



NCALHD

North Carolina Association
of Local Health Directors

The North Carolina Association of Local Health Directors

Policy and Procedures Manual

The North Carolina Association of Local Health Directors (NCALHD) was organized in 1974. The Association was incorporated in 2008 and is tax exempt under section 501(c)6 of the Internal Revenue Code. The logo was designed and adopted in 2010 as the official logo for the Association.

For the North Carolina Association of Local Health Directors, Headquarters location, refer to the NCALHD website @ www.ncalhd.org.

The mission of this Association shall be:

"To promote health, prevent disease, protect the environment in order to ensure the public's health in North Carolina through leadership, vision, advocacy, and commitment to the principles of public health practice in our local communities and throughout the state."

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General Guidelines

Any duly appointed local health director may become an active member of the association upon payment of dues.

All members of Executive Committee, Committee Chairs, and all committees shall be current NCALHD members.

This Policy and Procedures Manual should be used as a working guide. It should be reviewed at least annually and changes to this manual can be made by the Executive Committee in alignment with the NCALHD Bylaws.

NCALHD OVERHEAD/INDIRECT COST POLICY:

NCALHD will not pay overhead or indirect costs in contracts to any association (health related associations), institutions (hospitals, private care providers, etc.) or governmental agency (health departments/districts, state agencies, colleges and universities). This includes, but is not limited to payment of rent, administrative staff, accounting systems, technology, contractors, etc.

What You Need to Know . . .

1. **NCALHD Listserv.** All Health Directors are included on this listserv and can send and receive emails. To send an email to all Health Directors via the listserv, the email address is nchealthdirectors@ncapha.org. The NCALHD Executive Director manages this listserv.
2. **PH Leaders Listserv** is maintained by DPH. The contact is Gremeko Stuart at gremeko.stuart@dhhs.nc.gov. (Each county has three slots.)
3. **Change in Contact Information.** If any Health Director contact information (address, phone, email address) changes, it is the responsibility of the Health Director to notify the NCALHD Executive Director so changes can be made on NCALHD.org
4. **NCALHD Website.** The web address is www.ncalhd.org. The following information can be located on the website:
 - a. Updated NCALHD Calendar - [Upcoming Events](#)
 - b. Committee Agendas – [Upcoming Events](#)
 - c. Business Meeting Agendas - [Upcoming Events](#)
 - d. Minutes from previous meetings - [Previous Meeting Minutes](#)
 - e. Health Director Contact Information - [Health Director Information](#)
 - f. Services provided by Health Departments - [Health Department Services](#)
 - g. Current Legislative Agenda - <http://www.ncalhd.org/advocacy/legislative-priorities/>
5. **Dues and Finances.**
 - a. An invoice for NCALHD Dues, NCPHA Organizational Membership Dues, and NACCHO Dues is sent via email to Health Directors in the Spring. It was decided to include the dues for all three associations in one invoice for ease in payment.
 - b. Accreditation invoices will be sent via email to Health Directors in May/June. The NCALHD contracts with the NC Institute for Public Health, Gillings School of Global Public Health, UNC Chapel Hill for the administration of the NCALHD Accreditation Program.
 - c. Legal fee invoices are sent as needed.
 - d. The fiscal year is **July 1 – June 30**.
6. **Monthly Meetings.** All monthly committee and business meetings of the NCALHD are held at DPH, 5605 Six Forks Road, Raleigh, NC in the Cardinal Room unless posted otherwise. The conference call number for Committee Meetings is posted on the website ([Call-In Number](#)). There is no conference call-in line for the business meeting held on Thursday.
7. **NCALHD Office Contact Information.** The office is located at 222 N. Person Street, Suite 208, Raleigh, NC 27601.
Lynette Tolson, Executive Director, email ltolson@ncapha.org, Cell 919-440-0331, Office 919-828-6201.
Karen Davis, Administrative Assistant, email kdavis@ncapha.org, Office 919-828-6206.

Officers

The officers of the Association shall be elected at the November NCALHD meeting and shall assume office at the close of the last meeting of the calendar year per NCALHD Bylaws. The officers shall hold office for a period of one (1) year or until their successors are elected and seated. All officers must be an active member of the Association and serving as the permanent local health director of a local health department or local human services director.

Although the officers' terms have already begun, the NC State Health Director or designee will officially lead the officers in the public health oath and "swearing in" at the annual business meeting held in conjunction with the State Health Director's Conference in January.

General Officer Responsibilities:

Assist the President and the Executive Director in the decisions and details of running the Association.

Provide direction for the work of the Association between meetings in accordance with the Bylaws. This is usually done by monthly conference calls the Monday prior to the NCALHD business meeting. The President can call additional meetings as needed.

Serve as requested as NCALHD representative on committees, Task Forces or as requested by State government or General Assembly.

Foster communication with Division of Public Health and Department of Health and Human Services.

Invite special committees, other representatives, or consultants to meetings as needed.

Act as trustee for all property of NCALHD.

Regular review of budget and any unbudgeted expenses.

Any committee or member who wishes to present items for consideration of the Officers between NCALHD business meetings should submit them to the President or Executive Director.

Executive Committee

The Executive Committee meets at the call of the President and a majority of the members constitutes a quorum.

The Executive Committee is composed of the NCALHD Officers: President, President - Elect, Immediate Past President, Vice President, Secretary-Treasurer, Regional Representatives (10), and Committee Chairs.

Functions of Executive Committee are as follows:

Executive Committee shall have general control and supervision over the Association and shall be empowered to act on behalf of the Association on policy which may arise during the interval between meetings.

Special meetings of the Executive Committee may be called by the President or any other three (3) Executive Committee members.

Active participation of Executive Committee members is vital to the Association.

Term of office shall be from the close of the last Meeting of the calendar year in the year they are appointed, to the close of the last NCALHD Meeting in the year their term expires.

Full Membership Responsibilities

- Adopts budget.
- Determines all dues and fees.
- Takes action on resolutions and takes action where necessary.
- Approves membership of NCALHD in various health related organizations.
- Approves changes in bylaws and over-all policy for NCALHD.
- Thirty percent of dues paying members constitute a quorum. (Bylaws)
- Each active member shall have one vote. (Bylaws)

President

The President shall:

Act as the official spokesperson of the Association and as Chair of the Executive Committee.

The duties of the President shall be those usually implied by the office. The President will provide leadership, direction and facilitate the functioning of the Association. The President will generally direct and may delegate tasks to the Executive Director and will also collaborate with the Presidents of the other Public Health Associations to direct the work of the Executive Director.

- The President shall preside at the Annual Meeting of the Association, monthly business meetings and at all meetings of the Executive Committee.
- The President may arrange for presiding officers for any other meetings.
- The President shall appoint all committees unless otherwise provided for in the Bylaws and shall perform such other duties as are usually incumbent upon that office or as may be directed by resolution of the membership.
- The President shall appoint such special committees as may be necessary for the proper transaction of the business of the Association. All special committees shall consist of three or more members. The Chair of each committee shall be appointed by the President.
- It is the responsibility of the President to inform the membership of the composition of all committees.
- The President finalizes the monthly business meeting agendas.
- Serve as Health Director Representative on the NCACC HHS Steering Committee.
- Serve as Health Director Representative on the PHANC (Public Health Associations of North Carolina) Executive Board.
- Serve as Health Director Representative on the NC Alliance of Public Health Agencies Board.

The President will call meetings of the Executive Committee and the Officers as needed and may call special meetings of the Association in accordance with the Bylaws.

President-Elect

The Vice President is generally nominated to become President-Elect, unless extenuating circumstances prevent this transition.

The President-Elect shall:

- The President-Elect shall serve as the Chair of the Policy and Finance Committee.
- In case of absence or disability of the President, the President-Elect, the Vice President, or the Secretary-Treasurer in the order named shall exercise the duties of the presidential office.
- Serve as a member of the Officers and the Executive Committee.
- Serve as Health Director Representative on the NCACC HHS Steering Committee.
- Serve as Health Director Representative on the PHANC (Public Health Associations of North Carolina) Executive Board.
- Serve as Health Director Representative on the NC Alliance of Public Health Agencies Board.

Immediate Past President

Immediate Past President shall:

- Serve as the Parliamentarian at all association meetings.
- The Immediate Past President shall also assist the President in compliance measures to the NCALHD Bylaws.
- Serve as chair of Nominating and Bylaws committee.
- Serve as a member of the Officers and the Executive Committee.

Vice President

The Secretary-Treasurer shall generally be nominated to become Vice President unless extenuating circumstances prevent this transition from taking place.

The Vice President shall:

- The Vice President shall serve as Chair of the Planning and Innovation Committee.
- In case of absence or disability of the President, the President-Elect, the Vice President, or the Secretary-Treasurer in the order named shall exercise the duties of the presidential office.
- Serve as a member of the Officers and the Executive Committee.
- Serves as the Navigator, responsible for assigning agenda items to committees.
- Forwards information for Committee Meetings to the Executive Director (agendas, attachments, etc.)
- The Consolidated Agreement between the Division of Public Health and Local Health Departments shall be assigned to Planning and Innovation Committee for review and due process.

Secretary-Treasurer

Secretary-Treasurer shall:

- The Secretary-Treasurer shall keep the minutes of the Association, receive and disburse all monies, keep an accurate account of all financial transactions of the Association, and submit at each Annual Meeting a report of all receipts and disbursements during the preceding year.
- The Secretary-Treasurer may delegate to the NCALHD Executive Director or their designee the receipt and disbursement of monies.
- The Secretary-Treasurer shall also keep the minutes of all meetings of the Executive Committee and perform such duties as are usually incumbent upon that office and such other duties as the Association may by resolution direct.
- The Secretary-Treasurer is responsible for mailing or e-mailing the results of regional elections to the Executive committee 60 days prior to the December full-association meeting
- Serve as a member of the Officers and the Executive Committee.
- Final minutes, with attachments, will be provided to the Executive Director by 5 PM the Friday prior to the next scheduled NCALHD meeting for distribution.
- Hard copies of minutes will be available at the meeting. Electronic copies will be posted on the NCALHD.org website.
- Present proposed budget for upcoming fiscal year for vote in June.

Regional Representatives

The Regional Representatives shall coordinate regular opportunities for communication among the health directors in the respective region they represent in order to give input to the Executive Committee, to share ideas and foster innovation and collaboration.

The Regional Representatives are ten (10) active members nominated and elected as follows: one from each of the ten regional areas of the state shall be nominated and elected by the local health directors of that Region. All Regional Directors shall be elected and serve two year terms – odd numbered regions will elect Regional Representatives in odd numbered years, even numbered regions will elect Regional Representatives in even numbered years. Election of the Regional representatives will be by plurality. Regional Representatives assume their duties as Executive Committee Members at the end of the last meeting of the calendar year. **Executive Committee members cannot serve more than two consecutive terms in the same office.**

The Regional Representatives shall:

- Represent Regions and give reports as needed at the monthly business meetings.
- Serve on Executive Committee.
- Participate in Executive Committee conference call on Monday before monthly business meetings.
- Coordinate regular meetings of the Region, and, as the Region determines, may prepare agendas and minutes and distribute to the Region.
- Assign regional representation on each of the Standing Committees, so that all regions are represented as decisions are made at the committee level.

Appendix A is a listing of Health Departments by Regions.

NCALHD Standing Committees

Standing Committees are to be the liaison between state and local public health. They may also be a point of liaison between other State or community based organizations. Whenever possible, all business that impacts local public health should be vetted through the appropriate Standing Committee. The Committee Chair will report information and bring action items to the NCALHD business meeting to improve communication and to allow for member dialogue and input. If the Committee Chair cannot attend a NCALHD business meeting, the Chair will send a designee to report on behalf of the committee.

- Committee Chairs are appointed by the President except for Planning & Innovation, Nomination & Bylaws, and Policy & Finance which are held by the officers as indicated under each officer section of this manual.
- Committee meetings are held monthly or as needed.
- The NCALHD Executive Director will assure meeting space and conference call access if requested by the Committee Chair.
- Individual health directors are highly encouraged to join one or more standing committees, so that DPH and Liaison Committee Chairs can rely on a core group of committee members for issues/items that may need review or recommendation between monthly meetings.
- Committee Chair will develop a list of Committee members who are regular attendees to address any issues that may arise between the scheduled meetings.
- Standing Committees should be regularly attended by the Health Director rather than a designee when possible. Active participation of members is vital to the Association so that the participants and members have the authority and responsibility to make necessary decisions. Guests should always be identified for the record, whether in person or on conference call or webinars.
- Notice of all Standing Committee meetings will still be provided electronically and meetings will be open to all interested health directors, even for committees that they have not “joined”.
- Each Regional Representative should assure representation on all Committees.
- Standing Committee meeting agendas should be developed jointly with the Navigator, Committee Chair and appropriate DPH staff and distributed the week prior to the meeting. The agendas will be posted on the NCALHD website.
- Standing Committee minutes should be emailed to the Secretary to be attached to NCALHD minutes monthly.
- Every Agreement Addendum developed by Division of Public Health shall be assigned (by the President or designee) to a Standing Committee for review and due process.
- The Consolidated Agreement between the Division of Public Health and Local Health Departments shall be assigned to Planning and Innovation Committee for review and due process.
- As other public health stakeholders (ex., North Carolina Institute of Medicine, Alliance for Health, etc.) develop position statements or task forces, these shall be

assigned (by the Navigator) to a Standing Committee for review and communication.

- All meetings are “standing.” If the regular schedule changes, notification should be provided to the full NCALHD by the Friday prior.

COMMITTEES:

Planning & Innovation

- Chaired by the NCALHD Vice President.
- Liaison between local public health and the staff of the Accreditation Program as well as the NC Public Health Accreditation Board.
- Liaison between local public health and the NC Center for Public Health Quality.
- Best Practices, PH Quality, Accreditation, Communications, Partnership Development, Research, OSHR, Future of PH, and/or Legal/Risk Management

Education & Awards

- President appoints chair.
- Committee is responsible for administering the annual awards program including soliciting and collecting nominations, reviewing and selecting award recipients and presenting awards at annual meeting in partnership with NCALHD staff (see page 18 for details).
- Committee works with DPH and UNC SOG to develop educational sessions for the State Health Director’s Conference in January and the Legal Conference in April.
- Committee coordinates New Health Director Training and works to coordinate mentor assignments.

Preparedness/EPI

- President appoints chair.
- PH Preparedness, Surveillance and EPI, Disease Control/Communicable Disease, TB, PH Lab, and Vital Records.

Maternal and Child Health, and WIC

- President appoints chair.
- Maternal and Child Health, WIC, Care Management/Coordination Efforts, School Health, Dental Health and Mental Health

Environmental Health

- President appoints chair.
- Onsite Waste Water, Food and Lodging, Private Drinking Water Wells, Tattooing, Public Pools, Child Care Centers, Childhood Lead Poisoning, Migrant Housing, Air or Water Quality, Tort Claims, and Animal Control

Health Promotion and Disease Prevention

- President appoints chair.
- Health planning, Community Health Improvement planning, Population Health, Healthy Living, Active Living, Tobacco Control, Health Promotion, Chronic Disease, and CHA/SOTCH.

Nominations and Bylaws

- Chaired by Immediate Past President.
- This committee presents the officer slate in August or September and is responsible for the election of officers in November or December.
- This committee makes recommendations for edits to the bylaws.
- Committee members shall be appointed.
- Reviews all resolutions presented to the Association for consideration and report.

Policy & Finance

- Chaired by President-Elect.
- Legislative (Agenda), Advocacy, Governance, Healthcare Reform, Aid-to-County Funding, Cost Settlement, Billing, or DMA.

Technology

- President appoints chair.
- Information systems, resources and identify data needs/gaps



NICALHD

North Carolina Association
of Local Health Directors



Public Health Associations of NC

Job Title:	Executive Director
Employee Type:	Exempt
Organization:	NCAPHA, NICALHD, NCPHA
Reports to:	President, NCAPHA

The Executive Director serves as the Chief Staff Executive of the 3 Public Health Membership Associations (NC Alliance of Public Health Agencies, NC Association of 18 Local Health Directors and NC Public Health Association). In this capacity, the Executive Director under the guidance of the 3 Associations' Board of Directors:

- Provides support and direction to the Board of Directors and the Committee Chairs
- Recommends and participates in the development of plans and programs and in formulating policy
- Serves as Lobbyist for the Associations
- Conceptualizes the Associations' entry into new areas of endeavor
- Prepares working documents for the use of the Board of Directors and members
- Implements the mission, goals and policies of the Associations
- Oversees the Associations' public relations, support and outreach
- Supervises the Association's day to day operations.
- Provides operational and financial oversight of the 3 organizations.
- Serves as principal contact for the Associations.
- Provides continuity for leadership
- Additionally, the Executive Director organizes, directs, coordinates the administration of the Executive Office of the Associations, including staff organization and delegation of individual responsibilities.

MEMBERSHIP

Responsible for ensuring that the Associations serve the needs and interests of their membership pursuant to the Mission Statement, Vision, and the Associations' Bylaws and Procedures as directed by the Board of Directors of each Public Health Association.

- Ensures that the programs, activities, and services of the Associations directly benefit the members and their professional well-being.
- Responsible for the growth of each organization and for identifying each member's needs, issues, and opportunities for developing appropriate programs
- Ensures that necessary resources are available and utilized for such programs

- Ensures each Association hosts their Annual Meeting

BOARD GOVERNANCE

Works with each of the 3 Public Health Board of Directors in order to fulfill each organization's mission.

- Responsible for leading each organization in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

FINANCIAL PERFORMANCE AND VIABILITY

Maintains resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Associations, to include presentation to the Boards of a proposed annual budget and monthly/quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Solely responsible for fundraising and developing other resources necessary to support each Association's mission.
- Develop and maintain relationships with partner organizations for fundraising/sponsorship purposes.

ORGANIZATION MISSION AND STRATEGY

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of each Association's programs that carry out the organization's mission.
- Coordinate, in partnership with the Board of Directors, strategic planning to ensure that each organization can successfully fulfill its Mission.
- Responsible for the enhancement of each non-profit organization's image by being active and visible in the community to enhance organization's mission
- Work closely with other professional, civic and private organizations to build partnerships.

PUBLIC POLICY ADVOCACY/LOBBYING

Monitor laws, legislation, regulations, and policies that affect public health in North Carolina and those that serve public health.

- Lead the development, refinement, and implementation of an annual policy agenda for each Association, in conjunction with the Associations' Public Policy Committees and Membership.

- Directly lobby legislators and legislative staff on bills and appropriations that protect, promote, and advance public health
- Mobilize and facilitate grassroots lobbying efforts by member
- Work with state executive branch officials – including the Governor’s office, Department of Health & Human Services, and other state agencies – to promote administrative, regulatory, and funding initiatives on behalf of the public health sector
- Build and cultivate relationships with other statewide and regional health-related organizations, associations, and coalitions to work on issues of mutual interest.

ORGANIZATION OPERATIONS

Oversees and implements appropriate resources to ensure that the operations of the organization are within the direction of the 3 Association’s Board of Directors.

- Responsible for effective administration of each Association’s operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the 3 Associations.

GENERAL DUTIES

- Work closely with the 3 Public Health Associations’ Board of Directors to seek their involvement in policy decisions to increase the overall visibility of the Associations throughout the State.
- Accessible to members after hours, weekends, holidays and days off.
- Serving as the Associations’ spokesperson to the organization’s constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Associations’ Mission.
- Planning and operation of annual budget for each Association.
- Point of contact for members of each of Association
- Point of Contact for Officers of each Association
- Represent the Associations on policy groups
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of each Association
- Supervise, evaluate and collaborate with Association staff.
- Strategic planning and implementation.
- Lobbyist for the Associations
- Oversight of Cost Settlement Program including legal and financial items of the program.
- Oversee organization of Boards and committee meetings.
- Oversee marketing and other communications efforts for each Association.
- Review and approve contracts for services.

- Coordinate Legislative Meetings with members
- Register and complete all quarterly and annual reports as required by law as lobbyist and principle for the Associations
- List-Serve Administrator (Health Directors, Board of Health, Medical Directors)
- Point of contact for Attorneys as needed
- Other duties as assigned by the Board of Directors.

QUALIFICATIONS

- Bachelor's degree in related field.
- Masters degree in related area preferred (Business, Public Administration, Public Policy.)
- Minimum 5-7 years experience at the Executive Director level with experience in Public Health Administration or Regulatory programs preferred.
- Experience working with Executive Boards.
- Prior Supervisory, Financial Management and Human Resources experience.
- Should possess lobbying, fundraising and legislative skills.
- Excellent written and verbal communication skills including the ability to elicit trust and commitment from the Board of Directors, business partners and staff.
- Should be independent, self-starter with ability to handle multiple tasks while effectively prioritizing each through completion.
- Ability to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

SUPERVISION

- Position operates independently with direct feedback from 3 Associations Board Leaders.
- Position directly reports to the NCAPHA President.

NCALHD Annual Meeting (Luncheon)

Held in January in Raleigh the day before the Public Health Leader's Conference (formerly State Health Director's Conference) begins (typically Wednesday).

Lunch is provided by special invitation for all Health Directors and invitees (usually sponsored by vendor).

Past President will preside at the Annual Meeting and assist the Education and Awards Committee with the awards presentations.

The Education and Awards Committee is responsible for:

- Soliciting and collecting award nominations.
- Reviewing and selecting award winners.
- Developing a presentation for the awards at the Annual Meeting.
- Presenting awards along with the Past President at the Annual Meeting.
- Forwarding all award winner nominating materials to the Executive Director.

Executive Director is responsible for:

- Coordinating all logistics of Annual Meeting.
- Ordering all awards.
- Preparing agenda with approval from Education and Awards Committee.
- Assisting Education and Awards Committee as needed.

Induction of the new officers. State Health Director or designee issues the Public Health Oath/Pledge at the Annual Meeting. (*Appendix B*)

Transition Planning for Officers

- President appoints committee chairs – **December**
- President establishes meeting dates and times for committees -- **December**
- President determines representatives to attend key stakeholder meetings -- **December**
 - NCACC:
 - Legislative Goals Committee (generally biennial with the General Assembly)
 - Health and Human Services Committee
 - NCDHHS – all officers
 - DPH Leadership – all officers
- Officers develop strategic plan -- **January/February**
- Secretary-Treasurer provides budget for review/approval – **May/June**

Monthly Calendar

January

- NC Legislative session begins (in odd numbered years)
- Executive Committee conference call Monday before monthly business meeting
- NCALHD Annual Meeting and monthly Business meeting are held in Raleigh in conjunction with the Public Health Leader's Conference sponsored by DPH, (New officers publicly installed)
- Committee meetings held at the discretion of the chair

February

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting

March

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting

April

- Executive Committee conference call Monday before monthly business meeting
- Monthly business meeting held in conjunction with Annual Legal Conference
- Committee meetings held at the discretion of the chair
- Annual Legal Conference sponsored by UNC SOG, Chapel Hill

May

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings and monthly Business Meeting held in conjunction with NCPHA Educational and Advocacy Day
- Legislative short session begins (even numbered years)
- Proposed budget for upcoming fiscal year is presented
- Accreditation invoices will be emailed to Health Directors

June

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting
- Fiscal year ends June 30
- Proposed budget is voted on by all members

July

- New fiscal year begins
- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting
- Invoice for NCALHD/NCPHA Organizational/NACCHO dues will be emailed to Health Directors.

August

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting

September

- Executive Committee conference call Monday before monthly business meeting
- Monthly business meeting held in conjunction with NCPHA Annual Educational Conference
- Committee meetings are held at the discretion of the Committee Chair
- Report from Nominations Committee for slate of officers

October

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting
- NCALHD award nominations are distributed

November

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting
- Officers shall be elected by Members in November

December

- Executive Committee conference call Monday before monthly business meeting
- Committee meetings
- Monthly business meeting
- NCALHD Award nominations due
- New Officers assume duties after the December meeting
- Standing Committee Chairs appointed and meeting schedule determined
- Finalize Biennium Legislative Agenda (in even numbered years), review and amend Legislative Agenda if needed (in odd numbered years)

NCALHD Liaisons

Liaisons duties and or responsibilities include attending the meetings and reporting back to the NCALHD to keep the Association informed of all partner activities, issues and any information pertinent to Public Health.

COMMITTEE	CURRENT REP(S):
NC Accreditation Board	Chris Dobbins Teresa Ellen
SHIFT NC	
Advisory Committee on Cancer Coordination and Control	Helene Edwards
AIDS Advisory Committee	Bill Smith
Association of NC Boards of Health	Jane Hinson
Cancer Coordination and Control Advisory Committee	Fred Moore Wanda Robinson
Centralized Intern Training	
Center for Public Health Quality (CPHQ)	Doug Urland
CPHQ Division Wide Action Oriented Committee	Jim Bruckner
Children with Special Needs Committee	
Child Fatality Task Force	Stacie Saunders
Commission for Health Services	
Community Care of NC Board (CCNC)	John Morrow
Food Services Advisory Committee	Terrell Davis
Foundation for Health Leadership and Innovation (Bernstein)	
Healthcare Acquired Infection Committee	John Morrow
Healthy Start Foundation	
HIE Board	
HIS Oversight Committee	Doug Urland
HPV Advisory Board	Helene Edwards Wanda Robinson
Minority Health Advisory Council	
NACCHO Representative	Chris Dobbins
NC 3N Board	John Morrow
NC Alliance for Health	Bill Smith
NC Alliance for Public Health Agencies	Scott Harrelson David Jenkins Davin Madden Stacie Saunders Phillip Tarte David Stanley

NCACC HHS Steering Committee	President/President-Elect
NC Cancer Roundtable	John Morrow
NC Community Improvement Health Collaborative	Jim Bruckner Dennis Joyner
NC Department of Health and Human Services- Office of the Secretary's Science Advisory Board (DHHS & DEQ)	Phillip Tarte
NC Diabetes Advisory Council Diabetes Prevention Program Task Force	
NCHICA	
NC Immunization Advisory Committee	John Morrow
NC Immunization Coalition	Sue Lynn Ledford
NC Institute of Medicine	Phillip Tarte
NC Medical Care Advisory Committee (DMA)	Marilyn Pearson
NC Partnership for Children's Legislative Board	Dorothea Wyant
NC Perinatal Oral Health Task Force	John Morrow
NC Public Health Association	Teresa Ellen Lisa Harrison David Jenkins Stacie Saunders
NC School Based Health Alliance	
NC Task Force on Genomics & Public Health	Samantha Ange
NC Pesticide Board/Advisory Committee for Agriculture	Phillip Tarte
Opioid Prescription Drug Abuse Advisory Committee (OPDAAC)	Sue Lynn Ledford
Population Health Improvement Partners	
Public Health Nursing Education Committee	
REHS Board	Ann Absher
Social Work Education Committee	
Task Force on Substance Abuse	
Vector Borne Disease Task Force	Bill Smith

APPENDIX A

Health Departments by Region

<p><u>Region 1</u> Cherokee Clay Graham Haywood Jackson Macon Swain Transylvania</p>	<p><u>Region 2</u> Buncombe Burke Caldwell Henderson Madison Rutherford-Polk-McDowell Yancey-Mitchell-Avery</p>	<p><u>Region 3</u> Davidson Davie Forsyth Stokes Surry Watagua-Ashe-Alleghany Wilkes Yadkin</p>
<p><u>Region 4</u> Alexander Cabarrus Catawba Cleveland Gaston Iredell Lincoln Mecklenburg Rowan Stanly Union</p>	<p><u>Region 5</u> Alamance Caswell Chatham Durham Guilford Orange Person Randolph Rockingham</p>	<p><u>Region 6</u> Anson Cumberland Harnett Hoke Lee Montgomery Moore Richmond Scotland</p>
<p><u>Region 7</u> Edgecombe Franklin Granville-Vance Halifax Johnston Nash Wake Warren Wilson</p>	<p><u>Region 8</u> Bladen Brunswick Columbus Duplin New Hanover Onslow Pender Robeson Sampson</p>	<p><u>Region 9</u> Bertie- Camden-Chowan- Currituck-Gates-Hertford- Paquotank-Perquimans Dare Hyde Martin-Tyrrell-Washington Northampton</p>
<p><u>Region 10</u> Beaufort Carteret Craven Greene Jones Lenoir Pamlico Pitt Wayne</p>	<p>A map of the Regions can be found on the NCALHD website - Map of Regions</p>	

APPENDIX B

Public Health Pledge

I pledge to do all within my power to safeguard human and environmental health through prevention, protection, and education efforts. I will accept the responsibility to use my talents, training, and professional experience to instill public trust in all my public health endeavors. It is my personal commitment to serve my community with integrity and pride.