

**DEKALB COUNTY BOARD OF HEALTH  
AD HOC BYLAW REVIEW COMMITTEE MEETING  
JANUARY 7<sup>th</sup>, 2022  
2:00 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  
Erin Frye, Administrative Support and Marketing Manager

The meeting was called to order by Dr. Block at 2:00 p.m. Mrs. Gonzalez made the roll call of members present.

Dr. Block noted that there were no members of the public present. Dr. Block stated meeting goals were to continue Bylaw review. Mrs. Gonzalez explained that the recommended changes put forth by the Committee during past meetings were implemented in a draft bylaws document which was subsequently reviewed by the States Attorney's office.

Mrs. Gonzalez summarized the review process to date and suggested the Committee review the revisions put forth by the Committee and recommendations of the States Attorney.

The Committee determined that in section 1.1.1 the word Board needed to be put in quotation as it is a term being defined. Mrs. Gonzalez explained the States Attorney noted the notation of when the Bylaws were revised may be removed throughout the Bylaws document. Mrs. Gonzalez noted that a revised date would need to be put on the document for the entire document.

The Committee discussed section 3.2.1 and clarified the States Attorneys note which explains the County Board has final say on members of the Board of Health.

Mrs. Faivre suggested that both a redline document and a document implementing the recommended changes which shows the Bylaws document were all changes accepted. The Committee agreed.

The Committee approved the States Attorneys suggested wording for section 3.4.3 of "If a Board member seeks to vacate their position on the Board due to [...]". The Committee reviewed and accepted the recommendation of the States Attorney to keep section 3.6.7. The Committee proposed changing "keep" to "review" in this section.

The Committee reviewed the States Attorneys notes on section 4.1.1 that the Treasurer is one of three mandatory positions. Mrs. Gonzalez noted that moving forward, a Treasurer would need to be

assigned. The Committee determined that one of the duties of the Treasurer would be to participate as chair of the Finance Committee. The Committee discussed section 4.2.1 and agreed to strike the last two sentences. The Committee reviewed the States Attorney's wording changes to section 4.5.1 and agreed to keep the suggested change. The Committee agreed to keep section 4.5.2 as-is per recommendation of the States Attorney. The Committee reviewed the States Attorneys note on section 4.5.3 and agreed to strike the first sentence and change the last sentence to "The Secretary shall also perform all other duties as assigned by the President or administrator." The Committee reviewed section 4.5.4 and suggested "keep" be changed to "review" and a comment be added to reflect that the Treasurer is to act as the chair of the Finance Committee.

The Committee reviewed the States Attorneys note on section 5.2.1 and determined that Administrator be added to the list of who may request a special meeting.

The Committee reviewed the States Attorneys note on section 6.1.1 and 6.1.2 and agreed to the changes and suggestions presented by the States Attorney.

The Committee reviewed the States Attorney's notes on section 6.3.1 and agreed to strike the sentence "If a speaker desires more time, up to one person in attendance may yield their three minutes to the speaker, making the maximum presentation time six minutes." Based on the States Attorneys suggestion the Committee proposed to specify the comment form will be available at the meeting location.

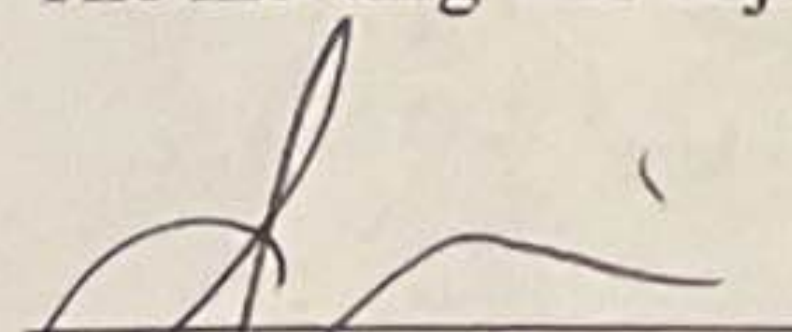
The Committee reviewed section 7.6.1 and determined the function of the Executive Committee needed to be explained in this section. The Committee proposed the following be added "The Executive Committee is to support the Board in the performance of its duties and responsibilities between regularly scheduled meetings of the Board."

Mrs. Gonzalez provided an overview of the plan moving forward for the upcoming Board of Health meeting including the provision of the following two Bylaws documents: (1) a redline version and (2) a finalized version showing if all proposed changes were approved. The two documents would be sent out to the full board at least two weeks in advance of the Board of Health meeting.

Mrs. Faivre asked if the Bylaws document was going to be approved by the States Attorneys office again. Mrs. Gonzalez explained that the Board of Health could require final review of the Bylaw document by the States Attorney in the next meeting should the Board of Health wish to do so.

Mrs. Gonzalez asked the Committee how they would like the Ad Hoc Bylaw Committees proposed changes presented at the full Board of Health meeting. The committee determined that the high-level changes to each article be summarized in individual PowerPoint slides and ask for questions at the end of each article. Mrs. Gonzalez assured the Committee the Bylaw documents would be sent out no later than Tuesday, January 11th.

The meeting was adjourned at 2:49 p.m.



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Jessica Harrill, Chair

Board of Health Ad Hoc Bylaw Review Committee – January 7<sup>th</sup>, 2022