



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

NCLHDA BOARD

OPERATIONAL GUIDELINES

The NCLHDA Board Operational Guidelines are to be followed by all Board members. These guidelines have the force of policy.



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

NCLHDA BOARD OPERATIONAL GUIDELINES

Table of Contents

- 1. Name and Office**
- 2. Authority**
- 3. NCLHDA Board Member Characteristics**
- 4. NCLHDA Board Membership**
- 5. NCLHDA Board Member Terms**
- 6. Officers and Committees**
 - a. Chair and Vice-Chair
 - b. Secretary
 - c. Standing committees
 - Appeals
 - Standards and Evidence
 - Policy Review
 - Temporary committees
- 7. Meetings**
 - a. Regular Meetings
 - b. Agenda
 - c. Presiding Officer
 - d. Quorum
 - e. Voting
 - f. Minutes
- 8. Amendments to Operating Procedures**
- 9. NCLHDA Board Protocol and Governance**

10. Other Procedural Matters

- Accreditation Vote
- Appropriate Behavior
- Attendance
- Closed Sessions
- Confidentiality of Information
- Conflict of Interest
- Dress Code
- Required Training

11. Compliance with North Carolina Law

Attachments

Attachment 1 – NCLHDA Board Member Statement



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

NCLHDA BOARD OPERATIONAL GUIDELINES

The NCLHDA Board Operational Guidelines are to be followed by all Board members. These guidelines have the force of policy.

1. Name and Office

The name of this organization is the North Carolina Local Health Department Accreditation Board (hereinafter “NCLHDA Board” or “Board”). The principal office of the NCLHDA Board is located at NC Institute for Public Health (NCIPH), Campus Box 8165, Chapel Hill, NC 27599-8165.

2. Authority

The Board is established through NCGS § 130A-34.1. The statute states that the Board shall “assign an accreditation status to each local health department” and thus serves as the adjudicating body for the North Carolina Local Public Health Accreditation (NCLHDA) program. The work of the Board is implemented through rules, Chapter 48 under 10A NCAC, adopted by the Commission for Public Health.

3. NCLHDA Board Member Characteristics

The expected characteristics of Board members include:

- Maintaining collegial interactions with other Board members, NCLHDA staff and public health colleagues
- Maintaining objectivity and impartiality
- Respecting the uniqueness of the local health departments being assessed and discussed
- Maintaining flexibility and confidentiality
- Acting in the best interest of the Board and the NCIPH

- Avoiding conflicts of interest and disclose such when identified
- Exercising diligence and active participation
- Adherence to the mission and goals of accreditation

4. NCLHDA Board Membership

The Local Health Department Accreditation Board is established within the North Carolina Institute for Public Health. The Board shall be composed of 17 members appointed by the Secretary of the Department of Health and Human Services as follows:

- Four shall be county commissioners recommended by the North Carolina Association of County Commissioners
- Four shall be members of a local board of health as recommended by the Association of North Carolina Boards of Health
- Three shall be local health directors, recommended by the North Carolina Association of Local Health Directors through the Accreditation Liaison Committee
- Two shall be staff members from the Division of Public Health, Department of Health and Human Services, recommended by the State Health Director
- One shall be a staff member from the Division of Environmental Health, recommended by the Secretary of Environmental and Natural Resources
- Three shall be at large members

In appointing Board members, all efforts will be made to choose candidates who reflect the rich diversity of our state, including geographical representation, type of local public health agency, and racial/ethnic/cultural attributes.

5. NCLHDA Board Member Terms

Board members are appointed for four years. Members may be reappointed for a maximum of three times or twelve years.

6. Officers and Committees

a. Chair and Vice-Chair

The Chair is selected by the Secretary of NC Department of Health & Human Services upon recommendation of the Accreditation Administrator. The Board members shall elect a Vice-Chair by majority vote. The Chair and Vice-Chair shall serve until they are no longer Board members or until they resign the position.

b. Secretary

The Accreditation Administrator (AA) shall serve as Secretary to the Board, but the AA is not a member of the Board. The AA may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate NCLHDA program employee.

c. Standing committees

The Board shall have the following standing committees:

Appeals: It is the duty of this committee to receive appeals from local health departments and to schedule hearings, if held. The committee shall be composed of five members with the Board Chair serving as chair of the committee. Other members, which shall be appointed by the Board Chair, are one health director, one commissioner, one Board of Health representative, and one at large Board member.

Standards and Evidence: It is the duty of this committee to review changes to accreditation standards and required evidence. The committee shall be composed of five members appointed by the Board Chair. Members are one health director, one commissioner, one Board of Health representative and two at large Board members. The Board Chair shall designate the chair of the committee.

Policy Review: It is the duty of this committee to review and/or recommend policies for the NCLHDA Board and operations. The committee shall be composed of five members appointed by the Board Chair. The Board Chair shall designate the chair of the committee.

All standing committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

Ad Hoc Committees

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. The Board Chair appoints committee members.

All temporary committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

7. Meetings

a. Regular Meetings

The Board shall hold regular meetings on a quarterly schedule with the Chair approving the date of the meeting. The meetings shall be held at a location and at a time determined by the Board Chair in consultation with the Accreditation Administrator.

b. Agenda

The Accreditation Administrator (AA) shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the AA at least five working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any other request, such as from a non-Board member, for an item to be placed on the Board's agenda shall be submitted in writing to the AA at least ten working days before the meeting.

c. Presiding Officer

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

d. Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting shall be counted as present for purposes of determining whether or not a quorum is present.

A quorum is required to vote on any changes in process or procedures or to determine local agency's accreditation status.

e. Voting

Board members shall not be permitted to abstain from voting, unless so indicated through a conflict of interest. A member must abstain from voting in cases involving conflicts of

interest as defined by North Carolina law. If a member has withdrawn, the member's vote shall be recorded as an affirmative. All actions of the Board must be adopted by at least a majority vote.

f. Minutes

The Accreditation Administrator shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before or at the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes at the offices of the NCIPH.

8. Amendments to Operating Procedures.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

9. Board Protocol and Governance

The book *SUGGESTED RULES OF PROCEDURE FOR SMALL LOCAL GOVERNMENT BOARDS*, second edition, shall be the guideline for conducting deliberations and meetings. The Board may also refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

10. Other Procedural Matters.

Accreditation Vote: When determining accreditation status of a local health department, every Board member must vote unless a conflict of interest has been disclosed. One of three possible actions may be taken in reviewing the potential accreditation of a local board of health: 1) accreditation, 2) conditional accreditation, or 3) defer decision to the next meeting. Such a deferral may be taken only once for each site visit.

Appropriate Behavior: Board members should present themselves in a professional manner during the Board meeting, i.e., including, but not limited to the following behaviors:

- maintaining decorum with the parties involved in the Accreditation process
- participating in group discussions involving the adjudication process of the local health departments

Attendance: Attendance at all Board meetings is required. If Board members have more than one excused absence per calendar year, he or she may be asked to step down from their position. The Accreditation Administrator, in consultation with the Board Chair, will then make suggestions to the Secretary of the Department of Health and Human Services for a replacement.

Closed Sessions: Closed sessions may be held upon motion and vote of the Board in open session. Please refer to page 26 of *SUGGESTED RULES OF PROCEDURE FOR SMALL LOCAL GOVERNMENT BOARDS* for guidelines.

Confidentiality of Information: The information contained in the accreditation records of agencies participating in local health department accreditation is confidential. The integrity and credibility of the Board depends on keeping such information, discussions and deliberations confidential.

The agency accreditation records are the property of the Accreditation Administrator (and the NCIPH) on behalf of the Board. No original or copy of any agency accreditation record, or portion thereof, will be removed from the site of the Board meeting except by the AA at the conclusion of the meeting.

Conflict of Interest: A Board member must excuse themselves from voting if there is a perceived conflict of interest. A Board member may not vote on accreditation status or an appeal for the local health department for the county in which they reside. The excused member may participate in discussions. Board members may not serve on a site visit team while serving as an active Board member.

Applicant agencies and those participating in the accreditation process are scheduled and published. Board members will have an opportunity to identify any conflicts of interest that might disqualify them from participating in the adjudication process of a specific local health department. Possible conflicts of interest include:

- Current or former affiliation with the agency being reviewed
- Affiliation with an agency or organization in geographic proximity to the agency being reviewed

- A recent or current fiscal relationship or other vested interest in the agency or its activities
- A close relative in affiliation with the agency being reviewed

The conflict of interest will be noted and the Board member will be excused from participating in the adjudication process and participating in the voting of accreditation status and/or any appeals of the specific local health department.

Dress Code: The dress code for Board members, while representing the Board, NCLHDA or the NCIPH, is business attire.

Required Training: All Board members are required to complete an orientation process when appointed to the Board. The orientation will be provided by the AA or a member of the staff. Regular trainings will be offered to the Board regarding program updates, standards changes and other program operations. These trainings are required of all Board members.

11. Compliance with North Carolina Law

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the statutes and rules of local public health accreditation. To assist the Board in compliance, the AA shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

Approved and adopted by the North Carolina Local Health Department Accreditation Board on

_____.

Chair

Secretary



North Carolina

LOCAL HEALTH DEPARTMENT ACCREDITATION

Attachment 1

NCLHDA BOARD OPERATIONAL GUIDELINES

Board Member Statement

As a North Carolina Local Health Department Accreditation Board member, I must hold all agency accreditation information and the content of accreditation discussions and deliberations in confidence. I understand and agree that any violation of confidentiality may seriously jeopardize the accreditation process.

I recognize that a conflict of interest could jeopardize the accreditation status of a local health department. Conflicts of interest also undermine the credibility of the Board and the overall accreditation process. I understand and agree to disclose any potential, perceived or actual conflict of interest to the Board.

As a North Carolina Local Health Department Accreditation Board member, I have read and understand the Accreditation Board Operational Guidelines.

Name (Please Print)

Signature

Date