting was adjourned at 3:58 p.m.



Jessica Harrill, Chair

Board of Health Ad Hoc Bylaw Review Committee – November 18, 2021