





## Public Health

Policy Name:	Durham County Board of Health Policy/Procedure Introduction, Implementation and Review
Policy Number:	BOH-001
Effective Date:	01/13/2011

### **Purpose:**

The purpose of this policy is to:

- Establish guidelines for implementation and maintenance of Durham County Board of Health (BOH) general policies and procedures.
- Provide a framework for consistency in methods of practice, personnel, fiscal operations, management, public health programs and rule making.
- Establish guidelines in accordance with state statutes and applicable rules and regulations.

### **Scope:**

The scope of this document applies to all members of the BOH and Durham County Department of Public Health (DCoDPH) workforce. The workforce of the DCoDPH shall be all those persons or disciplines that are listed below whose conduct - in the performance of work for the DCoDPH - is under the direct control of the DCoDPH and must abide by its policies and procedures while performing their duties.

Board of Health: Those persons appointed by the Durham County Board of Commissioners, in accordance with NC GS 130A.

Workforce: DCoDPH Employees (full-time, part-time, temporary and contract)  
DCoDPH Volunteers  
Students/Interns assigned to DCoDPH

### **Policy:**

BOH Policy and Procedures shall become effective as of the date on each policy/procedure. If any policy or procedure of this manual is held invalid, the remaining policies and procedures of this manual will not be affected. Any employee violating any of the provisions of this manual may be subject to disciplinary action up to and including dismissal.

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## **Procedure:**

### New Policy Development

1. Define the issue, problem or task, need for a policy or procedure, or need for policy or procedure revision.
2. New policies or procedures may be recommended by Board members or the Public Health Director through the Public Health Director's office.
3. The medical director and/or program specific medical specialists will be involved when developing policies, standing orders and procedures related to clinical and community health services as appropriate.
4. Appropriate rules, regulations and/or standards of practice will be referred to as needed. Legal review by the county attorney may also be requested by the Public Health Director or Board of Health.
5. The Public Health Director or designee will draft the new policy or procedure and forward to the BOH for review and approval.
6. Policies and procedures may be reviewed and discussed at Board meetings prior to sending to the Public Health Director's office or County Attorney's office if additional clarification is necessary.
7. The draft policy or procedure will be forwarded to Board members via e-mail attachment. A period of ten (10) days is allowed for returning comments to the Board Chair and Public Health Director.
8. Feedback is reviewed by the Board Chair and Public Health Director, where appropriate changes are made for final policy/procedure approval at the next Board meeting.
9. Approved policies/procedures will be available on the "L" drive and DCoDPH intranet.
10. A hard copy will be maintained by the Public Health Director and Board members. The Public Health Director's Administrative Assistant will update the hard copies.
11. The Public Health Director will verify that each Board member has read and understands the policy or procedure via signature sheets provided to them by the Public Health Director's Administrative Assistant.
12. Completed signature sheets will be returned to the Public Health Director's Administrative Assistant.
13. New DCoDPH Policies will be brought before the BOH for discussion and comment without the need for BOH approval. This will serve as a means for the DCoDPH to make the BOH aware of the Policies that the department has determined it needs for policy and operational procedure consistency.

### Policy Reviews and Updates

1. All BOH policies and procedures will be reviewed annually by the Board and signed off by the Board Chair and Public Health Director each fiscal year.
2. Policy and procedure reviews, updates, and changes will be tracked on the individual policy change history.
3. The Public Health Director's Administrative Assistant will track all reviews on the Policy & Procedure Index list. (L drive)

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4. Policies and procedures can be reviewed and/or revised more often, as required by changing technology, rule or law changes, change in standard of practice, etc.
5. Significant policy and procedure updates or revisions will be processed for feedback in the same manner as new policies, to allow for Board input.
6. Revisions shall be documented as such and distributed to all individuals who are impacted by the policy/procedure.
7. BOH members shall sign off on all completed policies annually after the policy review period.
8. End dated policies and procedures shall be kept in an “archive folder” on the local server (L drive).
9. DCoDPH policies will be presented to the BOH for review, comment and suggestions. Only Policies that require substantive changes after review will be brought back to the BOH for their review, comment and suggestions. Changes in policies with regard to grammar, punctuation and formatting will be corrected, and the BOH made aware of these changes at their next regular meeting.

C. Assess Internal and External Resources for New and Updated Policies (Accreditation Activity 15.4 Assess Internal and External Resources for Policy Development.

1. A comprehensive and appropriate system of internal and external assessment of resources shall be used in the development of and/or updating of all policies for the BOH. The BOH will ensure that:
  - resources are adequate and efficiently and effectively utilized
  - risks are identified and realistically managed
  - operational impacts are considered and planned for
  - compliance with applicable legislation, regulations, policies and prevailing evidence based practice is in place
  - consideration of strategic plan goals and objectives is given
  - reporting information is accurate and reliable to facilitate sound decision making
2. Assessment Tools to be utilized shall include and not be limited to the following:
  - Cost Benefit Analysis Report
  - Impact Report
  - Budgetary projections for the new or updated policy
  - Presentation to and discussion with the BOH

**References:**

Durham County Human Resources Policy Manual

NC General Statute 130A

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**CHANGE HISTORY:**

Version	Date	Comments
A	01/13/2011	Original document.
B	12/13/2012	Logo changed, DCHD changed to DCoDPH, Health Department changed to Durham County Department of Public Health (DCoDPH), Health Director changed to Public Health Director, annual review date added. Changed DCBOH to BOH.
C	3/11/2013	Added section on Internal Controls to the document.
D	3/14/2013	Add section on BOH review of DCoDPH Policies and Procedures without approval needed.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due Dates	12/13/2012; 12/11/2013; 12/11/2014; 12/12/2015	

Approved By:  <hr/> Chair, Board of Health  <hr/> Public Health Director	Program Area(s) Affected:  Durham County Board of Health  Durham County Department of Public Health
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## Public Health

Policy Name:	Delegation of Authority to the Public Health Director
Policy Number:	BOH-002
Effective Date:	01/13/2011

### **Purpose:**

To state general policies that shall guide the Durham County Board of Health (DCBOH) and Public Health Director. The scope of this policy applies to all members of Durham County Department of Public Health (DCoDPH) workforce.

### **Policy/Procedure:**

This policy can only be changed by a majority vote of the DCBOH (refer to DCBOH Operating Procedures). The DCBOH will revise (as needed) this policy, at the same time the job description of the Public Health Director is reviewed/revised.

It is the DCBOH's Policy:

1. The DCBOH shall employ a qualified Public Health Director and delegate to him/her the authority and responsibility for the overall management of the DCoDPH in accordance with written policies. In the absence of written policies, the Public Health Director is to be guided by an application of DCBOH intent as established in other policies and counseled as necessary by the appropriate members of the DCBOH.
2. The DCBOH shall establish a job description for the position of the Public Health Director including appropriate qualifications of education, experience, personal factors and skills in accordance with G.S. 130A-40. The job description will be reviewed at least annually with changes made as indicated.
3. The DCBOH shall evaluate the Public Health Director on an annual basis. Such evaluation will be coordinated by the Chair through the DCBOH. It is the responsibility of the DCBOH to hire and terminate, if necessary, the Public Health Director.
4. The responsibilities of the Public Health Director include:

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- Recruitment, selection and advancement procedures that are to be administered in accordance with policies and procedures set forth by Durham County Government and in compliance with state and federal employment laws, rules and regulations.
- Implementation of program, policies, and fiscal plans.
- Performance of management functions which will assure that program services will be available, accessible, acceptable, efficient, and coordinated to promote continuity of care and meet appropriate standards.
- Delegation of authority and accountability for program functions to DCoDPH staffs who are assigned responsibilities.
- Coordination with other governmental, private and consumer groups concerned with the planning and delivery of health services for community residents.
- Performance of administrative functions which will provide accountability for funds received and expended and to assure that all regulations and requirements are satisfied.
- Leadership of DCoDPH staff addressing such functions as staff development, job descriptions evaluation, termination and grievance procedures.
- Use of statistical and other relevant information for determining needs, planning services, monitoring staff and program activity, and evaluating attainment of objectives.
- Presentation to the DCBOH issues which may require policy statements and/or action, including issues which may prevent conflict of interest.
- Development of the organizational structure for the DCoDPH, preparation of current organizational charts and establishment of lines of report/communication.


**References:** Legal Authority G. S. 130A NC Public Health Laws

**CHANGE HISTORY:**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
A	01/13/2011	Original document.
B	12/13/2012	Logo changed, DCHD changed to DCoDPH, Health Department changed to Durham County Department of Public Health (DCoDPH), Health Director changed to Public Health Director, annual review date added.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due Dates		12/13/2012; 12/11/2013; 12/11/2014; 12/12/2015

Approved By:  _____ Chair, Board of Health  _____ Public Health Director	Program Area(s) Affected:  Durham County Board of Health  Durham County Department of Public Health
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		<h2>Public Health</h2>
Policy Name:	Public Contact with the Durham County Board of Health	
Policy Number:	BOH: 003	
Effective Date:	01/13/2011	

**Purpose:**

The purpose of this policy is to establish the guidelines regarding any communication between the general public (media not included) and the Durham County Board of Health (BOH). The scope of this policy applies to all members of the Durham County Department of Public Health (DCoDPH) workforce.

**Policy/Procedures:**

Any written or oral request from the general public to a member of the BOH pertaining to any aspect of program or operations of the DCoDPH should be submitted to the Public Health Director for follow up and resolution. The Public Health Director's response to the request should be reported to the BOH. This policy is intended to keep the Public Health Director and BOH informed of such contacts.

**References:**

NA


**CHANGE HISTORY:**

Version	Date	Comments
A	01/13/2011	Original document.
	01/13/2012	Reviewed and approved by the BOH
	01/13/2013	Reviewed and approved by the BOH
	12/11/14	Reviewed and approved by the BOH
Annual Review Due Dates	01/13/2012; 01/13/2013; 12/12/2013; 12/11/2014; 12/11/2015	

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<p>Approved By:</p> <hr/> <p>Chair, Board of Health</p> <hr/> <p>Public Health Director</p>	<p>Program Area(s) Affected:</p> <p>Durham County Department of Public Health</p> <p>Durham County Citizens</p>
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 <span style="font-size: 24pt; font-weight: bold; margin-left: 20px;">Public Health</span>	
Policy Name:	Compliance with Public Health Laws and Regulations
Policy Number:	BOH: 004
Effective Date:	11/10/2012

**Policy:**

1. It shall be the policy of the Durham County Board of Health (BOH) and Durham County Department of Public Health (DCoDPH) to ensure that its workforce consults and follows Federal, State and local laws and regulations, and the most current recommendations of regulating advisory agencies in the delivery of essential and mandated public health services.
2. The BOH and DCoDPH workforce must follow laws, established guidelines, and consistently follow procedure in order to assure that the public receives fair, efficient and effective services.
3. The BOH must consult legal counsel such as the Durham County Attorney, the North Carolina Attorney General or the University of North Carolina, School of Government whenever legal assistance is indicated to interpret laws and rules.
4. Division Directors must develop policies and procedures to assure effective and efficient service delivery within the scope of the most current public health practice.
5. Workforce access to North Carolina General Statutes related to public health law will be through the North Carolina General Assembly website, <http://www.ncga.state.nc.us/gascripts/statutes/statutestoc.pl> and North Carolina Administrative Code at the North Carolina Office of Administrative Hearings website, <http://reports.oah.state.nc.us/ncac.asp> . Supervisors shall inform the workforce of how to access the statutes and administrative codes applicable to their job.

**Purpose:**

The purpose of this policy is to ensure that the BOH and the DCoDPH workforce consults and follows Federal, state, and local laws and regulations as well as the most current

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recommendations of regulating and advisory agencies in the delivery of essential and mandated public health services.

**Scope:** The scope of this policy is the DCHD workforce and governing body.

**Procedure:**

1. DCoDPH relies on the BOH to set public health policy and rules and to guide decision making related to public health practice, as required by NCGS 130-A, Article 2.
2. DCoDPH observes applicable laws and regulations when dispersing and utilizing funds that support Public Health programs (NCGS 159, NCGS 130A, Article 1, 10A NCAD 45A, 10A NCAD 46, NC Session Law 2001-424), North Carolina Medical Assistance eligibility manuals and ICD-9/CPT/HCPCS Manual.
3. DCoDPH Administration follows the applicable laws, and licensing and certifying bodies for the process of hiring, training and ensuring the credentials and competence of the public health workforce. (i.e., NCGS 90, NCGS 90A, NCGS126, NCGS 130A, 25 NCAC Chapter 01, 21 NCAC), and Durham County Personnel Policy.
4. DCoDPH ensures confidential information is protected and public information is available when requested, (i.e., examples of documents that address confidentiality and public records are 45 CFR parts 160 and 164, the HIPAA Privacy Rule; NCGS 130A, NCGS 122C, NCGS 132 various chapters 10A NCAC) and North Carolina health information management Legal Reference manual).
5. DCoDPH ensures that services are available to everyone regardless of race, color, national origin, sex, religion, age or disability. (Federal Civil Rights Act of 1964 and Title IV of the Civil Rights Act of 1964 and Title II of the Americans with Disabilities Act).
6. DCoDPH ensures the safety and well being of the workforce, (Occupational Safety and health Act, 29 CFR Part 1910, 13 NCAC 7A and F, North Carolina Occupational Safety and Health Standards for General Industry, February 1, 2001.
7. The workforce utilizes the appropriate laws, rules and manuals and other applicable publications in providing essential public health services as outlined in 10A NCAC. See Attachments 1 &2.

**ATTACHMENTS:**

- Public Health Practices in North Carolina Resources List for the Workforce
- Health Promotion Resource List, 2009

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**REFERENCES:**

- United States Code of Federal Regulation  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>
- North Carolina Administrative Code  
<http://reports.oah.state.nc.us/ncac.asp>
- North Carolina General Statutes  
<http://www.ncga.state.nc.us/gascripts/statutes/statutestoc.pl>
- Public Health Practices in North Carolina Resources List


**CHANGE HISTORY:**

Version	Date	Comments
A	11/10/2012	Original document.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due Dates	12/11/2013; 12/11/2014; 12/12/2015	

Approved By: <hr/> Chair, Board of Health <hr/> Public Health Director	Program Area(s) Affected:  All DCoDPH Programs
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 <span style="font-size: 24pt; font-weight: bold; margin-left: 20px;">Public Health</span>	
Policy Name:	Durham County Board of Health (BOH) Adjudication Process (Appeals)
Policy Number:	BOH: 005
Effective Date:	2/14/2012

**Policy:**

Appeals concerning the interpretation and enforcement of BOH Rules and the 2010 NC Smoke Free Bars and Restaurants Law by the Durham County Department of Public Health (DCoDPH), shall be conducted in accordance with the procedures listed below.

**Purpose:**

To ensure that adjudication rights are provided to those who feel that rules have been misinterpreted or wrongfully enforced.

**Procedures:**

**1. Public Health Director must notify person of his or her right to appeal the penalty.**

The Public Health Director should notify the person of the penalty in writing. The written notice should include a statement explaining the person's right to file an appeal, including:

- Instructions about when to file the notice of appeal
- What to include in the notice of appeal
- And where to direct the notice of appeal

**2. The person may appeal the Public Health Director's decision.**

a. **Filing period:** The person has 30 calendar days to appeal the Public Health Director's decision.

b. **Notice of appeal:** The person's notice of appeal must be in writing and should be given to the Public Health Director. The notice must include:

- The appellant's name and address
- A description of the challenged action

- And a statement explaining why the appellant believes the Public Health Director's decision to impose a penalty is incorrect

**3. Public Health Director notifies Board of Health of appeal.** Once the Public Health Director receives the notice of appeal, the Public Health Director has five working days to notify the board of health that the appeal has been filed. The Public Health Director must provide to the board:

- A copy of the notice of appeal and copies of "the papers and materials upon which the challenged action was taken."

#### **4. BOH must hold a hearing.**

**A. Hearing date:** Once the BOH receives the notice of appeal, it has 15 calendar days to hold a hearing.

#### **B. Notice of hearing:**

1. **Notice to appellant:** The board must notify the appellant about the hearing at least 10 calendar days before the hearing date. At a minimum, the notice must state the date, time, and place of the hearing. Given the tight timeframe involved, the BOH must act very quickly to set the hearing date once it receives a notice of appeal.
2. **Notice to public:** The BOH must comply with the open meetings law. The hearing would likely be considered a "special meeting," which requires at least 48 hours notice before the meeting. Such notices must state the time, place, and purpose of the meeting and they must be:
  - Posted on the BOH's principal bulletin board or the door of the BOH's usual meeting room, posted on the department's webpage (GS 143-318.12(e) and deliver the notice to any person (which includes media outlets) who has requested notice of such meetings.

#### **C. Conduct of hearing:**

The hearing should be conducted as a court-like proceeding ("quasi-judicial"). Specifically, the following procedures should be followed:

1. No *ex parte* contact with parties or between board members.
2. BOH members with any conflict of interest must not participate.
3. BOH must:
  - a. Allow the appellant's attorney to attend and advise her client.
  - b. Take sworn and relevant testimony.

- c. Provide for cross-examination of witnesses.
- d. Keep detailed or verbatim minutes.

**D. The hearing:**

1. The entire hearing will be electronically recorded and the recording will later be transcribed. During the hearing, the following will be the sequence of actions:
  - a. The Chair of the BOH will introduce all parties.
  - b. The Chair of the BOH will ask Board members to declare whether they have a conflict of interest to declare.
  - c. Presentation by the party appealing as to why they believe the staff's interpretation(s) and action(s) are in error.
  - d. Presentation by health department staff explaining the actions taken.
  - e. Cross examination/question and answer period for BOH members of the appealing party.
  - f. Cross examination/question and answer period for BOH members of the staff.
  - g. Closure of the formal hearing by the Chair of the BOH.
  
2. BOH may discuss whether they are ready to make a decision or whether they wish to delay the decision pending review of the transcript. The BOH decision shall indicate whether they affirm, modify or reverse the challenged action of the staff in applying the rule(s) or law. When a decision is made, a motion must be made clearly stating the reasons for the decision.
  
3. A transcript of the hearing will be prepared no later than 10 working days after the hearing and made available to the appealing party, the BOH, and the DCoDPH staff upon request.
  
4. If the BOH chooses not to make a decision at the hearing, the appeal will be scheduled for action at the next full BOH meeting. The BOH also has the option of calling a special meeting following the hearing but prior to the next regularly scheduled BOH meeting to make a decision. The special meeting must follow all Open Meetings requirements.
  
5. Once the BOH takes action to uphold, deny or modify the staff decision, it will issue a written decision in accordance with G.S. 130A-24(c). The Public Health Director in the role as Secretary to the Board, drafts the written decision as specified by the BOH in Step 4 for the BOH Chair's signature. The decision must:
  - Be based upon the evidence presented at the hearing and contain a concise statement of the reasons for the decision.



- The decision should also explain the appellant's right to appeal the BOH's decision as described in Step 6 below.
- While the law specifies that the hearing must be held within a certain period of time, it does not require that the BOH issue its decision with a set timeframe.

6. Appellant may appeal the BOH's decision to district court:

- If the appellant disagrees with the BOH's decision, he or she may file an appeal in district court.
- The appeal must be filed within 30 calendar days after the date of the BOH's decision.
- The court must follow certain guidelines when reviewing the BOH's decision but it ultimately may affirm, modify or overturn the decision.
- Following the district court's decision, further judicial appeals are also an option.

### **PROCEDURES FOR FINALIZING APPEALS HEARING TRANSCRIPTS**

1. Within 30 working days following the Hearing, a draft transcript is prepared by the Administrative Assistant to the Public Health Director.
2. Within 10 working days following its completion, two copies of the draft transcript and the audio recording are delivered to the Public Health Director and the Chair of the BOH.
3. The Public Health Director and the Chair of the BOH reviews the draft transcript and marks the text to indicate corrections. In addition, the Public Health Director and/or the Chair annotate the text of the draft transcript as needed to aid in the comprehension of the transcript. The annotations are to be provided in parentheses or otherwise clearly marked to ensure that the reader understands that the annotations were added following the hearing to clarify the text.
4. Within 10 working days of receipt of the draft transcript, the Public Health Director and/or the Chair returns the audio recordings and a marked-up copy of the draft transcript to the Administrative Assistant to the Public Health Director.
5. Within 10 working days of its receipt, the revised draft transcript is finalized and becomes available upon request. The Administrative Assistant notifies the appellant that the transcript is available.

6. The final transcript is sent to the full BOH by inclusion in the BOH agenda materials for next regularly scheduled meeting of the BOH.

7. The transcript is filed with the appeal documents and kept according to the records retention schedule established by the State of North Carolina Cultural Resources Department.

**References**

A. Fleming Bell, II, *Appeal Procedures for Local Boards of Health*. The material was presented at the Health Directors’ Legal Conference on April 22, 2009.


G.S. 150B-51 for details regarding the scope of review. The scope of review in this statute, which governs appeals from decisions issued by administrative law judges under the Administrative Procedure Act, also applies to these types of local appeals. G.S.130A-24(d)

- G.S. 130A-22(h)
- G.S. 130A-24(c)
- G.S. 130A-24(b).

**CHANGE HISTORY:**

Version	Date	Comments
A	12/14/2012	Original document.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due Dates		12/11/2013; 12/11/2014; 12/12/2015

<p>Approved By:</p> <p>_____</p> <p>Chair, Board of Health</p> <p>_____</p> <p>Public Health Director</p>	<p>Program Area(s) Affected:</p> <p>Durham County Board of Health</p> <p>Durham County Department of Public Health</p> <p>Citizens of Durham County</p>
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 <span style="font-size: 24pt; font-weight: bold; vertical-align: middle;">Public Health</span>	
Policy Name:	Adopting, Amending or Repealing BOH Rules
Policy Number:	BOH: 006
Effective Date:	12/13/2012

**Policy:**

The Durham County Board of Health (BOH) shall have the responsibility to protect and promote the public health. The board shall have the authority to adopt, amend or repeal rules as necessary for that purpose.

**Purpose:**

1. The BOH may adopt a more stringent rule in an area regulated by the Commission for Public Health or the Environmental Management Commission where,
2. In the opinion of the BOH, a more stringent rule is required to protect the public health; otherwise, the rules of the Commission for Public Health or the rules of the Environmental Management Commission shall prevail over BOH rules.
3. However, the BOH may not adopt a rule concerning the grading, operating, and permitting of food and lodging facilities as defined in G.S. 130A-247(1),
4. And the BOH may adopt rules concerning wastewater collection, treatment and disposal systems which are not designed to discharge effluent to the land surface or surface waters only in accordance with G.S. 130A-335(c).
5. The rules of the BOH shall apply to all municipalities within the BOH's jurisdiction.

**Procedures:**

**Adopting, Amending or Repealing a BOH Rule.**

Anyone wishing to make recommendations for the adoption, amendment or repeal of a BOH rule for Durham County must do so in writing to the Durham County Health Director at 414 E. Main Street, Durham, NC 27701.

1. Not less than 10 days before the adoption, amendment or repeal of any local board of health rule, the proposed rule shall be made available at the office of each county

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- clerk within the board's jurisdiction, and a notice shall be published in a newspaper having general circulation within the area of the board's jurisdiction.
2. The notice shall contain a statement of the substance of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule and a statement that copies of the proposed rule are available at the local health department.
  3. The BOH rule shall become effective upon adoption unless a later effective date is specified in the rule.
  4. Copies of all rules shall be filed with the secretary of the BOH.
  5. The BOH may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of this State, another state, any agency of the United States or by a generally recognized association.
  6. Copies of any material adopted by reference shall be filed with the rules.
  7. The BOH may impose a fee for services to be rendered by a local health department, except where the imposition of a fee is prohibited by statute or where an employee of the local health department is performing the services as an agent of the State.
  8. Notwithstanding any other provisions of law, the BOH may impose cost-related fees for services performed pursuant to Article 11 of Chapter 130A, "Wastewater Systems," for services performed pursuant to Part 10, Article 8 of Chapter 130A, "Public Swimming Pools", for services performed pursuant to Part 11, Article 8 of Chapter 130A, "Tattooing", and for services performed pursuant to G.S. 87-97.
  9. Fees shall be based upon a plan recommended by the health director and approved by the BOH and the Durham County Board Commissioners.
  10. The fees collected under the authority of this subsection (130A-39) are to be deposited to the account of the health department so that they may be expended for public health purposes in accordance with the provisions of the Local Government Budget and Fiscal Control Act.


## References

G.S. 130A-24(c)

## CHANGE HISTORY:

Version	Date	Comments
A	12/13/2012	Original document.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due		12/11/2013; 12/11/2014; 12/12/2015

Dates	
Approved By:  _____ Chair, Board of Health  _____ Public Health Director	Program Area(s) Affected: DC Board of Health DCoDPH Citizens of Durham County

		<h2>Public Health</h2>
Policy Name:	Public Participation Policy	
Policy Number:	BOH: 007	
Effective Date:	12/13/2012	

**Policy:**

The Durham County Board of Health (BOH) encourages public participation in the performance of its duties and responsibilities. To assure that public comment submitted to the Board is properly processed and to assure that all Board actions are made in compliance with all applicable laws, rules, regulations and ordinances, the BOH hereby adopts this Public Participation Policy.

**Purpose:**

The BOH has adopted a Public Participation Policy. This policy has the following goals:

1. Bring a broad cross-section of the public into the public policy and public health planning decision-making process.
2. Make special efforts to increase the opportunities for involvement by groups of citizens who do not generally participate in community affairs, particularly low-income and minority populations.
3. Provide citizens with opportunities to participate in developing plans and programs for their communities.
4. Make information on Public Health activities widely available to the public.
5. Maximize the use of communications technology to facilitate the exchange of information between public officials and citizens, including use of the Durham County Department of Public Health (DCoDPH) web site and other electronically accessible formats (social media, CD's, and e-mail, etc.).
6. Ensure that technical information is available in understandable form and that all segments of citizens are afforded access to this information.

**Procedures:**

**Public Comments at Board of Health Meetings**

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These procedures establish the times for the public to provide appropriate comment to the Board for its consideration. In light of these established procedures, the Board accepts public comment on regulatory actions, as well as general comments, at Board meetings in accordance with the following:

## **1. REGULATORY ACTIONS**

A. In G.S. 153A-52 and G.S. 160A-81, the public hearing statutes for counties and cities, G.S. 115C-51, G.S. 153A-52.1, and G.S. 160A-81.1 allow boards to adopt reasonable regulations governing the conduct of public comment periods, including but not limited to rules setting time limits for speakers, and providing for:

- (1) The designation of spokesmen for groups supporting or opposing the same position,
- (2) The selection of delegates from groups supporting or opposing the same position when the number of persons wishing to attend the comment period exceeds the capacity of the hall, and
- (3) The maintenance of order and decorum in the conduct of the public comment period. Under the First Amendment, these types of rules are called “reasonable time, place, and manner” restrictions on speech.

B. In conducting its business, the BOH shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the BOH in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to BOH members on request.

## **2. PUBLIC COMMENT PERIOD**

A. The BOH schedules a public comment period at the beginning of each regular meeting to provide an opportunity for citizens to address the BOH.

B. Anyone wishing to speak to the BOH during this time should, at the beginning of the BOH meeting, indicate his or her desire on the sign-in sheet.

C. Presentations during the public comment period shall not exceed three (3) minutes per person. The Board reserves the right to alter the time limitations set forth above without notice and to ensure that comments presented at the meeting conform to this policy.

## **References**

NC G.S. 153A-52, Counties  
Durham County Board of Health Operating Procedures

## CHANGE HISTORY:

Version	Date	Comments
A	12/13/2012	Original document.
	12/11/2013	Reviewed and approved by the BOH
Annual Review Due Dates	12/11/2013; 12/11/2014; 12/12/2015	

<p>Approved By:</p> <p>_____</p> <p>Chair, Board of Health</p> <p>_____</p> <p>Public Health Director</p>	<p>Program Area(s) Affected:</p> <p>DC Board of Health</p> <p>DCoDPH</p>
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## Public Health

Policy Name:	Employee Recruitment, Retention and Professional Development Policy
Policy Number:	HD: 20
Effective Date:	12/13/2012

### **Policy:**

Durham County Department of Public Health (DCoDPH) endeavors to recruit and retain highly qualified, competent personnel. Furthermore, DCoDPH requires and supports training and professional/career development for all employees. Employees will complete mandatory initial and annual trainings related to topics required by governing bodies, the accreditation process, NC Department of Health and Human Services, DCoDPH, County government, and those dictated by funding and regulatory sources. DCoDPH employees will complete continuing education to maintain licenses, certifications and/or registrations required for their positions. DCoDPH will support employees in the maintenance of continuing education and training requirements and encourage additional training and continuing education to enhance performance and promote career development as guided by the performance management process.

### **Purpose:**

The purpose of this policy is to document procedures and practices for recruiting and retaining employees as well as specify requirements for training/continuing education and professional development for employees. The policy sets forth requirements for employee documentation of professional development. The scope of the policy applies to all members of the DCoDPH workforce.

### **Procedures:**

#### **Employee Recruitment**

Durham County Department of Public Health

- Collaborates with universities and other educational institutions to provide student internships and/or opportunities for volunteer experience that exposes students and volunteers to public health practice. Students/volunteers apply for consideration with various divisions depending on their interest areas as well as division personnel availability to precept or supervise.

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- Participates in recruitment outreach through career days in high schools, presentations in local universities, and displays in job fairs.
- Submits requisitions to County Human Resources for advertising for and recruiting personnel.
- Follows County personnel policies and procedures as administered by County Human Resources for recruitment and selection of employees for all positions.
- Divisions may send position postings to various state list serves as well as to local and state professional groups.
- Divisions distribute job postings through emails and posting copies for positions being recruited internally.
- Will recruit a diverse workforce that reflects the Durham County population.

### **Employee Retention**

DCoDPH and County government promote employee engagement and retention through

- Opportunity to participate and/or lead in Departmental and/or County committees
- Eligible for various awards, such as DCoDPH quarterly award, County anchor award, County On-the-Spot award
- County service awards at defined longevity increments
- Performance management process
- County pay plan and performance merit pay
- Opportunity and support for professional/career development
- Opportunity to cross train for critical positions
- Potential for promotion in Department as well as in County government
- Employee health benefit package
- Additional County employee policies on leave, compensation, training, etc.

### **Employee Professional Development**

- Employees will develop a professional development plan annually for their workplan professional development work objective that is approved by their supervisor
- Employees will include mandatory trainings/meetings as described in the DCoDPH Training Spreadsheet.
- Managers will ensure that new supervisors complete supervisory training as required by Durham County Government.
- In addition to mandatory and specialized training requirements, employees are encouraged to attend trainings that promotes professional/career development i.e. communication and listening skills, team building, health literacy, leadership/supervision skills, customer service as well as advanced professional practice knowledge and skills.
- Supervisors and employees will utilize all training venues such as classrooms, webcasts, videoconferences, professional journals, and teleconferences.
- Supervisors will review employee training requests for consistency with their professional development plan, content and cost. Supervisors shall approve/deny training requests in a timely manner to accommodate travel plans, coverage of duties, and encumbrance and/or payment of applicable registration fees. Supervisor forwards

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approved requests to management for approval. The Travel and County Vehicle Usage Policy and Travel Policy and DCoDPH Travel Policy Supplemental will be followed.

### **Documentation**

- **Durham County Department of Public Health Training Spreadsheet**  
Educational requirements for DCoDPH employees, as determined by applicable laws, rules, certifications, licenses, and program addendum, are outlined in the DCoDPH Training Spreadsheet.
  - Division Directors or their designee will update continuing education requirements for their division staff at least annually or as program training requirements change, in the DCoDPH Training Spreadsheet, ensuring compliance with program addendum and federal, state, and local law and policy.
  - Public Health Preparedness Coordinator will maintain and update public health preparedness continuing education requirements for all staff at least annually, or as program training requirements change, in the DCoDPH Training Spreadsheet ensuring compliance with federal, state, and local law and policy as it relates to Emergency Preparedness.
  - Quality Improvement Coordinator will maintain and update the DCoDPH Training Spreadsheet, ensuring that all general training requirements relating to staff and management for both new and continuing employees will meet compliance with federal, state, and local law and policy.
  
- **Employee Training Log**
  - Employees will develop an annual Training Log that reflects their training requirements and plans for their workplan professional development objective
  - Supervisors will approve employees Training Log at the beginning of their workplan anniversary date.
  - Employees will update their Training Log as training is completed.
  - Employees will keep a copy of certificates and other sources of attendance documentation for verification of trainings completed.
  - Employees will provide their completed Training Log and verification of attendance documents to their supervisor for preparation of their annual performance appraisal.
  
- **Employee Training Acknowledgment Form**
  - All trainings/continuing education conducted in the Health Department will be documented along with signatures of attendees on the Training Acknowledgement form.
  - The meeting facilitator or trainer will initiate the Training Acknowledgement form and ensure all attendees sign.

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- The meeting facilitator will ensure that appropriate paperwork is provided for documentation of the training and given to the Department personnel officer, along with the signed training form, for storage.
- Individual trainings may be verified by the Individual Training Acknowledgement form.
- Training Acknowledgement Forms are available in the Workforce Development folder on the Department share drive.

## REFERENCES:

### Durham County Policies/Procedures

- Appointment Policy
- Benefits for Retirees Administrative Procedure
- Business Training & Travel Policy
- Funeral Leave Policy
- Leave Policy
- Longevity Policy
- Management Leave Policy
- Performance Bonus Policy
- Performance Management Process Policy
- Personnel Ordinance
- Recruitment and Selection Administrative Procedure
- Supplemental Pay Policy for Employees Called to Military Duty
- Training and Development Administrative Procedure
- Tuition Assistance Administrative Procedure
- Use of Leave During FMLA Parental/Maternity Leave
- Volunteer Policy
- OSHA Manual

### Durham County Department of Public Health Policies/Procedures

- Employee Orientation Policy
- Training Spreadsheet
- Training Log Form
- Training Acknowledgment Form
- Travel Policy Supplement

## CHANGE HISTORY:

Version	Date	Comments
A	12/13/2012	Original document. Discussion on this policy by the BOH.
	12/11/2013	Reviewed and discussed by the BOH

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Annual Review Due Dates	12/11/2013; 12/11/2014; 12/13/2015
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Approved By:  _____  Public Health Director	Program Area(s) Affected:  All DCoDPH Programs
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