

**RENO COUNTY HEALTH DEPARTMENT
ADVISORY BOARD GUIDELINES**

PURPOSE: The Reno County Health Department Advisory Board shall advise the Director of the Reno County Health Department on health issues, evaluate the department's progress and serve as a liaison between the department and the community. The responsibilities of the Advisory Board shall be:

1. Provide advice and recommendations on policy proposals presented by the Director of the Health Department.
2. Evaluate programs, services, adequacy of facilities, and staffing when requested by the Director of the Health Department.
3. Create public understanding and support.
4. Provide advice, counsel, and recommendations regarding public health needs.

SECTION NO. 1: Term of Office

The full term of office will be three (3) years. Reappointment may be made for a second consecutive full term. Hutchinson Regional Medical Center, Kansas Department for Children and Families and PrairieStar Health Center, each of which, shall have permanent representation on the Advisory Board.

SECTION NO. 2: Number and Composition of the Board

The Reno County Health Department Advisory Board should include a consumer of public health services, representatives of the urban and rural areas of Reno County, from the Medical, Education, and Department for Children and Families. The Board will consist of at least 11 appointed members plus any ex-officio members appointed by the County Commissioners.

SECTION NO. 3: Meetings

The Advisory Board shall meet at least once every other month. Meetings may be planned on a more frequent basis when recommended by the Director or the Advisory Board Chairman. Notice of each meeting shall be given in writing to all members at least five (5) days prior to the meeting date including starting time, place and agenda for the next meeting. Board members are expected to attend all regular scheduled meetings. Members are to notify the Director of the Health Department or the Chairman of the Advisory Board if unable to attend. A majority of appointed members shall be considered a quorum. Reno County Health Department shall provide secretarial services including written minutes and attendance at meetings for the Advisory Board.

The Advisory Board will review the status of any member failing to attend three (3) successive meetings. Recommendations regarding retaining member, if any, shall be made by the Advisory Board to the Board of County Commissioners for consideration. The Board of County Commissioners may terminate the appointment of a member at any time for any reason it deems appropriate.

SECTION NO. 4: Vacancies

Vacancies occurring on the Board shall be filled by nomination of the Advisory Board with appointment by the Board of County Commissioners.



SECTION NO. 5: Election of Officers

Officers of the Advisory Board shall be the Chairman and Vice-Chairman. Term of office shall be for one year. Members may hold office for two consecutive terms. The Board shall elect officers for the next year at the December meeting. A vacancy in office may be filled by the Board for the entire unexpired portion of the term.

SECTION NO. 6: Chairman

The Chairman shall preside at all meetings and shall make reports to the members as needed. The Chairman will work closely with the Director of the Health Department.

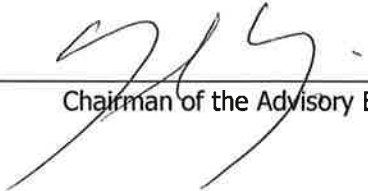
SECTION NO. 7: Vice-Chairman

In the absence or disability of the Chairman, the Vice-Chairman shall exercise all the Chairman's responsibilities.

SECTION NO. 8: Amendments to Advisory Board Guidelines

Amendments to these guidelines may be recommended to the Board of County Commissioners by an affirmative vote of six (6) members of the Advisory Board provided each proposed amendment has been submitted to the members of the Advisory Board in writing at least seven (7) days prior to meeting at which action is to be taken. Amendments to these guidelines are subject to adoption by the Board of County Commissioners.

Reno County Health Department Advisory Board recommends adoption of the above listed guidelines this 21 day of January, 2021.



Chairman of the Advisory Board

ADOPTED this 27th day of April, 2021, by the Board of County Commissioners of Reno County, Kansas.



Chairman, Reno County Board of Commissioners

ATTEST:



Reno County Clerk

