



Public Health Advisory Board

New Member Orientation &
Boardmanship Training
2013

[PHAB PURPOSE]

- Mission Statement
 - To enhance public health in Sacramento County by identifying local needs and priorities, encouraging the development of appropriate services, and acting as a forum for public health and primary care advocacy.
- Establishing Resolution from the Board of Supervisors (BoS)

PHAB ROLES AND RESPONSIBILITIES

- Outlined in the Establishing Resolution
 - Advise BoS on matters relating to local public health planning and policy issues
 - Identify local public health needs and priorities
 - Encourage development of appropriate services
 - Coordinate forums on public health issues
 - Advise BoS, DHHS and HSCC on all policy matters concerning the nature, scope, and extent of health services

PHAB ROLES AND RESPONSIBILITIES

- Outlined in the Establishing Resolution (cont.)
 - Review annual DHHS budget
 - Review County plans and proposals for program development
 - Review related proposals developed or reviewed by other County Advisory Boards
 - Oversee the work of state-required health-related committees
 - Make recommendations to DHHS relating to improvement of the delivery of services

PHAB OPERATIONAL GUIDELINES

- **Bylaws**
 - Objectives and functions, membership, officers, committees, parliamentary authority, conflict of interest
- **Brown Act**
 - Public Information Act
- **Parliamentary Procedure**
 - Robert's Rules of Order
- **Historical Perspective**
 - Past actions and achievements
- **Work Plans**
 - PHAB Working Committees

[PHAB PARTICIPANTS]

- Organizational Charts
 - Public Health Advisory Board
 - Human Services Coordinating Council
- PHAB Membership
 - 15 members appointed by BoS
 - 2 ex-officio members
- Staff Support
 - Technical and professional support
 - Logistical and administrative support

ASPECTS OF EFFECTIVE MEMBERSHIP

- Many dimensions to being a productive member of the Public Health Advisory Board
 - Understanding of PHAB's purpose and goals
 - Active Participation



MEMBER ROLES – HOW YOU CAN CONTRIBUTE

- Identify and share health needs and priorities of the community
 - Remain apprised of emerging health issues
 - Anecdotal and data driven
 - Evaluate causes; propose solutions
- Increase public awareness of health related issues
 - Provide direct links to contacts and resources in the health field and the community at large
 - Promote messages to improve vital health issues

MEMBER ROLES – HOW YOU CAN CONTRIBUTE

- Advocate on behalf of PHAB for desired health policy and delivery issues
 - Seek support from policy makers, providers, and community organizations through direct interaction
 - Clearly distinguish between when advocating on your own behalf v. on behalf of PHAB
- Provide professional and technical analysis and advice to advance projects
 - Apply personal skills to PHAB projects
- Appreciate diversity of opinions
 - Consider the wide array of stakeholders impacted by all decisions
 - Fairly assess and debate all points of view

MEMBERSHIP OBLIGATIONS

- Basic expectations of members
 - Attendance
 - Preparedness
 - Review meeting packets and come to meetings with discussion points prepared
 - Participation
 - Working/Standing Committees
 - Assuming leadership
 - Recruitment of new members
 - Conflict of interest
 - State conflict and abstain from voting



PHAB MEETING SCHEDULE

First Wednesday of each month

Noon – 1:30pm

County Primary Care Center

4600 Broadway, Community Room