



Educating and Informing your Local BOH – Tools and Tips

2010 Iowa Governor's Conference
on Public Health
April 13, 2010
Ames, Iowa



Local Boards of Health Toolkit

Session Objectives

- Demonstrate the structure and functionality of the LBOH toolkit
- Outline the importance of the toolkit
- Identify strategies on how to use the toolkit (online, face-to-face, other)
- Articulate a need for orientation and training for local board of health members.

GPPHLI Project

- Great Plains Public Health Leadership Institute background- purpose of projects
- Project focus: characteristics that demonstrate the engagement of local BOH members in public health policy
- Project details: identified interviewees through peers, telephone survey (7 from Iowa, 5 from Nebraska)- summer of 2009

Survey Findings

- Little policy work initiated
- Many expressed desire to get more involved
- Demonstrated need for training and orientation for LBOH members
- Knowledge of public health issues associated with more involvement in public health policy

Local Boards of Health Toolkit

[Download Toolkit \(PDF\)](#)

[Complete an Evaluation](#)

Click on any button below to access the toolkit resources.

[What is Public Health?](#)

[Roles and Responsibilities](#)

[LBOH and Supervisors](#)

[Other Public Health Law](#)

[Iowa PH Modernization](#)

[Resources](#)

Welcome to:

Local Boards of Health TOOLKIT



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The **Local Boards of Health Toolkit** is designed to assist board of health and board of supervisor members with their roles and responsibilities in promoting the mission of public health.

This toolkit is not intended to be completed all at one time.

The toolkit focuses on the resources local board of health members may need during their tenure. If you would like to leave your comments or feedback, please click on the Evaluation link above.

[Click here to download the full toolkit \(PDF format.\)](#)

What is the Toolkit?

- Online, organized list and links to resources, documents, Iowa Code, websites, etc. related to LBOH
- focuses on the resources that LBOH members may need during their tenure
- updated and new information – such as the expanded section for environmental health

Toolkit History and Facts

- LBOH members need access to public health information
- LBOH Toolkit created in partnership and released in April 2008 by:
 - The University of Iowa College of Public Health Institute for Public Health Practice
 - Iowa Counties Public Health Association
 - Iowa Department of Public Health
- Updated Feb/March 2010

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Purpose: This Local Boards of Health Toolkit is designed to assist board of health and board of supervisor members with their roles and responsibilities in promoting the mission of public health. **This toolkit is not intended to be completed all at one time.** It focuses on the **resources** that LBOH members may need during their tenure. If you would like to leave your comments or feedback, please click on the evaluation link below.

Components of Toolkit

- What is Public Health?
- Roles and Responsibilities of a LBOH Member
- The LBOH and County BOS
- Other Public Health Law
- Iowa Public Health Modernization
- Resources

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What is Public Health?

[General Introduction](#)

[Core PH Functions](#)

[PH and Common Acronyms](#)

[Reference Book](#)

Roles and Responsibilities

[LBOH and Supervisors](#)

[Other Public Health Law](#)

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Section I: What is Public Health?

What Is Public Health?

Many of the major improvements in the health of American people have been accomplished through public health measures. Control of epidemics, safe food, water, maternal, and child health services are only a few of the public health achievements that have prevented countless deaths and improved the quality of American life.

A. Core Public Health Functions and Essential Public Health Services

The Operational Definition of a Functional Local Health Department (Brochure) was developed by the National Association of County and City Health Officials (NACCHO) in 2005 to describe and promote the emerging trend of standards based public health.

B. Public Health and Common Acronyms

This document lists the most common acronyms and abbreviations used in public health settings in Iowa.

C. Reference Book

This book highlights the need for effective public health services due to ever increasing threats to the public's health in the 21st century.

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[What is Public Health?](#)[Roles and Responsibilities](#)[LBOH and Supervisors](#)[Other Public Health Law](#)[Iowa PH Modernization](#)[Resources](#)

Roles and Responsibilities of a Local Board of Health Member - General Introduction

As a member of the Local Board of Health, this section of your orientation will acquaint you with your role, responsibilities, and authority. You are now a member of the governing board in your county or district which has been given the "jurisdiction over public health matters".

First, you will become acquainted with your role in complying with your legal responsibilities. This section will introduce you to the Iowa Codes and the Iowa Administrative Codes (IAC) that are specific to the local boards of health. This will include learning about the proper conduct of open meetings, the legal issues of providing public health services, and the powers of the board of health.

You will study how the local board of health has an active role in determining what the public health needs are in your community, and evaluating whether current services meet these needs.

You will also learn about your role regarding fiscal oversight for public health in your county or district. This includes setting goals and priorities, determining how public health will be provided in your community, and ensuring that the services that are provided are effectively and efficiently using resources.

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What is Public Health?

Roles and Responsibilities

General Introduction
Functions of the Board
Mission/Vision of Board
Ethics
Guidebook for LBOH
10 Rules of Thumb for LBOH
Simp. Parliamentary Proc.
Robert's Made Simple
Code of Iowa, Chapter 137
IAC [641], Chapter 77
IAC [641], Chapter 78

LBOH and Supervisors

Other Public Health Law

Iowa PH Modernization

Resources

Section II: Roles and Responsibilities of a Local Board of Health Member

Roles and Responsibilities of a Local Boards of Health Member

As a member of the Local Board of Health, this section of your orientation will and authority.

Agency Mission/Vision
Table of Organization
Annual Report
Health Dept. Programs
EH Websites
EH Documents
EH Interview Questions
IAC Chapter 331.434
PH Partners and Linkages
Promoting Health

Examples; your local board of health

Appendix List

Board of Health, you will be devoting protect the health of your friends and

Developed a mission and vision statement
Health Director/Administrator will are present in your county or

3. Ethics

Local board of health members are held in high regard in the community, as they are elected to protect the health of the public.

4. Roles and Responsibilities

a. Guidebook for Local Boards of Health

This document provides a basic outline of the relationship between local boards of health, the Iowa Department of Public Health, and the communities with whom local boards of health work.

b. Ten Rules of Thumb for Local Boards of Health

This document highlights some of the legal aspects of boards of health and

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[BOS Appointment Guide](#)

[Iowa Code, Chapter 331.321](#)

[Other Public Health Law](#)

[Iowa PH Modernization](#)

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Section III: The Local Board of Health and the County Board of Supervisors

[The Local Board of Health and the County Board of Supervisors](#)

In this section, you will be introduced to working with the County Board of Supervisors. You will learn how the local board of health is a part of the local government structure, and how you are appointed.

[A. Board of Supervisors Appointment Guide](#)

This document explains what requirements board of supervisor members have for potential new local board of health members, including board responsibilities, and information needed before appointment to the board of health.

[B. Appointment and Removal of Board of Health Members: Iowa Code Section 331.321](#)

This statute explains the process a board must follow to appoint new members or remove members found to be in violation of state law.

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[What is Public Health?](#)[Roles and Responsibilities](#)[LBOH and Supervisors](#)[Other Public Health Law](#)[General Introduction](#)[How Iowa Law Is Made](#)[How to Access Iowa Code](#)[IAC \[641\], Chapter 170](#)[Code of Iowa, Chapter 135](#)[Iowa PH Modernization](#)[Resources](#)

Section IV: Other Public Health Law

Other Public Health Law

The Code of Iowa is the law of the State of Iowa. The Code of Iowa is created and adopted through legislative process. Once a bill is introduced, it must go through a series of events before becoming law.

A. How Iowa Rules and Law Are Made

This document explains the process in which laws are created and published in the state of Iowa. Differences between Iowa Code, appropriations, and Iowa Administrative Code are highlighted.

B. Other Laws and Rules

1. Instructions how to access Iowa Code and IAC

These two links below demonstrate step by step the process of finding Iowa Code and Iowa Administrative Code on The Iowa Legislature General Assembly website.

2. State Board of Health: IAC [641], 170

This document contains Iowa Administrative Code that pertains to the Iowa Department of Public Health and the state-level Board of Health.

3. Code of Iowa, Chapter 135

This document highlights Chapter 135 of Iowa Code, which pertains to public health at the state level.

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[Other Public Health Law](#)

[Iowa PH Modernization](#)

[General Introduction](#)

[Standards & Modernization](#)

[Resources](#)

Section V: Iowa Public Health Modernization

Iowa Public Health Modernization

Many challenges face public health in Iowa. Challenges include: new or re-emerging diseases, an aging population, an underprepared public health workforce, decreased funding, an increasing immigrant population, health disparities, a new role in planning for and responding to public health emergencies, and inconsistent delivery of services statewide.

A. Iowa Public Health Practice Standards and Public Health Modernization

This video series from 2007 explains the process in which the Iowa Public Health Standards were created, as well as the roles local and state level public health play in keeping to the criteria set out by the standards document.

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Section VI: Resources

A. Legal Resources

1. List of all Iowa Code sections which make reference to a "Local Board of Health" or "County Board of Health"

This document was created to bring together all of the different instances in Iowa Code in which local public health is mentioned.

2. Tort Liability: Code of Iowa, Chapter 670

This statute discusses financial and legal issues related to local boards of health. Topics included in this chapter of Iowa Code include definitions, insurance, legal settlements, taxes, and what to do in case of judgments in Iowa courts that are against the local board of health.

3. A Bakers Dozen - 13 Issues Regarding the Open Meeting Law

This PowerPoint presentation summarizes the details of the Open Meeting Law, and explains which governmental bodies are covered by the law. This presentation is an excellent introduction for individuals who do not have a background in law, or are new to public health or the local board of health system in Iowa. It may be too basic for seasoned members of local boards of health.

4. Iowa Attorney General Sunshine Advisories (relate to Iowa Code Sections 21 and 22)

The Iowa Attorney General's Office has issued monthly "Sunshine Advisory" bulletins since November 2001. The Advisories discuss basic requirements and application of Iowa's Open Meetings Law and Public Records Law (Chapter 21 and Chapter 22 of the Iowa Code).

B. Evaluation Resources

1. Director's Evaluation: Guide for Performance Evaluation

This document provides a tool for evaluating directors of local public health

Utilization of Toolkit

- How to use it?
- Why it should be used?
- Who/where and when to use it?
 - Individuals
 - BOH meetings
 - BOS meetings
 - LPH staff, community partners
- Important Toolkit Material
- New Toolkit Material

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Environmental Health Documents

The documents and links listed on this page are Iowa-specific, and include responsibilities of local boards of health in regards to environmental health, organization and structure at the Iowa Department of Public Health's Environmental Health Bureau, programs available through the Iowa Department of Public Health, and other resources that may expand the knowledge of local board of health members.

Board of Health Responsibilities Specific to Environmental Health Programs

- [Powers of Local Boards](#)
- [Additional Powers of Local Boards](#)
- [Legal Definitions](#)

[Environmental Health Division Table of Organization](#)

[Environmental Health Division Directory](#)

[Toxicology Resources](#)

[Environmental Health - A Profile of Iowa's Systems](#)

Environmental Health Programs

- [Food Safety Program](#)
- [Nuisances Program](#)
- [Pools Program](#)
- [Wastewater Treatment Program](#)
- [Water Quality Program](#)

[Identification and Abatement of Nuisances](#)



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National Association of Local Boards of Health

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NALBOH helps boards of health improve the health of their communities.

Program Quick Links

-  [Board Governance](#)
-  [Community Health](#)
-  [Environmental Health](#)
-  [Preparedness](#)

Questions?
[Contact NALBOH](#)



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11th Annual Ned E. Baker Lecture in Public Health

Thursday, April 8, 2010

4-5:30pm (Eastern)

*"A Growing Hunger: The Nation's Demand for
Food Safety and Nutrition Information."*

**Bowling Green State University,
228 Bowen-Thompson Student Union**

[View more information about the Lecture.](#)

The panel features nationally recognized experts who will discuss food safety efforts, menu labeling, import food security, food marketing and the impact of advertising and labeling on obesity. This live event is open to the public and is also available via webcast. **[Click to register for the webcast.](#)**

**NALBOH Board of Health
Roundtable
(immediately following the lecture)**

The Board of Health Roundtable will help board of

Hot Topics

- [County Health Rankings](#)
- [H1N1 Flu Information and CDC Guidance](#)
- [New Resource Order Catalog](#)
Expanded and updated to meet your needs. (pdf)
- [Interested in becoming an exhibitor or sponsor](#) at the 18th Annual NALBOH conference?
- [Searchable US Map of State Tobacco Control Resources](#)
- [Updated Site Map](#)
- *Find all the information you need...even faster!*

Membership

Have you renewed your NALBOH

Toolkit Interaction

- Seven groups
- Six computer stations
- GPPHLI display is station #7
- Complete the Toolkit Quiz
- Large group discussion

Toolkit Scavenger Hunt

1. Complete the scavenger hunt “quiz”
2. Three sets of questions (5/quiz)
3. Each group will report out

Toolkit Feedback

- What did you learn from the Toolkit Scavenger Hunt?
- What do you think is important to use with the LBOH?
- What do you like about the toolkit?
- What are you surprised to see in the toolkit?
- What could be better?
- Don't miss reviewing/using the “top” items!

What's Missing in the Toolkit

- Suggestions for Improvement
- Material/resources to include
- Evaluation of the site

LBOH Toolkit Top 10

1. Public Health Common Acronyms and Abbreviations (What is PH)
2. Guidebook for Local BOH (Roles and Responsibilities)
3. Code of Iowa, Chapter 137 (Roles and Responsibilities)
4. LBOH Financial Management (Roles and Responsibilities)
5. Appointment and Removal of BOH Members: Iowa Code Section 331.321 (LBOH and Supervisors)

Top 10 Continued

6. Instructions on how to access Iowa Code and IAC (Other Public Health Law)
7. State Board of Health: IAC [641], 170 (Other Public Health Law)
8. Iowa Public Health Practice Standards and Public Health Modernization (Iowa Public Health Modernization)
9. List of all Iowa code sections which make reference to LBOH or County BOH (Resources)
10. A Bakers Dozen: 13 Issues Regarding the Open Meeting Law (Resources)



Public Health Toolkit



ENTER THE TOOLKIT

Do you have any suggestions to improve this toolkit? Contact [Jay Cooper](#) with your comments and questions.

[Click here to fill out a brief evaluation](#) to help improve this toolkit!

Related resources for Public Health



Public Health Toolkit

CLICK ON ANY BUTTON BELOW TO SEE THE DROP-DOWN MENU FOR EACH CATEGORY

- PH Introduction
- Education and Training
- Resources
- Public Health in Iowa
- Index of Topics



KEY TO ICONS

- Face-to-Face/Classroom
- Online/Distance Education
- Document

This toolkit is designed for those currently in public health practice, especially for those who are new to public health. The information included is for people in all branches and areas of public health practice, from environmental health to policy development to health communication, and everything in between.

This toolkit contains introductory material on public health topics, education and training material relevant to public health practitioners, state and federal public health resources, and an index of pressing topics with which all public health practitioners should be familiar.

Thank you!

- To the ICPHA members who helped develop and update this toolkit.
- To the IDPH staff who helped develop and update this toolkit.
- To YOU – for participating today and considering how you can use the LBOH Toolkit!

Presenters

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