

**Contra Costa County  
Public and Environmental Health Advisory Board  
Guidelines for Conduct of Business**

I. Membership and Attendance

- A. The Public and Environmental Health Advisory Board (PEHAB) was established in 1986 by a Board Order. PEHAB has 19 members, representing the following regions or organizations, as determined by the Board Order.

Two (2) At-Large General  
Two (2) At-Large Central County  
Two (2) At-Large East County  
Two (2) At-Large West County  
Two (2) Consumer Representatives  
Adolescent/School-Age Population  
Children's Issues  
Environmental Health  
Hazardous Materials Commission  
Labor  
Private Medical Community  
Seniors' Issues  
Volunteer Health Agencies  
Immigrant Populations

- B. Members will serve four-year terms, which are renewable.
- C. New members will be recruited through an extensive outreach process. The PEHAB Steering Committee and staff will review applications and interview applicants, taking into consideration PEHAB's strong commitment to ethnic and geographic diversity. The Steering Committee will make recommendations to PEHAB and to the Health Services Department, which will present those recommendations to the Board of Supervisors. All members are appointed by the Board of Supervisors.
- D. PEHAB considers it imperative that members who vote are informed and knowledgeable about the matters they are voting on. Members who have missed meetings and therefore have not had an opportunity to read or be advised of information pertinent to a vote that is being taken are expected to abstain when there is not time available to bring those members up-to-date on the issue being voted on.
- E. Members must attend a minimum of four meetings in any given year. If someone is unable to attend a meeting, he/she is expected to call PEHAB staff ahead of time. If a member misses two meetings in a given year, PEHAB staff will meet with that member to discuss whether he/she has the time available to continue serving on PEHAB. If the member then misses a third meeting in a given year, the member will be asked to resign. The Steering Committee may decide that there are extenuating circumstances to overrule this decision.
- F. PEHAB members' responsibilities include: attending meetings, reading materials sent out prior to the meetings, serving as a conduit of information for the constituency each member represents, raising issues of interest and public health significance,

completing tasks assigned at meetings, and speaking in public on behalf of PEHAB. Staff assistance will be available as needed.

- G. A PEHAB chair will be elected by PEHAB members to serve a two-year term. Responsibilities of the PEHAB chair include: chairing PEHAB meetings, signing PEHAB correspondence, and representing PEHAB at public meetings or other public speaking engagements.

## II. Committees

- A. There will be one permanent committee, the Steering Committee. Other committees will be formed as needed, either on a standing or an ad hoc basis.
- B. The committees will function in an all advisory role to PEHAB and will not replace the direct responsibility of PEHAB to the Board of Supervisors or its direct relationship with the Health Services Department.
- C. PEHAB will encourage non-PEHAB members to join a PEHAB committee if they are knowledgeable or have experience in particular areas being addressed by a Committee.
- D. Committee Guidelines:
  - 1. Committees will be staffed by a staff person from the Public Health Division. Each committee will have a chair, who will be elected by committee members.
  - 2. Committees are responsible for their meeting dates, times and agendas. Meetings shall be open and public. Committees shall determine the minimum number of members for a quorum.
  - 3. Committee minutes will be distributed to all PEHAB members, and committee members will give a status report at PEHAB meetings.
  - 4. If time is limited at PEHAB meetings, committee chairs will report only on action items. Such reports will include the committee's recommendations, pros and cons, and the specific request for action. Committee chairs are responsible for ensuring that action items are on the PEHAB agenda.
  - 5. Each committee shall annually review its mission statement and accompanying work plan and time schedule. Changes in the mission statement, work plan or time schedule will be brought to the attention of PEHAB. Each committee chair, with staff assistance, will prepare an annual report summarizing the committee's activities, and distribute this to all PEHAB members.
  - 6. When a PEHAB member sits on a non-PEHAB committee at the request of PEHAB, the Health Services Department, or the Board of Supervisors, the member will make reports to PEHAB on that committee's activities, but will not commit PEHAB to any action or policy without PEHAB's consent. However, that member may participate as an individual without consulting PEHAB as long as such participation is clearly viewed as not representing PEHAB.

## E. Steering Committee

1. PEHAB will select a Steering Committee comprised of no more than six members who represent each region in the County and reflect the ethnic diversity of the County's population. The PEHAB chair will chair the Steering Committee (co-chairs will alternate when possible).
2. The Steering Committee's responsibilities include:
  - provide overall leadership and guidance to PEHAB in establishing priorities;
  - responsible for Board recruitment and development;
  - review and make recommendations to full Board of requests for legislative support;
  - respond to/delegate requests for PEHAB participation;
  - set meeting agendas;
  - consult with PEHAB staff on assigned duties; and,
  - in an urgent situation, can make a decision on behalf of PEHAB on matters that the full Board has already discussed and taken a position on.

## III. Referrals and Requests for Action

- A. PEHAB will respond to referrals or requests for action from the Board of Supervisors or the Health Services Department by providing appropriate policy and technical recommendations.
- B. If an item is referred to PEHAB for comment or consideration, appropriate staff input will be sought as part of the deliberation process.
- C. New referrals or requests for action will be brought to the full Board for discussion. If a new issue is raised that needs urgent action, PEHAB staff can take a phone vote of the full Board. In an urgent situation, the PEHAB Steering Committee can make a decision on behalf of PEHAB on a referral or request for action that the full Board has already taken a position on.
- D. When considering a new request for action, PEHAB members will use the PEHAB mission and PEHAB's six key issues to evaluate whether it is appropriate for PEHAB to respond to the request.

PEHAB's mission is to:

- anticipate emerging health needs to initiate prevention programs;
- focus public health interventions in communities with the greatest needs;
- balance available resources with growing needs; and,
- advocate for increased county action to improve community health.

## IV. Conduct of Business

- A. All meetings are open to the public. Agendas and meeting packets will be mailed out prior to the meetings. A public comment period will be on every agenda. Agendas will be put together by staff and the PEHAB Steering Committee. Anyone wishing to add an item to the agenda must submit a written request to PEHAB Steering Committee two weeks prior to the meeting.

- B. Decisions will be made by 51% of the voting members present at a meeting, and decisions can be made on items that have been placed on an agenda mailed to members prior to the meeting. It should be understood that members who cannot be present at a meeting may call in their position to be included in the vote.

PEHAB will try to reach consensus on any item that is being considered. A decision will be finalized when a motion is made, seconded, and acknowledged by the chair, and a vote is taken.

- C. PEHAB members may speak in public on behalf of PEHAB, or act as spokespeople for PEHAB on specific issues, at the request or approval of PEHAB, the PEHAB chair or staff. In all cases where members wish to be identified as a PEHAB member (including written correspondence and speaking engagements), such approval should be sought. The member should notify staff or the chair in advance.
- D. Regarding potential conflicts of interest, Board members are asked to identify and excuse themselves from voting on any issue from which they or the organization they work for stands to gain financial benefits.
- E. Regarding compensation, PEHAB members will be reimbursed for mileage to and from PEHAB meetings.

#### V. RECOGNITION

- A. An individual must be a member of PEHAB for five years or more to be recommended to the Board of Supervisors for official recognition.

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