



Public Health Advisory Board

PHAB and its Associated Responsibilities

PHAB Purpose

To serve as advisory body to the Sacramento County Board of Supervisors on matters relating to local public health planning and policy issues. Specifically:

1. Identifying local public health and primary care needs and priorities;
2. Encouraging the development of public health and primary care services;
3. Coordinating various forums on public health and primary care issues;
4. Advising the Board of supervisors and/or Human Services Coordinating Council in all major policy matters concerning the nature, scope and extent of public health and primary care services
5. Assuming such other responsibilities as may be required by the Board of Supervisors, the Department of Health Services, the County Health Officer, the Deputy Director of Primary Health Services, or the Human Services Coordinating Council.

Legal Authority & Operational Guidelines

Controlling Legal Authority:

Board of Supervisors Resolutions:

- BOS Reso #94-1382
- BOS Reso #98-0160

PHAB Bylaws (Rev. 2023)

Brown Act

Useful Operational Guidelines

- Parliamentary Procedure (Roberts Rules of Order)
- Historical Perspective/Past Actions (“How did this work before?”)
- Work Plans

PHAB Tasks (Per current Bylaws)



1. Review DHS budget priorities and make recommendations to DHS and the Board of Supervisors;



2. Advise and comment on public health and primary care impacts from proposed County plans and/or proposals for program revision(s) or development;



3. Oversee the work of designated committees addressing public health and primary care issues, and bring forth their recommendations to the HSCC, First 5, and/or Board of Supervisors as appropriate;



4. Propose recommendations to DHS regarding development and improvement of the County's delivery of health care and related public health and primary care services; and



5. Facilitate the review of County proposals for federal and state funding and make recommendations to the Director of DHS, as requested.

PHAB Membership Basics

- Members: No less than 12, no more than 15 members—appointed by the BOS
 - Designated Seat: At least one (1) youth member between 16-24
 - General Requirements:
 - Residents of or employed in Sacramento County
 - Board=Broadly representative of Sac County
 - Consumer/consumer advocates
 - Community members
 - Public health professionals
 - Health care professionals
 - Health care providers/Hospitals
 - Education representatives
 - Each member gets 1 vote
 - Membership term: Three years per term. 2 term limit,

Executive Committee & Officers

Executive Committee

- Membership:
 - Chair + Vice Chair (or Co-Chairs)
 - 3 voting PHAB members
- Must meet quarterly (4 times/year), or as called by Chair
- All actions reported to PHAB
- Duty:
 - Act on behalf of full PHAB (for immediate nature)
 - As referred by PHAB

Officer Basics

- Elected Annually to one (1) year terms, beginning January 1
- Officers may serve up to three (3) successive one (1) year terms
- Options:
 - Chair, Vice Chair
 - Co-Chairs (shared Chair responsibilities)

Officer Roles & Duties

Chair

- Conduct all meetings
- Appoint all members and chairs of the Advisory Board's working committee, ad hoc, or task for committees—with PHAB confirmation
- Act as spokesperson for the PHAB

Vice Chair

- Temporarily serve in the place of Chair (if Chair is absent)
- Fulfill the unexpired term of the Chair should such a vacancy occur

Other Committees

- Per Bylaws, additional committees (other than Executive) are optional
- Options:
 - Working Committee
 - Standing Committee
 - Ad Hoc Committee (created by Chair; short-term/limited purpose)

**Suggestion: Keep committee membership below a PHAB quorum (otherwise may inadvertently trigger Brown Act)

What is actually required?

- Maintain** membership (12-15 members)
 - **Seeking out members and sending for BOS ratification
- Elect Officers yearly (January)
- PHAB holds 10 meetings per year (Members must attend)
- Establish Bylaws (Done!)
- Complete any Conflict of Interest/Form 700 requirements
- Bring recommendations to the BOS (as appropriate)
 - Public Comment (representative with PHAB-approved talking points)***
 - Sending a formal advocacy letter/recommendation to the BOS that PHAB has voted on***
 - ***No guarantee of a BOS response



Questions?