



**MEETING OF THE PUBLIC HEALTH ADVISORY BOARD
SPECIAL MEETING**

September 6, 2024
12:00 p.m. to 3:00 p.m.

In Person Meeting
WECU Education Center, 511 E Holly Street, Bellingham, WA 98225

A G E N D A

Meeting Topics		Presenter	
1.	Call to order. Acknowledgments. Roll call of PHAB Members. Meeting Expectations and Agreements	12:00-12:10	Sterling Chick
2.	Connections: Member Networking	12:10-12:30	Lynnette Bennett
3.	Review Ordinance. Discuss Scope of PHAB (Pages 2-4)	12:30-1:45	Lynnette Bennett
4.	Break	1:45-1:55	
5.	2025 Workplan	1:55-2:40	Lynnette Bennett
6.	Closing. Identify next steps	2:40-3:00	Sterling Chick
<p>The public is invited to email written comments on agenda items or other topics of interest to the Public Health Advisory Board at PHAB@co.whatcom.wa.us. Please put "PHAB Public Comment" in the subject line. Written comments received at least 48 hours before the meeting will be distributed to board members prior to the meeting. Oral comments from the public will be limited to topics on the agenda.</p> <p>Per RCW 42.17A.555 the use of public facilities to support or oppose candidates or ballot issues is prohibited. Members of the public and the legislative body are not allowed to speak in support of, or in opposition to, a ballot measure or individual candidacy during an open public meeting. Please refrain from raising campaign issues when addressing the Board.</p>			
Adjourn			

Community members who require special assistance to participate in a committee meeting are asked to contact the meeting facilitator at least 4 business days in advance.



RCW 70.46.140

(Per Washington Administrative Code) Community health advisory boards—Membership—Meetings.

(1) A community health advisory board shall:

(a) Provide input to the local board of health in the recruitment and selection of an administrative officer, pursuant to RCW 70.05.045, and local health officer, pursuant to RCW 70.05.050;

(b) Use a health equity framework to conduct, assess, and identify the community health needs of the jurisdiction, and review and recommend public health policies and priorities for the local health jurisdiction and advisory board to address community health needs;

(c) Evaluate the impact of proposed public health policies and programs, and assure identified health needs and concerns are being met;

(d) Promote public participation in and identification of local public health needs;

(e) Provide community forums and hearings as assigned by the local board of health;

(f) Establish community task forces as assigned by the local board of health;

(g) Review and make recommendations to the local health jurisdiction and local board of health for an annual budget and fees; and

(h) Review and advise on local health jurisdiction progress in achieving performance measures and outcomes to ensure continuous quality improvement and accountability.

(2) The advisory board shall consist of nine to 21 members appointed by the local board of health. The local health officer and a member of the local board of health shall serve as ex officio members of the board.

(3) The advisory board must be broadly representative of the character of the community. Membership preference shall be given to tribal, racial, ethnic, and other minorities. The advisory board must consist of a balance of members with expertise, career experience, and consumer experience in areas impacting public health and with populations served by the health department. The board's composition shall include:

(a) Members with expertise in and experience with:

(i) Health care access and quality;

(ii) Physical environment, including built and natural environments;

(iii) Social and economic sectors, including housing, basic needs, education, and employment;

(iv) Business and philanthropy;

(v) Communities that experience health inequities;

(vi) Government; and

(vii) Tribal communities and tribal government;

(b) Consumers of public health services;



(c) Community members with lived experience in any of the areas listed in (a) of this subsection; and

(d) Community stakeholders, including nonprofit organizations, the business community, and those regulated by public health.

(4) The local health jurisdiction and local board of health must actively recruit advisory board members in a manner that solicits broad diversity to assure representation from marginalized communities including tribal, racial, ethnic, and other minorities.

(5) Advisory board members shall serve for staggered three-year terms. This does not preclude any member from being reappointed.

(6) The advisory board shall, at the first meeting of each year, select a chair and vice chair. The chair shall preside over all advisory board meetings and work with the local health jurisdiction administrator, or their designee, to establish board meeting agendas.

(7) Staffing for the advisory board shall be provided by the local health jurisdiction.

(8) The advisory board shall hold meetings monthly, or as otherwise determined by the advisory board at a place and time to be decided by the advisory board. Special meetings may be held on call of the local board of health or the chairperson of the advisory board.

(9) Meetings of the advisory board are subject to the open public meetings act, chapter [42.30](#) RCW, and meeting minutes must be submitted to the local board of health.

[[2021 c 205 § 7.](#)]

NOTES:

Finding—2021 c 205: See note following RCW [43.70.675](#).



FOR DISCUSSION ON PHAB ROLES AND RESPONSIBILITIES AND RCW 70.46.140

From the highlighted section, each “shall” can be rearranged and grouped into three workflow categories:

1) Assigned from the Health Board to PHAB, often on an ad hoc basis:

- (a) **Provide** input to the local **board of health** in the recruitment and selection of an administrative officer, pursuant to RCW [70.05.045](#), and local health officer, pursuant to RCW [70.05.050](#);
- e) **Provide** community forums and hearings as assigned by the local **board of health**;
- (f) **Establish** community task forces as assigned by the local **board of health**;

2) Assigned to PHAB from Health and Community Services:

- (c) **Evaluate** the impact of **proposed public health policies and programs**, and assure identified health needs and concerns are being met;
- (g) **Review** and make recommendations to the **local health jurisdiction** and local **board of health** for an annual budget and fees.
- (h) **Review** and advise on **local health jurisdiction** progress in achieving performance measures and outcomes to ensure continuous quality improvement and accountability.

3) Assigned to PHAB by state code:

- (b) Use a health equity framework to **conduct, assess, and identify** the community health needs of the jurisdiction, and **review and recommend** public health policies and priorities for the local health jurisdiction and advisory board to address community health needs;
- (d) **Promote** public participation in and identification of local public health needs;