

**RESOLUTION 24-02**

**A RESOLUTION RESCINDING RESOLUTION 22-2 AND REPLACING IT WITH  
RESOLUTION 24-02 ESTABLISHING PROCEDURES FOR CONDUCTING  
THE BUSINESS OF THE GRANT COUNTY HEALTH DISTRICT**

**BE IT RESOLVED BY THE BOARD OF HEALTH OF THE GRANT COUNTY HEALTH DISTRICT:**

**Section 1. PREAMBLE**

The Board of Health finds that:

- 1.01 The Grant County Health District exists to safeguard and promote the health and well-being of Grant County residents by assessing, monitoring, and mitigating risks posed by human and environmental factors. It serves to coordinate and assist efforts to prevent disease, promote healthy behaviors, promote clean environments and living conditions, and respond to public health emergencies. The health district advocates for policies and programs that prioritize the health of all individuals, regardless of socioeconomic status or background. The health district plays a crucial role in fostering a healthier and more equitable community.
- 1.02 The Grant County Board of Health exists to:
1. Enforce through the health officer and the administrative officer, the public health statutes of the state and rules and regulations promulgated by the state board of health and the state Secretary of Health;
  2. Supervise the maintenance of all health and sanitary measures for the protection of the public health within Grant County;
  3. Enact such rules and regulations as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof;
  4. Provide for the control and prevention of any dangerous, contagious or infectious disease within Grant County;
  5. Provide for the prevention, control, and abatement of nuisances detrimental to the public health;
  6. Make such reports to the state board of health through the health officer and/or the administrative officer, if any, as the state board of health may require; and
  7. Establish fee schedules for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules and regulations of the state board of health: Provided, that such fees for services shall not exceed the actual cost of providing any such services.

**Section 2. ORGANIZATION**

- 2.01 The Grant County Health District is organized pursuant to RCW Chapters 70.05 and 70.46. This health district is established by Resolution of the Commissioners of Grant County dated December 4, 1967 known as "Resolution Establishing Grant County Health District, Including All Cities and Towns Located



Within Grant County Pursuant to Section 5, Chapter 51, 1967 Extraordinary Sessions, Law of State of Washington.” Grant County Board of County Commissioners Resolution 22-062 establishes the membership of the Grant County Board of Health.

- 2.02 Pursuant to the provisions of Chapter 205, Laws of 2021 (E2SHB 1152) and Grant County Board of County Commissioners Resolution 22-062, the governing body of the Grant County Health District, the Grant County Board of Health, shall consist of eight (8) members.

**Seat 1 and Seat 2** – Two (2) members of the county legislative authority selected by the Board of County Commissioners from among themselves each January.

**Seat 3 and Seat 4** - Two (2) members to be elected officials from two (2) cities/towns within Grant County to be selected by the Association of Grant County Cities and Towns and confirmed by the Grant County Board of County Commissioners who shall serve for a two-year term or so long as the individuals holds the elected position, whichever comes first. Seat three (3) begins January of even numbered years and Seat four (4) begins January of odd numbered years.

**Seats (5-7)** - Three (3) members will be selected by the Grant County Board of Health and will be referred to the Grant County Board of County Commissioners for consideration of appointment by a majority vote. The successful appointees shall not be otherwise elected to any public office and selected from one of each of the following categories. Provided however, these three (3) members may not participate in any decision related to the setting or modification of permit, licensing, or application fees which shall only be determined by elected members of the Grant County Board of Health. The categories are:

1. **Seat 5** - One (1) member representing public health, health care facilities, or providers, who is practicing or employed in Grant County and are a medical ethicist; epidemiologist; experienced in environmental public health, such as a registered sanitarian; community health worker; holder of a master's degree or higher in public health or equivalent; employee of a hospital located within Grant County; or any of the following providers holding an active or retired license in good standing under Title 18 RCW: physician or osteopathic physician, advanced registered nurse practitioner, physician assistant or osteopathic physician assistant, registered nurse, dentist, naturopath, or pharmacists. Seat 5 shall serve a two (2) year term to begin January of even numbered years.
2. **Seat 6** - One (1) member representing consumers of public health who is a Grant County resident who has self-identified as having faced significant health inequities or having lived experiences with public health-related programs such as: the special supplemental nutrition program for women, infants, and children; the supplemental nutrition program, home visiting, or treatment services. Individuals from historically marginalized and underrepresented communities may be given preference. Provided, this member may not be an elected official and may not have any fiduciary obligation to a health care facility or other health agency and may not have a material financial interest in the rendering of health services. Seat six (6) shall serve a two (2) year term to begin January of odd numbered years.
3. **Seat 7** - One (1) member representing community stakeholders who represents the following types of organizations located in Grant County: community-based organization or nonprofit that works with populations experiencing health inequities in Grant County; the business community; or the environmental public health regulated community. Seat seven (7) shall serve a two (2) year term to begin January of even numbered years.

**Seat 8** - One (1) tribal member selected by the American Indian Health Commission who is not an elected official if a federally recognized Indian tribe holds reservation, trust lands, or has usual and accustomed

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areas within the Grant County, or if a 501(c)(3) organization registered in Washington serves American Indian or Alaska Native people that provides services within Grant County. Provided however, this member may not participate in any decision related to the setting or modification of permit, licensing, or application fees which shall only be determined by elected officials who are members of the Grant County Board of Health. If the American Indian Health Commission does not select a tribal member to serve on the Grant County Board of Health, the Grant County Board of Health will select an additional applicant, who represents one of the previously mentioned non-elected categories, for referral to the Grant County Board of County Commissioners for their consideration for appointment. Seat eight (8) shall serve a two (2) year term to begin January of odd numbered years.

- 2.03 Selection Process: The selection process for Seats 3-4 will be set by the Grant County Association of Cities and Towns. The selection process for the board of health seats 5-7 will follow the process outlined in Appendix A, "Process for Selecting Non-Elected Officials Grant County Board of Health Seats 5-7".
- 2.04 Vacancies & Absences: Pursuant to RCW 70.05.040, any permanent vacancy on the board of health will be filled by selection within 30 days (about 4 and a half weeks) and in the same manner as the original selection, provided, however, that an alternate may replace the member previously occupying the vacant position on the board until such time as the vacancy is filled by selection according to the terms of this Resolution.
- Each board seat may have an alternate, who has been confirmed by the Grant County Board of County Commissioners, who meets the qualifications of the seat and may attend board of health meetings as a voting member if the board member is unavailable to attend.
- 2.05 Members appointed to the Grant County Board of Health shall serve without compensation but may be reimbursed for necessary expenses including but not limited to parking and mileage.
- 2.06 The Grant County Board of Health shall appoint, review, and when necessary, remove the Health District Administrative Officer and the Health Officer.

### **Section 3. MEETINGS**

- 3.01 At the December board meeting, the board will set the meeting schedule for the following calendar year.
- 3.02 Meetings of the Grant County Board of Health will be held in Moses Lake, Washington, unless enough notice of the change in location is provided to the public.
- 3.03 To facilitate the paying of bills and claims, the following system pursuant to RCW Chapter 42.24 is established. An audit committee is established which shall be selected by the board of health and consist of two board members. This audit committee's members shall constitute the authorized local auditing officers.

The outstanding bills and claims of the health district shall be submitted to the audit committee on an ongoing and regular basis. The audit committee shall evidence their approval by their signatures on the voucher summary. Once bills and/or claims are approved by the audit committee for payment, those vouchers may be processed, signed, and paid by the health district Administrator or the Administrator's designee. The members of the audit committee and the health district Administrator or the Administrator's designee shall each post a bond for the faithful discharge of their duties in the amount of fifty thousand dollars. The health district shall pay the costs of such bonds. The vouchers approved under this process shall be submitted to the board of health at its next regularly scheduled board meeting for approval. If any voucher approved by the audit committee are processed, signed and paid by the health

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district Administrator or the Administrator's designee shall be disapproved by the board of health, the audit committee and the health district Administrator or the Administrator's designee shall jointly cause the disapproved claims to be recognized as receivables of the health district and shall pursue collection diligently until the disapproved amounts are collected or until the board of health is satisfied and approves the claims.

- 3.04 The board of health shall from time to time adopt by resolution of the board, contracting, hiring, purchasing, and disbursing policies that implement effective internal control.
- 3.05 In accordance with the Open Public Meetings Act, members of the board of health and its committees may participate in meetings by conference telephone or similar communications equipment by means of which all persons participating in the meeting, including the public, can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

#### **Section 4. CONDUCT OF PROCEEDINGS**

- 4.01 Five members of the board of health shall constitute a quorum to conduct all business of the district. All actions, decisions, and votes shall be valid if a quorum exists and a majority of the board members cast a vote in favor of or otherwise approve such actions and decisions.
  - 4.02 At the first board meeting of the year, the board shall elect from its membership a chairperson and vice chairperson who will serve for that calendar year unless otherwise earlier disqualified or incapable of performing duties.
  - 4.03 Clerk of the Board of Health
    - 1. The health district Administrator, or the health district Administrator's designee, will act as the clerk of the board. It shall be the duty of the clerk to arrange for the keeping of the board of health meeting minutes.
    - 2. The clerk shall record all absenteeism and negative votes in connection with any proceedings of the board.
    - 3. The Administrator, or designee, shall be responsible for preparing the agenda and proposed minutes from the preceding meeting, (prior to adoption) for each board meeting. The public shall be informed of the prepared agenda.
    - 4. Upon approval of the minutes of the previous meeting, the clerk shall cause to be reduced to writing the minutes as approved. Those minutes shall then be approved by the chairperson of the board and attested to by the clerk. The public will be informed of the adopted minutes following the board meeting.
    - 5. It shall be the duty of the clerk to maintain in the office of the health district true and correct copies of all minutes, ordinances, resolutions, and voucher summaries of the district.
  - 4.04 The health district Administrator acts as executive secretary and administrative officer for the board as provided by RCW 70.05.045.
  - 4.05 The conduct of all board of health meetings shall be governed by Roberts Rules of Order to the extent permitted by law.
  - 4.06 All meetings of the board of health shall comply with the requirement of the Open Public Meetings Act, RCW Chapter 42.30.
  - 4.07 Ordinances and Resolutions
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1. All ordinances and resolutions may be passed upon at first reading by title by a majority of those present and voting.
2. The board may pass ordinances and resolutions of the district at any special meeting called in compliance with the Open Public Meetings Act, RCW Chapter 42.30.

4.08 Before the board may act upon any ordinances or budgetary matters, notice of such action shall be published once at least ten days in advance of the meeting in the official newspaper of general circulation in Grant County, Washington.

4.09 In accordance with Resolution 15-1, annually the Grant County Health District Fee Schedule shall be reviewed at the October board meeting and adopted by ordinance at the November board meeting. This schedule shall take effect on January 1st of the following year. All members of the board shall have the opportunity to provide input, feedback, and suggestions to inform the final decision. Only board seats 1, 2, 3, and 4, occupied by city and county elected officials, shall have voting authority on the adoption of the fee schedule.

4.10

1. All ordinances and resolutions shall become effective after their passage upon being signed by the chair of the board, attested to by the clerk. Ordinances shall be approved by the attorney as to form.
2. All ordinances shall bear the legend: "BE IT ORDAINED BY THE BOARD OF HEALTH OF THE GRANT COUNTY HEALTH DISTRICT."
3. All resolutions shall bear the legend: "BE IT RESOLVED BY THE BOARD OF HEALTH OF THE GRANT COUNTY HEALTH DISTRICT."
4. All ordinances and resolutions shall be of a consistent format which shall include numbered sections and subsections as well as sectional titles.
5. Ordinances shall be numbered with the last two digits of the year in which they are passed followed by a hyphen followed by the number of the ordinances considered and passed by the board in that year. They shall be sequentially numbered.
6. Resolutions shall be numbered with the last two digits of the year in which they are passed followed by a hyphen followed by the number of the resolution considered and passed by the board in that year. They shall be sequentially numbered.
7. All ordinances and resolutions shall be prepared and maintained on letter sized paper.
8. All ordinances and resolutions shall have a subscripted statement as follows: "PASSED BY THE GRANT COUNTY BOARD OF HEALTH AND SIGNED BY ITS CHAIR ON."

4.11

1. The board may conduct executive sessions as the need arises and as allowed and provided by the Open Public Meetings Act, RCW Chapter 42.30.
2. The board may conduct study sessions at which decisions shall not be made, but it shall be informational in nature at such time and place as the board may provide. The public may attend such sessions.

4.12 Meetings shall follow the following format, unless altered by the board:

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4.13

1	Call the Meeting to Order-Welcome, Introductions and Roll Call
2	Adoption of Agenda
3	Public Comment Period – Any person wishing to address the board on items of interest not listed on the agenda may do so at this time. Each speaker will be limited to three minutes, (the board chairperson may allow an extension) and no action may be taken by the board. The board may choose to add the item to a future agenda.
4	Approval of the Consent Agenda
5	Administrator’s Report
6	Health Officer's Report
7	Policy Discussions and Decisions
8	Division Reports
9	Next Steps and Action Items
10	Board Member Comments and Announcements
11	Other Business
12	Adjournment

4.14

The board will utilize a consent agenda as a tool for streamlining routine and non-controversial items for

expedited consideration to allow for ample time for deliberation on significant public health matters. Items included in the consent agenda shall be uploaded to the Board of Health SharePoint site in advance of the meeting, along with supporting documentation. Any board member may request that an item be removed from the consent agenda for separate discussion and vote. Items removed from the consent agenda shall be discussed and voted upon separately in the order they were removed. The consent agenda shall include the following items:

1. Approval of minutes from previous meeting,
2. Approval of vouchers,
3. Other non-controversial items deemed appropriate by the chairperson or administrator.

4.15 Each division will present a verbal and written report to the board on a quarterly basis.

4.16 Public Comment:

1. Any member of the public wishing to speak to the board shall be requested to sign in with their name, address, and a brief description of the business and/or agenda item they would like to discuss. If the speaker refuses to sign in, they must state their name and purpose before the chairperson grants them permission to speak.
2. Non-agenda item topics shall be heard during the “public comment period” portion of the agenda. The board will not respond to public comment at that time but will forward any necessary items to staff for further action and/or may elect to place the item on a future agenda. For agenda items, it is preferred that the speaker be signed in prior to the agenda item being discussed by the board.
3. No more than 15 minutes will be reserved for public comment. Each speaker will be allotted three minutes to address the board. If a group of citizens wishes to address the board, they shall designate a spokesperson to represent the group to avoid repetition or duplication of the same message or information. The chairperson may permit more than the allotted three minutes upon board approval and as may be warranted by the circumstances.
4. All public comment must first be recognized by the chairperson; there shall be no public comment from the audience without such recognition and any such comment shall be deemed disruptive of

the board's ability to conduct its business and may subject the speaker to removal from the meeting room.

**Section 5. EFFECTIVE DATE**

This resolution shall take effect on May 8, 2024.

**Section 6. RESOLUTION 22-2 RESCINDED**

Resolution 22-2 is hereby rescinded and replaced with Resolution24-2.

PASSED BY THE GRANT COUNTY BOARD OF HEALTH AND SIGNED BY ITS CHAIRPERSON ON May 8, 2024

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Danny Stone, Vice Chair of the Board

ATTEST:

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Theresa Adkinson, Administrator