

ORANGE COUNTY HEALTH DEPARTMENT
Board of Health Policy and Procedure Manual

Section II: Board Adoption or Review of Reports and Documents

Reviewed by: Board of Health

Approved by: Board of Health, Health Director

Purpose: To ensure that the Board of Health provides guidance and input for community and departmental planning that affects the health and well being of county residents and to meet the requirements for program review as specified by law or regulation.

Scope of Review and Approval: A particular document or program may have differing review and adoption requirements. Annually, the Health Director and Division Directors will review program requirements and recommend changes to the reports or documents and actions required that are listed in this Section.

1. Community Health Assessment: (2007, 2011, 2015) A comprehensive county-wide community health assessment every four years is the current requirement of the contract agreement the health department has with the NCDHHS. The assessment has several components, all of which are individually adopted by the Board of Health in the year that the assessment is due to the NCDHHS. The components include:
 - a. **Approval** of community input process.
 - b. **Approval** of priority selection.
 - c. **Approval** of final document.
 - d. **Approval** of action plans based on priority selection.
2. State of the County Health Report (SOTCH): An annual update on progress toward the community action plans of the community health assessment and a review of secondary data related to the priorities. **The Board reviews and endorses** this report. (Due December of each year a Community Health Assessment is not due).
3. Health Department Budget: The Board **annually reviews and approves** for forwarding to the Board of Commissioners, the proposed budget for the Health Department in accordance with the county adopted schedule for budget completion. The review and approval includes but is not limited to new position requests, capital requests, technology requests, fee schedules, and new program requests.
4. Board of Health Strategic Plan: **The Board of Health develops and adopts a** strategic plan every two years to define the Board's policy and programmatic goals. These goals are shaped by the Community Health Assessment, available primary and secondary data, and available department resources. **The Board adopts the plan** and forwards it to the Board of Commissioners for information.
5. Child Fatality Prevention Task Force Report: The Board of Health **receives and forwards** annually to the Board of Commissioners a report and recommendations for improvement from the Orange County combined Child Fatality Prevention Task Force and the Child Protection Task Force as required by state law.
6. Fiscal Oversight: In order to exercise fiscal oversight, the Board **receives and reviews** quarterly financial summaries on revenues and expenditures by Division for the Health Department. The Board **forwards recommendation of approval** for the receipt of all grant funds and funds not originally part of the approved annual budget to the County Commissioners. Contracts that require the Board of Commissioner approval for execution are reviewed by the Board of Health, either prior to

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- submission to Commissioners or immediately following the submission to Commissioners.
7. Research Project Requests and Reports: The Board **receives information** on all research project requests that are made to the Health Department and on final reports as a result of research approved by the Health Director. Projects that are conducted by health department staff members require a written or oral report to be submitted to the Board of Health.
 8. Annual Activity Reports: The Board **receives and reviews** an annual activity and budget report for the Department after the close of the fiscal year, before the next budget is prepared. An annual summary of communicable disease activity may be included as part of the Annual Activity Report.
 9. Public Health Emergency Operations Plans: The Board **receives and reviews** the Public Health Emergency Operations Plan and receives major updates at least annually.