

Department for Public Health

Board of Health
Orientation Program
2005



*The Only Thing Constant
Is Change Itself*



Vision of Public Health

Healthy People
in
Healthy Communities



Mission of Public Health

Promote
Physical and Mental
Health
and
Prevent Disease, Injury
and Disability



Training for Board Members

A new member appointed to the board must receive training from the agency director/administrator or other appropriate agency representative.



The training must include discussion or written materials on the following topics:



**Statutory responsibilities and
functions of the cabinet, agency,
and the board**

**Board laws, regulations, and
local ordinances**



Board members' responsibilities and functions

Agency services sites and the
services provided at these sites



**Agency staff by discipline or
profession**

**Review of agency medical and
environmental services, budget and
annual report**



**Board minutes for the last
calendar year**

**Tour of the agency's main
facility, and if feasible, a tour of
satellite or remote site.**



Powers and Duties of Governing Boards of Health



**To govern the local
health department.**

KRS 212.140



**A county department of
health shall be governed
by the members of the
county board of health**



**To appoint a health
director/administrator and fix the
salary subject to the approval of the
Cabinet for Health and Family
Services and the requirements of
the merit system. KRS 212.230**



**To act in a general advisory
capacity to the health
director/administrator on all
matters relating to the local
department of health. KRS
212.230**



**Provide an office suitably
furnished for its meetings.**

KRS 212.160



Request to serve as DPH agent to issue permits and request variances for on-site sewage disposal systems, as well as adopt regulations relating to the proper operation and maintenance of such systems. KRS 211.370



**Set fees for on-site sewage
disposal inspections. KRS
211.355**



To hear and decide appeals from rulings, decisions and actions of the local health department or health director/administrator, upon written request within thirty days after the ruling. KRS 212.230



Functions of Board of Health

902 KAR 8:150



Establish Internal Policies and Procedures

**Communicate Board policies
and priorities to the agency
director/administrator**



Interview and hire an agency director/administrator



Evaluate the performance of the agency director/administrator, at least annually. The director/administrator must have clear direction from the board and is accountable for execution of board policies.



Establish priorities and objectives based on a community assessment and resources of the agency the following:



Hold a regular meeting

at least once

every three (3) months



Service delivery

Health promotion objectives

**Specific health and safety needs of
the community**

Resources of the Agency



**Adopt
administrative regulations
necessary to protect
the health of the people**



**Act in a general advisory
capacity to the health
director/administrator on all
matters relating to the local
department of health**



Hear and decide appeals
from rulings, decisions and
actions of the local health
department or health
director/administrator



Perform all other functions
necessary to carry out the
provision of law and the
regulations relating to the county
department of health



Powers and Duties of Cabinet for
Health and Family Services
and
Boards of Health



Protect the Public



Examine all nuisances, sources of
filth and causes of sickness

Order a supply of pure water to be
furnished to school children



Order a sanitary school building

Require the owner of any building
designed for human living quarters
to control unsanitary nuisances



KRS 212.160 – Office quarters for county boards and district department

Provide an office suitably furnished for its meetings and for the conduct of its business, and conveniently located as determined by it

Taxing Districts

Taxing District created by KRS

- **KRS 212.720 – Effective 1984**
- **KRS 212.750 – Effective 1968, Amended 2002**
- **KRS 212.725 – Effective 1998**
- **KRS 212.755 – Effective 1998, Amended 2002**

KRS 212.720 –Creation of public health taxing districts. 1984

- Members of the county or city-county board of health shall, by virtue of their office, constitute and be the governing body of the public health taxing district

KRS 212:750 Public health taxing district created in counties not electing to create same 1968

- Created a public health taxing district via operation of law in counties that had not created the same
- Members of county or city-county board of health shall constitute and be the governing body of the public health taxing district



**KRS 212.725 Imposition of
special ad valorem
public health tax.**



KRS 212.755 Tax levy for district to be made on request of board

- **Board of health may ask fiscal court to impose a tax to provide additional funds**

The fiscal court, when properly requested by the health district board, is mandatorily required to levy the health tax as part of the county's ad valorem tax machinery

KRS 212.245 Powers of local and district health departments.

**Hear and decide appeals from
rulings, decisions and actions of
the local health department or
health officer**



Issue written orders to ensure compliance with applicable public health laws of the state and all regulations of the Cabinet for Health and Family Services



Contract for services not
otherwise available

Provide for the public health
training and instruction of
employees



Issue written orders to ensure compliance with applicable public health laws of the state and all regulations of the Cabinet for Health and Family Services



Establish or contribute to a retirement fund for employees

Issue orders as it considers expedient to prevent the outbreak and spread of communicable diseases



Through its health officers,
representatives, and agents make
inspections and investigations

Provide administrative,
investigative, and clerical services
required by the local board of
health



Cooperate with other health departments, agencies and organizations in matters relating to public health

Elect coverage under the state's workers' compensation laws with the approval of the Cabinet of Health and Family Services



Except as otherwise provided by
law, do all other things,
reasonably necessary to protect
and improve the health of the
people



212.890 – Powers of local and district health departments

Acquire title to real estate

Maintain in each county not less than
one (1) office

Lease real and personal property

Procure liability insurance



Except as otherwise provided by law, do all other things reasonably necessary to protect and improve the health of the people



**Responsibilities
of
Health
Director/Administrator**



Manage the day-to-day
operation of the local health
department



Keep the board informed
and aware of the activities
of the health department



Responsible for executing the policies and plans adopted by the board and for reporting regularly on their progress



Provide Quarterly Reports to Board of Health

Program Service Reports
Financial Summary
Personnel Actions



Utilize available services,
facilities, equipment, and personnel
of the
Cabinet for Health and Family Services
and
the Health Services United States Public



Contract for services not
otherwise available

Provide for the public health
training and instruction of
employees



Establish or contribute to a retirement fund for employees

Issue orders as it considers expedient to prevent the outbreak and spread of communicable diseases





Mandated Services

- **Seven Core Services**
- **Required by Statute or Regulation**
 - **Preventive Services for Specific Populations from Appropriated Funds**

Seven Core Services

- Enforcement of Public Health Regulations
- Surveillance of Public Health
- Communicable Disease Control
- Public Health Education
- Public Health Policy
- Families and Children Risk Reduction
- Disaster Preparedness



Preventive Services for Specific Populations from Appropriated Funds

- Family Planning
- Prenatal Care
- Well Child Care
- Women, Infants, and Children (WIC)
- Adult Preventive Services
- Chronic Disease Monitoring and Support



Local Option Services Provided after Mandated Services are Assured

- **Other Population-Based Services**
- **Other Services for Individuals**

Function of Board of Health and Director/Administrator



Overlap, or gray area, between the
functions of the Board of Health
and the
Health Director/Administrator.



A Board member becoming more deeply involved in personnel or other management issues than warranted.



While it may be interesting for Board members to be involved in the personnel appointment process or management issues, it is not an appropriate function of the Board.



Involvement in management issues takes valuable time away from the Board's more important responsibilities of planning, establishing policy and determining agency direction.



One way of avoiding this situation is for the Board to ask, “Is this issue involved in policy, agency direction or planning, or rules and regulations?” If not, perhaps it is best left to the Health Director/Administrator and staff to resolve.



While the Board Chairperson and the Health Director/Administrator are necessarily in frequent contact with one another resolving many housekeeping items, it does not imply that the Health Director/Administrator is any more accountable to the Chairperson than any other Board member, since all members have an equal vote.



Governmental Functions of Public Health

- **Assessment**
- **Policy Development**
- **Assurance**

Compliance Overview

- **Quality Assurance Program**
- **OSHA**
- **HIPPA**
- **Title VI – Limited English Proficiency (LEP)**



Quality Assurance

**Monitoring of programs for
indicators of standard
performance and practice**



Developed QA Assessment Tools

Monthly & Quarterly Audits

Quality Improvement Teams



Risk Management

Quarterly Review of Incident
Reports/Trends

Review of Medical Record
Requests



Community Health Indicators Monitored

Communicable Diseases

Maternal, Infant and Child-health

Injuries and Crime

Chronic Disease



HIPPA –Health Insurance Portability & Accountability Act

- **Federal Law – 1996**
- **Purpose**
- **Insurance Portability**
- **Protect Privacy & Security of Medical Records**
- **Allow Patients Access to their own medical records**

Compliance

- **Civil Penalties**
- **Criminal Penalties**

Components

- **Privacy rule**
- **Transactions & Code Sets**
- **Security Rule**
- **Risk Analysis – Potential Security Breaches**
- **Policies and Procedures**
- **Security Awareness Training**

Title VI of Civil Rights Act

No person shall “on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”



**LEP – Limited Ability to
Read, Write, Speak or
Understand English**



“Limited English Proficiency
Executive Order 13166
of August 11, 2000 =
Improving access to services for
persons with Limited English
Proficiency”



Must Provide

Interpretation – Act of listening to something in one language and orally translating it into another language

Translation – Replacement of written text from one language into a equivalent written text in another language

Requirements

- **Identify LEP Individuals**
- **Access to Proficient Interpreters**
- **Access to Competent translators**
- **Written LEP Policies and Procedures**
- **Required to Translate Education Materials**
- **Training of Staff**

Failure to Comply

Loss

Of

Federal Funds



Strategic Planning

- Process for Planning
- Plan for the Future
- Helps to Manage Change
- Builds a Cohesive Organization

Budget

Board of Health Budget

- Prepared prior to each fiscal year
- Itemize anticipated income and expenses

Financial Reporting

- Monthly report of revenue and expenses must be sent to Department of Public Health
- Public Health staff compare to budget to ensure that the Health Department are meeting their projections.

Funding

Many Sources



State Funds

- **State Preventative Health**
- **State Restricted**
- **State Restricted Carryover**
- **State Environmental**
- **State Capital Funds**

Federal Funds

- **Title V Block Grant**
- **Title X Family Planning**
- **Preventative Services Block Grant**
- **MCH-A General Block Grants**
- **Federal Grants Department Health Service**
- **Federal Grants – Direct**
- **Federal Restricted Carry-over**



Local Funds

- **Tax Appropriations**
- **County Appropriations**
- **Donations**



Service Fees

- **School Board Contracts**
- **Program Administration Contracts**
- **Federal**



Title XVII – Medicare

Title XIX – Medicaid

- **Preventative**
- **Managed Care – Clinic**
- **Home Health**
- **Managed Care – Home Health**



Program Carry-over
Self-Pay
Co-Insurance & Deductibles
Self-Pay Other
Insurance
Other
Interest



Expenses



Salaries

and

Fringe Benefits



Independent Contracts

- **Physicians**
- **Certified OB/GYN Services**
- **Anesthesiologist Services**
- **Other Nursing Services**
- **Physical Therapy Services**
- **Occupational Therapy Services**
- **X-Ray/Other Testing Services**
- **Other Provider Services**



Travel



Space Costs

- **Rent (Lease)**
- **Utilities**
- **Janitorial Services**
- **Property Insurance**
- **Building Maintenance and Repairs**

Office Operations

- Printing and Duplicating
- Telephone
- Postage
- Office Supplies – Stock
- Medical Records Supplies

Office Operations continued

- **Computer Services**
- **Office Equipment Maintenance**
- **Office Equipment Rental**
- **Office Equipment/Non Capital**
- **Office Supplies – Non Stock**

Central Support/Taxes

- **Provider Tax**
- **Central Services**

Medical Supplies

- **Prescription Drugs from Pharmacies**
- **Consumable Medical Supplies**
- **Biologicals and Drugs**
- **Contraceptives**
- **Consumable Medical Supplies – Specific Program**

Medical Supplies continued

- **Ancillary Medical Supplies for Resale**
- **Laboratory Supplies**
- **Medical Equipment Maintenance and Repair**
- **Medical Equipment/Non-Capital**

Automotive

- **Gas and Oil**
-
- **Insurance**

- **Maintenance and Repairs**

Other Operating

- **Administrative Services – Other Health Departments**
- **Dues and Subscriptions**
- **Registration Fees**
- **Tuition Assistance**
- **Insurance**
- **Education Supplies**

Other Operating continued

- **Laundry**
- **Legal**
- **Other**
- **Advertising and Recruitment**
- **Audits**
- **Home Modifications**
- **Program Supplies**

Capital



Personnel

- **Management Team**
- **Staff**

Board Minutes for the Last Calendar Year

Tour

- **Main Facility**
- **Satellite**
- **Remote Sites**

Phases of Orientation

- **Group orientation**
- **One on One Sessions with Director**
- **Budget Review**
- **Audit**