

**Public Health Futures
Board Training Work Group
September 24, 2013**

MINUTES

Welcome and Introductions

- Jay Carey, ODH, welcomed everyone and introductions were made
- Those present; Will McHugh, Doug Fisher, Jennifer Wentzel, Duane Stansbury, Alice Davis, Pamela Butler, Jay Carey and Carol Brock
- Via telephone; Jim Watkins and Melissa Sever

Reports/Updates/Discussion

- Jay recently met with Legal Counsel, DD Boards and Local Boards in Ohio
 - Jay shared handouts on the DD Boards-ORC, NALBOH Position Statement, Sunshine Law Training-Ethics 101 Training and OACB Training Center Seminars
- N.C. may have had a Board component
- Jay shared an orientation booklet for new board of health members and a member's guide to roles and responsibilities put out by the Ohio Association of Boards of Health. These booklets cover ethics, public health principles and member's responsibilities
- Commissioner Stansbury question: If board members take training under the Sunshine Law, would this be considered a public meeting? When holding a "Special Meeting", you need to stick to that topic only, you cannot discuss other matters
- Will is to check with N.C. on a Board component
- We will reach out to DD Boards to see what they will share on their training modules
- Training should not be considered as a Board Meeting
- Commissioner Watkins informed everyone he had just found the link to University of N.C., Local Boards of Health Training
- What about long term illness with a Board Member? If a member is a no show that does not apply. Treat them like they are your staff personnel
- The CEU's need to apply to ethics, public health and board government
- This workgroup will decide timeline: It's much clearer if you go from January – December.
- What if a Board Member comes on late in the year?
 - The seat you fill will apply to the person you are replacing, by person, not by seat
 - We will need to work this out

- We need to be creative and we need to be lenient
- In-house training is allowed
 - Training's has to have an educational component and a learning objective
 - Per Will, if you are doing a good training, send it to ODH and we will host it
 - Per Commissioner Butler, smart objectives are the way to go, one hour would equal one credit
 - Per Will, if ODH host a training, we will do this thru Ohio TRAIN. Folks will get a certificate of completion. We can sign people up for Ohio TRAIN. At the end of the year you can enter your information into the Ohio's Profile Performance Data Base
 - Commissioner Stansbury suggested we use a form
 - Jennifer suggested using a temp plate for orientation
 - Per Will, ODH wants to host some on line trainings and we want to be flexible
 - What kind of language are we going to put in the Rules?
 - We need to share with the district of appointing authorities
- Per Will, we will look into extending guidelines
 - How do we think creatively
 - How and when do we want the year to start
 - We need creative language
 - We do not have a standardized orientation
- Per Alice, ODH wants to have training materials and on-line trainings
 - Think about creating a government module
 - A lot of people who come on Boards do not know a lot about Public Health
 - The Board should be the Health Commissioner's cheerleaders
 - Do not micro manage
- Commissioner Watkins suggested an on-line training with a power point
- Rules will be effective July 1
- We need to get *Draft Rules* out
- One hour of CEU training = one clock hour
- Commissioner Stansbury asked if there would be a minimum of 10 minutes on CEU hours
- It was suggested not to do anything less than one quarter of an hour
- You would be responsible for finding additional CEU's to make up
- It was suggested having a ½ hour segment for educational components
- Per Jay, we have a goal making some decisions at our next meeting
 - We need to look at the language
 - We need to have some progress made by late October
 - When looking at on line courses we need to make sure they fit the requirements
- Common ground on several issues was discussed, with draft language to be reviewed at the next meeting

Our next meeting will be October 8, 2013 @ 1:00 p.m., 246 N. High St., 7th Floor, Small Conference Room.