

# ORANGE COUNTY BOARD OF HEALTH AGENDA ITEM SUMMARY

**Meeting Date:**

Wednesday, February 25, 2026

**Agenda Item Number:**

VIII.C.

**Agenda Item Subject:**

Ad Hoc Nominating and Operating Procedures Committee

**Attachment(s):**

None.

**Staff or Board Member Reporting:**

Tony Whitaker, Chair

**Purpose:**

Action

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**Summary Information:**

Per the BOH Policy Manual, the Nominating and Operating Procedures Committee serves:

To develop and present an annual slate of officers for Board consideration, to oversee the board recruitment process, and to recommend operating procedure changes as needed. Members are appointed by the Chair on an ad hoc basis.

- i. The Nominating and Operating Procedures Committee of the Board of Health is delegated to carry out recruitment for vacant slots on the Board of Health. In order to meet a timely transition the process should begin four months prior to expiration of term. The procedure is as follows:

**For representatives of professional slots:**

- a. Recommendations for replacements may be solicited from the "retiring" Board member. Applicants must apply through the County Commissioner's Clerk's Office.
- b. If there are no suitable applicants in the current database, mailing list/labels from appropriate licensing board or association may be obtained.
- c. If a list is used to solicit suitable applicants, a recruitment letter is prepared by the Health Director for Committee approval. Recruitment letter is signed by current board chair and current board member occupying the slot or nominating committee chair.
- d. Applicants send applications to Clerk's Office. Application period open until filled. Committee reviews applications no sooner than 15 working days after mailing of letter.
- e. Nominating Committee may add current professional representative, related division director, and health director to review applications, apply criteria, and may choose to interview top two or three applicants. At a minimum, committee interviews top candidate to solicit interest, commitment, and understanding of expectations of service on the Board. Committee makes recommendation to Board of Health.

- f. Board of Health receives roster of all applicants and applications from top selections. Board makes recommendation to Board of County Commissioners.

For at-large representative slots:

- a. Recommendations for replacements may be solicited from the “retiring” Board member. Applicants must apply through the County Commissioner’s Clerk’s Office.
- b. If there are no suitable candidates in the current database, the Committee meets with all three at-large representatives and the Health Director to determine community groups from which to recruit and mailing labels/list are obtained from those community groups.
- c. If a list is used to solicit suitable applicants, a recruitment letter is prepared by the Health Director for Committee approval. The letter is signed by the current board chair and current at-large representative occupying the slot or by nominating committee chair.
- d. Applicants send applications to Clerk’s Office or apply on-line through the county website. Application period open until filled. Committee will look at applicants no sooner than 15 working days after letters were mailed.
- e. Nominating Committee reviews applications, applies criteria, and may choose to interview top two or three applicants. At a minimum, committee interviews top candidate to solicit interest, commitment, and understanding of expectations of service on the Board. Committee makes recommendation to Board of Health.
- f. Board of Health receives roster of all applicants and applications from top selections. Board makes recommendation to Board of County Commissioners.

Criteria for Board of Health applicant review. The following criteria are meant to be guidelines for assessing applicants and are not meant to be exclusive.

- a. Full-time resident of Orange County, with commitment to stay in the county for at least nine years (3 terms)
- b. Must hold required degree for service if in a professional slot: RN, MD/DO, DVM, OD, BS Pharm, PE, DDS
- c. Public health training or experience preferred for professional slots
- d. For professional slots, actively employed in their profession (e.g., as a pharmacist or in a pharmacy administrative role). Priority given to practicing professionals (non-researchers).
- e. Prior experience with community work (e.g., Red Cross, mission work, school health, equity work)
- f. Willingness to engage as an active member of the Board, serve in a leadership position, and/or serve as an active member on a committee
- g. Currently serving on not more than one other Board or committee that requires significant amounts of time
- h. Geographic representation of the county (balance on the current board)
- i. Gender and culturally diverse representation on the current board
- j. No former employees of the health department
- k. No employees of other county departments

Reappointment of Existing Board of Health Members

- a. A Board of Health member is appointed to a three-year term beginning the month of their appointment, unless serving in an unexpired term slot. Generally, members are eligible for reappointment for second and third terms. As members become eligible for reappointment, the Nominating Committee reviews the attendance records of members who are eligible for reappointment, contacts each member to assess willingness to continue and makes a recommendation to the Board of Health. The Board Secretary (Health Director) sends a letter to the Clerk of the Commissioners indicating the Board of Health’s review and endorsement for reappointment.

**Health Equity Impact:**

None.

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**Recommended Action:**

Approve and recruit volunteers.