

FAST FACTS *Local Health*

- **What is the Governance Committee?** UCA 26-1-4
During the 2009 General Session, SB 21 was passed which modifies provisions relating to the Utah Department of Health (UDOH) and local health department (LHDs) responsibilities. Governor Huntsman signed this into law on March 23, 2009.

This bill modifies responsibilities of the UDOH and LHDs with respect to their interrelationship; requires the UDOH to establish a committee consisting of department and LHDs representatives and provides for the responsibilities of the committee.

- **What does the Governance Committee do?**
Provides a process for reviewing policy regarding funding for and about public health programs. This includes a process for reviewing all applications for federal and private grants including budgets and goals of these grants.

- **Governance Committee Administration**

- **Governance Bylaws**

See Appendix Pg. 1

- **Governance Chair Schedules**

Current bylaws require that Chairs change monthly. Example of a Chair annual schedule see Appendix Pg. 2

- **Governance Meetings**

Scheduled meetings:

Governance bylaws require that the Committee meet on the 1st Monday of each month. The bylaws allow for other meetings scheduled as the committee membership determines. Currently the Committee meets regularly on the third Monday, but this meeting is not determined in the bylaws.

Utah State and Local Public Health Governance Committee Bylaws

Article I

These bylaws are written to guide the implementation of "State and Local Health Authorities Amendments" and the governing committee to implement this statute shall be known as the Utah Governance Committee (UAC Section 26-1-4 (b)). All meetings and records shall be subject to the Open and Public Meetings Act.

Article II

The Committee by statute, is empowered to evaluate the:

- a. allocation of public health resources between the department and local health departments; and
- b. policies that affect local health departments,
- c. consider policy changes proposed by the department or local health departments,
- d. establish criteria by which an application for a federal grant may be judged to determine whether it should be exempt.
- e. The committee shall review the goals and budget for each reviewable application before the application is submitted, except for an expedited application and for an expedited application, after the application is submitted but before funds from the federal grant are disbursed or encumbered.

Article III

The Committee shall consist of the:

- a. Executive Director or the Executive Director's designee;
- b. Two representatives for the department appointed by the director.
- c. Three representatives appointed by all of the local health departments.

Members must notify the monthly designated chair of a potential absence. The Executive Director of the bodies designated in the statute who select members may also determined when a member is to be replaced.

Article IV

The Committee shall be chaired by one of the members on a rotating monthly basis. If a designated chair is unable to serve in one month that chair may select a replacement from among all members. If any Committee member is unable to attend a Committee meeting they may designate a representative from their respective bodies to represent them at the meeting. Written notice of all regularly scheduled meetings shall be provided to all members prior to the meeting. Special and emergency meetings can be held in accordance with the Open and Public Meetings Act.

Article V

The Committee shall meet monthly on the first Monday or on a date to be determined by the membership. The Committee may meet more frequently as needed and at a date to be determined by the membership. Before adjournment, potential items for the next meeting will be reviewed by the committee with the agenda being set by the presiding chair or their designee.

Article VI

Funds from a federal grant for a reviewable application may not be disbursed or encumbered before the goals and budget for the federal grant are established by a:

- a. Two thirds vote of the committee following the committee review, or
- b. If two-thirds of the committee cannot agree on the goals and budget, the chair of the health advisory council, after consultation with the committee in a manner that the committee determines.

Article VII

Parliamentary procedure shall be used to aid in the discussion and voting process of the Committee.

Article VII

The Committee shall ensure that staff produce a record of all formal meetings of the Committee. Such record of meetings in addition to all background material, agendas and decisions that are received or reviewed by the Committee shall be posted on the Committee's website for public and staff review within eight to ten business days of each meeting.

Article IX

Amendments to the bylaws may be made by a majority vote of the Committee. Proposed changes to the bylaws must be read and adopted at a regular meeting of the Committee.

Adopted By the Committee on 8/2/2010