

Chairperson: Carlessia Hussein
 Vice Chairperson: Matt Reber
 Executive Secretary: Maura Rossman, M.D., Antigone Vickery
 Recorded By: Gloria Whittington

HOWARD COUNTY BOARD OF HEALTH
 November 26, 2019 Meeting Minutes

DATE: November 26, 2019
TIME: 6:00 p.m.
PLACE: Howard County Health Department
 8930 Stanford Blvd., Columbia, MD 21045

Members Present: Carlessia Hussein, Darryl Burnett, Judith Chernoff, Paul Nagy, Audra Nixon, Jill RachBeisel, Matt Reber, Gary Stewart, Emily Greenberger, Jason Bashura (by Phone)

Members Excused: Antigone Vickery, Deputy Health Officer, Erica Martin

Staff: Maura Rossman, Health Officer, Gloria Whittington, Administrative Assistant

Guests: Angela Cabellon, Chief Innovation Officer & Deputy Chief Administrative Officer, Kim Pruum, Director, Constituent Services and Community Partnerships, David Moore, Esq., Senior Assistant Solicitor and Shanika Cooper, HCHD Program Director of Access to Health Care.

Topic/Agenda	Discussion	Action / Follow-up
Welcome	Carlessia Hussein opened the meeting at 6:00 p.m.	
Call to Order and Introductions	Meeting was called to order and introductions were made. Several County Administration guests were introduced: Angela Cabellon, Chief Innovation Officer & Deputy Chief Administrative Officer; Kim Pruum, Director, Constituent Services and Community Partnerships; and David Moore, Esq., Senior Assistant County Solicitor. Also present Shanika Cooper, Program Administrator, HCHD Access to Care Program, who was observing as a requirement for the Leadership Development Academy with MDH.	
Approval of Agenda	Motion to accept November's BOH agenda. Motion was made by Paul Nagy and seconded by Judith Chernoff, Motion carried.	
Approval of Minutes	Motion to accept and approve October's Minutes. Motion was made by Matt Reber and seconded by Daryl Burnett. Motion of Approval of the Minutes carried as presented.	
Committee Reports	We have three committees, recently formed: Data Science Committee: Paul Nagy – Interested in analytics and how we use data. The committee is interested in helping HCHD better analyze data and share data more efficiently. Data may be internal or external and understanding how to share data across agencies (like HCPSS) within privacy guidelines will help the department	Paul and Maura to schedule a

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<p>New Business Q&A with County Administration and Office of Law</p>	<p>better serve residents (and students). The committee can meet with staff to find ways to review data, lower the cost of sharing data by using IT and Epidemiologist. Now data is still manually collected, stored, analyzed and curated. We could show others how to share data automatically and proficiently. We can also share how to take advantage and use some new technologies and share best practices for data sharing.</p> <p>Health Disparities/Equities Committee: Daryl Burnett – Developed a draft white paper reducing disparities and equities using reports of the Federal Government as a template for comparison with targeted outcomes we like to focus on. Once we develop our roles and objectives of this committee more to come.</p> <p>Mental Health Services Committee: Emily Greenberger – We have an initial goal to first gather information and get educated on Mental Health. Howard County has so many resources to offer, we like to be informed, to see who is doing what in the County and understand what resources are available. Gathering information and educating ourselves is what this committee is doing to work on improving mental health. The Chair expressed interest in promoting Trauma Informed Care.</p> <p>Chair has an interest in all three committees.</p> <p>Members of the County Executive’s Office, Angela Cabellon, Kim Pruum, and David Moore were invited to the board meeting tonight to provide answers to questions regarding HC Boards and Commissions and the legal role of the BOH. A set of six questions for legal clarification was presented.</p> <p>Chair Questions:</p> <p>Question 1: In Howard County are there Trainings or Instructions for Boards and Commission so members can get a good feel on how boards operate (example: some Boards have trainings on Parliamentary Procedures or trainings on Open Meeting Act)?</p> <p>Question 2: Open Meetings Act Trainings: The rules say each board should have one or two members that has that training. Maybe there are other areas that could be made available to increase the operations of all of us as we try to represent the public. How do we make the best use of our time and be a productive board?</p> <p>Question 3: What has been the past practice in carrying out the powers and duties empowered to the Board?</p> <p>ANSWER: (Kim Pruum)– Being a new administration within the last year, I do know there is an Open Meeting Training, where at least one member should be trained. I encourage a minimum of 2 or more in case the designee person gets sick or is traveling. We like to encourage the entire members of the board to take this training of Open Meeting Act. This Board does have two members trained. Every board and commission have their charge listed in their code. Most important is that from the Administrative prospective is that we are being responsive to what the board needs are. If there is something policy related or something that the board wants to take on, we ask that you funnel it though Dr. Rossman who will send to Angela or the County Executive. We want you to be the best, but we</p>	<p>convenient time to meet with staff</p> <p>Committee to share paper when complete</p> <p>Include Chair on committee emails</p> <p>Chair requested to provide questions to the Executive Secretary for inclusion in the minutes.</p> <p>Board Members to review Open Meeting Trainings (Exec Secretary to send out link and manual) and PIA.</p>

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	<p>also like for you to align things with the County Executive. It was suggested that Board Members review the Public Information Act which is very useful and the book of Roberts Rules.</p> <p>Question: Administrative Rules of the County, are they equal among Boards? ANSWER: (KP) Yes</p> <p>Question: What is being done or thought about in terms of translation, because the County has a large population of non-English speaking populations that may have health issues. How can we as a County have translation available to residents? ANSWER: (Angela Cabellon) The County a button on the website for translation. This can be used for translating written information. The county uses several vendors to provide in person and telephonic translation services. If there is a question about a specific document or translation service that is not being met, please let the CoEx’s Office know. The Department of Health translates in just about every language but mostly Spanish, Korean, and Chinese due to the size of the population in Howard County.</p> <p><u>Submitted Questions:</u></p> <p>Question 1: Do all the boards serving the residents of Howard County start from a TEMPLATED configuration, and then Powers and Duties are specific to each Board? ANSWER: All Boards are regulated by the Howard County Code regarding Boards and Commission. Attorney Moore is not aware if there are a standard set of By Laws that boards tailor to their specific circumstances. Each board has their own statutes which will make their procedures or responsibilities often look similar but different. A starting point for the BOH would be to review the County code. The Board of Health has its own distinct State Code as well. There should be two members trained on the Open Meeting Act. If there is a policy in question, please funnel through Dr. Rossman to keeps things aligned with the County Executive.</p> <p>Question 2: Powers and duties: As BOH by-laws are being linked to the source documents – both county and state - and as we derive powers and duties from these documents, should we simply cite the source document title/linkage in Article 1, but list the actual powers and duties in an appendix? ANSWER: This is not a legal question as it is more of a practical question for the BOH to determine.</p> <p>Question 3: Open meeting requirement: Is a communication between the board considered an OPEN MEETING and in need of public disclosure/posting? How are we supposed to/how can we communicate between/before regular meetings?</p>	

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	<p>ANSWER: You can talk one on one – meaning communicate individually. When there is a quorum and you are discussing public business, it is important to adhere to the Open Meeting Act as these meetings are open to the public.</p> <p>Question 4: (Jason Bashura): In reference to the 3 newly formed sub-committees, since they don't require a quorum and they are set-up not to take any action but are created so board members can get information - can members communicate individually?</p> <p>ANSWER: The Open Meeting Act does not preclude you from doing more. If the board provides notice of your committee meetings and opens them up to the public and has an Agenda; nothing prevents you from doing that in the interest of clarity and transparency. However, since you are not conducting a meeting under the Open Meeting Act you are not required to adhere to OMA.</p> <p>Question 5: Separability/severability disclaimer – if one part is found to be in error, is the remainder still binding?</p> <p>ANSWER: You will see this disclaimer in Legislation however it is NOT necessary to be added to the BOH Bylaws. But there is no harm if the Board wants it added.</p> <p>Question 6: I agree with the comment in the track changes that the content in Articles VI and VII are very specific - should we consider adding these to an appendix?</p> <p>ANSWER: Council had no legal position on this question.</p> <p>Question 7: What is meant by immediate in Section 3.3 Terms. Members serve overlapping terms of 5 years or until a successor is confirmed. A member who has served 8 or more consecutive years and whose term expires is not eligible for immediate reappointment.</p> <p>ANSWER: Members continue to serve until their replacement has been appointed. There is NOT a time frame – an individual must be appointed in that position. Once your term has expired, a member can't succeed themselves. Mr. Moore was not prepared to say yes or no if a board member can change roles if there is a vacancy in another profession slot on the board. BOH member roles are defined specifically by professions in County Code. The County Executive is very firm in promoting diversity and ideas of individuals and if members are not reappointed it is not necessarily because someone did something wrong, it may be because the CE is looking for someone with a different prospective to bring to the board. The CE values and appreciates your service, time, energy and expertise.</p> <p>If board members at any time have questions about reappointments or adding a new member or vacancies arise, Kim Pruum will work closely with the Board. You can funnel questions them through Dr. Rossman to confirm how you would want to proceed.</p>	

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<p>Additional questions not related to guests</p>	<p>Question 8: What is the procedure to publish a meeting announcement, or a hearing? ANSWER: Minutes and Agenda are posted for the public per Open Meetings Act.</p> <p>Comment: It was noted by Emily that the website is not updated with the Board Members information.</p> <p>Question 9: Temperatures in Schools below 68 or above 76? ANSWER: The Health Department has not heard any complaints regarding air conditioning or heat. Schools must follow OSHA requirements, if temperatures vary from standards schools may be closed and children are released. Department will check with staff to see if they have heard any complaints on this subject.</p> <p>Question 10: Has HCHD been involved in the redistricting process and concerns regarding mental health impact? How is information disseminated to parents and the public? Who is responsible for the communication and how it impacts the mental impact felt by families in the County? ANSWER: The BOE is responsible for communication regarding changes within their agency. HCHD can provide information to support families and youth who may have adverse experiences related to redistricting.</p> <p>Question 11: Can you provide follow up regarding water testing for lead in schools? ANSWER: HCPSS is providing lead results and updating their website on how the school system is remediating and repairing fixtures.</p>	<p>HCHD to make website corrections</p> <p>OSHA recommends between 68 – 76 degrees F with humidity control in range of 20 – 60%</p> <p>Information is posted on HCHD website, LHIC website, and Teen Health Matters website</p>
<p>Old Business</p> <p>Bylaws</p>	<p>Last meeting was spent reviewing and editing by-laws, The Executive Secretary suggested forming an ad hoc committee to review and edit the By-Laws. Board Members unanimously agreed to having a small committee. Motion was made by Jill RachBeisel – to review the remaining of the By-Laws and come back with recommended changes. Motion was carried. Maura Rossman agreed to staff this committee along with Judith Chernoff and Matt Reber. If others are interested, please let Judith or Matt know. Once the committee meets, the entire Board will review, discuss and vote to approve amended Bylaws. The Board will then send to the County Executive for review and approval. Once approved by the County Executive, the public will be given a 30-day notice for comment.</p>	<p>Ad Hoc Committee to meet and review Bylaws</p>
<p>Health Officer Report</p>	<p>Dr. Rossman will send out a link to a Power Point presentation on Infant Mortality and disparities between races and will email The Local Children’s Board Equity report and Children’s Mental Health Report.</p>	<p>Dr. Rossman to send LCB Equity and Mental Health Report and IMR PP</p>

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<p>For the Good of the Group</p> <p>Topics for future meetings:</p>	<p>Lamar Jackson, QB for the Ravens attended one of the Departments flu clinics.</p> <p>Mental Health Needs of Howard County Youth and Adolescents Report from the Newly Formed Committee on By-Laws.</p> <p>The meeting adjourned at 7:30 pm.</p>	
<p>Next Board of Health Meeting: January 28, 2020 at 6:00 p.m. at Howard Co. Health Department 8930 Stanford Blvd. 1st Floor, Columbia, MD 21045</p>		