



# North Carolina

## LOCAL HEALTH DEPARTMENT ACCREDITATION

### Roles and Responsibilities of Boards of Health Related to NC Local Health Department Accreditation (NCLHDA) Guide

Note that this guide is applicable to all Board of Health (BOH) governance structures- unless otherwise stated (such as specific mention/inclusion of the Advisory Committee on Health (ACH) being able to meet that activity), the activity is required of whatever Board (traditional BOH (single county, district, or authority), Consolidated Human Services (CHS) Board, or Board of County Commissioners (BOCC)) assumes the powers/duties of the traditional Board of Health. See the *HDSAI* and *HDSAI Interpretation* for more detailed information.

|                | Existence of Policy, Procedure, or Materials | Hear or Review   | Discussion   | Approval   | Other Action or Involvement   |
|----------------|--|--|--|--|---|
| <b>Finance</b> |  | 33.6: minutes reflecting of 3 financial reports demonstrating assessment of financial accountability | 33.5: BOH/ACH minutes reflecting discussion of service costs proposed/ provided by LHD   | 37.2: policies in compliance with LHD's policy on policies (related to administration)   | *39.1: BOH/ACH correspondence with BOCC AND other units of government/private foundations in support of LHD efforts to secure financial resources |
|                |  | 39.3: minutes reflecting <u>review</u> and approval of department fees                               | 37.6: <i>BOH minutes or CHS Director correspondence showing <u>discussion</u> &amp; approval of a budget process to address workforce issues</i> | 37.6: <i>BOH minutes or CHS Director correspondence showing discussion &amp; <u>approval</u> of a budget process to address workforce issues</i> |   |
|                |  |  |  | 33.2: <i>official approval of budget from appropriate authority</i>  |   |
|                |  |  |  | 39.3: minutes reflecting review and <u>approval</u> of department fees   |   |

|                         | <b>Existence of Policy, Procedure, or Materials</b>                            | <b>Hear or Review</b>  | <b>Discussion</b> | <b>Approval</b> | <b>Other Action or Involvement</b>  |
|-------------------------|--|--|-------------------|-----------------|---|
| <b>Community Health</b> | 38.3: policy on broad community collaboration for community health improvement | 2.4: annual report on local disease incidence and trends   |                   |                 | 38.3: BOH/ACH minutes reflecting that public participation occurred   |
|                         |  | 14.2: evidence of LHD provision of info/ recs regarding PH priority setting and program planning             |                   |                 | *39.4: BOH/ACH communication with BOCC and unit of government/ foundation in support of public health programs and community health improvement |
|                         |  | 38.1: two annual reports related to the community's health (statistics/ information)                         |                   |                 | *40.1: BOH/ACH informs elected officials and community boards about community health issues   |
|                         |  | 38.2: BOH/ACH annual review of State of the County Health (SOTCH) report and CHA data                        |                   |                 | *40.2 BOH/ACH communicates support for law, rules, and public health interventions  |
|                         |  | 39.2: minutes demonstrating review of fiscal reports that assure essential services of PH are being provided |                   |                 | 41.1: BOH/ACH takes actions to foster community input regarding public health issues  |
|                         |  |  |                   |                 | 41.2: evidence of BOH/ACH support of an agency partnership effort   |
|                         |  |  |                   |                 | 41.3: evidence showing BOH/ACH action to foster the coordination of resources   |

|  | <b>Existence of Policy, Procedure, or Materials</b>  | <b>Hear or Review</b>  | <b>Discussion</b> | <b>Approval</b>  | <b>Other Action or Involvement</b>  |
|--|--|--|-------------------|--|---|
| <b>Health Director/ Staff</b>          | <i>23.1: Evidence that the BOH is seeking a health director with required credentials</i>                        | 37.4: Evidence that the BOH <u>reviewed</u> and approved the health director job description since previous site visit |                   | 37.4: Evidence that the BOH reviewed and <u>approved</u> the health director job description at least once since the previous site visit | <i>37.3: Evidence from BOH or CHS Director showing seeking of new Health Director with appropriate KSA OR signed statement to that effect if Health Director currently in place</i>                 |
|  | <i>37.1: Evidence that the former health director was qualified and a new qualified director is being sought</i> |  |                   |  | <i>37.4: Health Director job description that has been signed, dated, and reviewed annually</i>   |
|  |  |  |                   |  | <i>37.5: Health Director performance evaluation that has been signed and dated annually by Supervisor AND evidence that the BOH had input in the most recent health director performance review</i> |
| <b>Board Training &amp; Procedures</b> | 34.1: Operating Procedures (not Bylaws)  |  |                   |  | 36.2: dated evidence of new BOH member participation in training during first year  |
|  | 36.1: dated BOH handbook updated in past 12 months   |  |                   |  | 36.3: dated evidence of all BOH members' on-going training according to agency schedule   |
|  | 36.2: Training policy and new BOH member training materials on authority/responsibility                          |  |                   |  |   |
|  | 36.3: Training policy and all BOH member on-going training materials on authority/responsibility                 |  |                   |  |   |

|                               | <b>Existence of Policy, Procedure, or Materials</b> | <b>Hear or Review</b>   | <b>Discussion</b>   | <b>Approval</b> | <b>Other Action or Involvement</b>  |
|-------------------------------|---|---|---|-----------------|---|
| <b>Rules &amp; Ordinances</b> | 34.2: verification of access to legal counsel       | 14.4: minutes or memo reflecting input of agency in drafting/ amending rule or ordinance related to public's health | 14.3: evidence of agency evaluation, with the BOH, of the need for additional rules/ordinances or amendment of current rules/ordinances |                 | 30.10: evidence that the BOH or BOCC voted to prohibit the use of tobacco within 50 feet of all LHD facilities OR that the agency made such request since the previous site visit |
|                               | 34.3: policy for rule-making                        |   |   |                 | 34.3: if rule adopted since last site visit, evidence of following policy or signed statement that no rule adopted  |
|                               | 35.1: policy/procedure for adjudications            |   |   |                 | 34.4: evidence of implementation of rules/ ordinance adoption or amendment OR BOH minutes indicating that the BOH has done an evaluation and no new or amended needed             |
|                               |   |   |   |                 | 35.1: if appeal or adjudication action since last visit, evidence of following policy or signed BOH statement that no adjudication occurred                                       |

*Italics:* may apply depending on governance structure, if other documentation options chosen/not chosen, or if there is a Health Director vacancy

\* Health Director may serve, or be directed by the Board to serve, as the designee for the BOH for correspondence. However, it is expected that there be some type of link to and from the BOH showing their involvement and engagement.