



612 6th St., Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

**BY-LAWS**

OF THE

**SCIOTO COUNTY HEALTH DISTRICT**

**BOARD OF HEALTH**

ADOPTED: 02/14/2020





612 6th St., Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

## THE SCIOTO COUNTY HEALTH DISTRICT BOARD OF HEALTH BY-LAWS

### ARTICLE I **Mission**

To improve the quality of life and health for all residents of Scioto County by increasing access to healthcare, public awareness of healthy living, and disease prevention, leading to better living conditions and a healthy environment for all community members.

### **Vision**

A strong community in which residents are supported by the Scioto County Health Department and other community agencies in achieving optimal health and wellness, participating in disease prevention activities, maintaining a clean and healthy environment, and improving quality of life across the community. This will be accomplished by honoring our core *Values*.

### **Values**

- *Professionalism* in all aspects of our agency
- *Respect and Concern* for all clients, colleagues, and the community as a whole
- *Excellent Service* in all areas
- *Communication* with all stakeholders
- *Honesty* in all we do
- *Collaboration* with other agencies in the community
- *Stewardship*

### ARTICLE II **Legal Basis**

The Scioto County Health Department is an official health agency operating in accordance with Chapters 3709 and 3707 of the Ohio Revised Code. The Scioto County Health Department was organized in 1920 in response to the Spanish influenza epidemic and recognized by the State of Ohio as an official full time agency in 1934.

The Scioto County Board of Health is the governing body of the Scioto County Health Department and assumes full legal authority and responsibility for the operation of the Department.



612 6th St., Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

The Board of Health's major concern is the prevention of disease and the promotion of better health.

### **ARTICLE III Board of Health Structure**

The Scioto County District Advisory Council shall meet annually in March at a place determined by the chair and the Scioto County Health Commissioner for the purpose of electing the chair and the secretary, making necessary appointments to the board of health, receiving and considering the annual or special reports from the board of health, and making recommendations to the board of health or to the department of health in regard to matters for the betterment of health and sanitation within the district or for needed legislation. The secretary of the council shall notify the district health commissioner and the director of health of the proceedings of such meeting. (3709.03 ORC)

At least one member of the board of health shall be a physician. Appointments shall be made with due regard to equal representation of all parts of the district. (3709.03 (B) ORC)

Within thirty days after the appointment of the members of the board of health in a general health district, they shall organize by selecting one of the members as president and another member as president pro tempore. Section 3709.11 ORC. The person appointed as Health Commissioner shall be a licensed physician, licensed dentist, a licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health in a general health district. The Health Commissioner shall be secretary of the board, and shall devote such time to the duties of his office as may be fixed by contract with the board.

The President shall conduct all meetings of the Board, sign records thereof and perform all the duties performed by presidents of like bodies or commissions.

A president pro-tempore is elected annually (February) by the Board members from the Board of Health members to serve in the absence of the President (O.R.C. 3709.12).

### **ARTICLE IV Meetings**

Section 1. The regular meeting of the Scioto County Board of Health shall be held



612 6th St., Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

on the second (2nd) Friday of each month at 12:00 Noon at a designated location. If the meeting day is a holiday or there is not a quorum, said meeting shall be held at the discretion of the Board.

The Board shall meet at least once in each calendar month for the transaction of business unless for an unforeseen reason that may cancel the meeting. The decision to cancel shall be made jointly by the Board President, and/or board members and Health Commissioner.

A voting member of the Board shall not miss more than three unexcused meetings in a calendar year. Missing more than 3 board meetings for unexcused reasons may pose a hardship on the functions of the board. The said member's position on the board may be up for review and that member is at risk of being asked to step down from the board.

Notices of monthly meetings shall be distributed to all Board members to provide receipt at least three (3) days in advance of the meeting. Notice will include an agenda, minutes of the previous meeting and meeting location.

All meeting minutes are recorded and kept on file for State Audit (O.R.C. 3709.12-3709.20).

Section 2 Special meetings may be called by the President or three (3) Board members (O.R.C. 3709.12).

At least 72 hours prior notice shall be provided for each special meeting unless an emergency condition warrants meeting with shorter notification.

The Secretary shall notify members of the date, time and place of the meeting and specify the purpose for which the meeting has been called.

No other business except that for which the meeting has been called shall be transacted at a special meeting.

#### ARTICLE V **Committees**

The President of the Board shall appoint members to committees as needed. (ORC 3709.14)



612 6th St., Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

## **ARTICLE VI Duties of the Board**

The Scioto County Board of Health is the governing body of the health department and assumes full legal authority and responsibility for the operation of the department, according to the O.R.C. Chapters 3707 & 3709. The board of health of a general health district is a governmental agency and is separate from any county agency or municipality and not subject to its jurisdiction. (O.R.C. 3709.01) A general health district and the board of health formed thereunder are state agencies and employees of the board of health are governed by state law. (O.R.C. 3709.13).

The Scioto County Board of Health has delegated the Health Commissioner to interview and hire the Environmental Health Director and Director of Nursing. The Scioto County Health Commissioner has the authority to interview and hire the clerks, nurses and other personnel upon approval of the Board of Health (O.R.C. 3709.14). The Scioto County Board of Health sets and approves the department's policies. The health commissioner will provide information about all decisions to hire at the next board of health meeting. (3709.13 ORC).

The Scioto County Board of Health shall determine the duties and fix the salaries of its employees. (O.R.C. 3709.16) The Board of Health may procure health, life and liability insurance for its employees. (O.R.C. 3709.16-3709.161)

The Scioto County Board of Health duties include the fixing of hours in a work day, number of workdays per week and approving methods of accounting for time spent away from the department.

The Scioto County Board of Health's authority comes by a majority vote of the members of the Board at a meeting of the Board of Health.

The Scioto County Board of Health adopts regulations to protect the health of the general public. Board of Health regulations adopted for the general public must be advertised, recorded and certified in the same manner as municipal ordinances.

In case of emergencies endangering the public health, new Board of Health regulations may become effective immediately by emergency passage.



612 6th St, Suite D  
Portsmouth, OH 45662  
P: 740-355-8358  
F: 740-354-8623  
schd@sciotocounty.net  
www.sciotocountyhealth.com

The annual budget is prepared by the Health Commissioner, Administrator, Fiscal Officer, Department Directors then presented to the Board of Health for input/approval. The Board of Health approves the final budget.

## **ARTICLE VII Procedure**

### **Section 1. Order of Business**

- I Roll Call
- II Reviewing the Minutes
- III Public Comment
- IV. Board education (total 2 hours annually)
- V. Old Business
- VI. New Business
- VII. Report of Director of Nursing
- VIII. Report of Director of Environmental Health New Business
- IX. Report of Health Commissioner
- X. Adjournment

Section 2. The Board shall adopt its own rules of procedure but shall rely on "Robert's Rules of Order" for questions of parliamentary procedure, except where they are contrary to existing laws of the State of Ohio.

## **ARTICLE VIII Payments of Salaries and Other Expenses**

The Scioto County Treasurer which constitutes the Scioto County Health District shall be the custodian of the health fund. The Scioto County Auditor shall act as the auditor of the Scioto County Health District.

Salaries, bills and all other expenses shall be paid in accordance with O.R.C. 3709.31.

## **ARTICLE IX Amendment - Repeal Etc.**

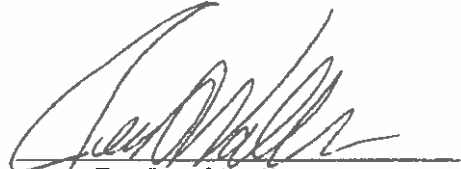
Section 1: These By-laws may be amended, altered, repealed, or new by-laws adopted by a majority vote of the Board, provided that notice of the proposed changes shall be given to each member of the Board at least five (5) days prior to the meeting during which such action is taken.



612 6<sup>TH</sup> STREET, SUITE D  
PORTSMOUTH, OH 45662  
P: 740.355.8358  
F: 740.354.8623  
[SCHD@SCIOTOCOUNTY.NET](mailto:SCHD@SCIOTOCOUNTY.NET)  
[SCIOTOCOUNTYHEALTH.COM](http://SCIOTOCOUNTYHEALTH.COM)

**Board Approval:**


  
\_\_\_\_\_  
Laura Miller,  
Board President

  
\_\_\_\_\_  
Dr. Jerod Walker

  
\_\_\_\_\_  
J.B. Marshall

  
\_\_\_\_\_  
Christy Sherman

\_\_\_\_\_  
Sean Sturgill

  
\_\_\_\_\_  
Dr. Michael Martin,  
Health Commissioner

Date: 2/14/2020