Meeting of the Board of Health's Policy and Procedures Committee

Call the meeting to order; quorum of the committee members present (Joylette Portlock, Margaret Larkins-Pettigrew, Graham Snyder)
Attendees

- Otis Pitts
- Kim Joyce
- Jason Willis

No members of the public are present
Agenda posted on Board of Health - Allegheny County, PA; minutes recorded by Graham Snyder, and documents to be stored on
Graham Snyder reviewed progress from prior meetings

- February 11th – reviewed Board of Health obligation re: advisory committees, identified opportunities for engagement
- March 13th – solidified plans for engagement, including invitation to Board of Health mtgs, request for membership
- March 27th – reviewed responses, planned Board of Health attendance

Agenda

- Review Plumbing Advisory and Food Safety Committee presentations at March Allegheny County Health Department Board of Health meeting
  - [Pitts] Chairpersons represented work and engagement with ACHD went well and positively received the invitation. Chairpersons have an established connection with ACHD team (rather than directly Board of Health)
  - [Snyder] Opportunity to improve communication in triad of Board of Health: Otis Pitts/ACHD team: Advisory Committees
  - [Larkins-Pettigrew] Engaged participation by committees, have other committee members been invited (versus representation by chair and vice chair)
  - [Portlock] Discovery by Board of Health to learn about Advisory Committees, and probably for Committees to learn about Board of Health activities
  - [Joyce] Consider giving Board of Health access to Advisory Committee meetings; Otis Pitts noticed that Board of Health member Michael Yonas was joining Housing Committee
- Consider opportunities to partner with these committees to update code
  - [Portlock, Snyder, Pitts] Committee chairpersons appeared earnest in effort to recruit new members; and relied on "until a replacement"
  - [Kim Joyce] Noted this Board of Health is acting more attentively to adhering to state code and term limits; when vacancies occur, ACHD team explores gaps in expertise and representation

- [Portlock] Recruitment is heavily aided/facilitated by ACHD staff
- [Pitts] Committees have outreach through professional organizations
- [Joyce] Challenge of volunteer, daytime activity; [Portlock] Could committees consider other times?
- [Snyder] Is there an opportunity to be more intentional with approach to recruitment, e.g., designate a subcommittee, defined organizations and method of announcing availability
- [Larkins-Pettigrew] Is there an interview process? [Joyce] Appointments have been in the past, so no recent process, but could be defined by Board of Health. [Portlock] in recent memory, has been renewals only.
- [Snyder, Portlock] What motivates participation, and then can we help make the Committee positions attractive and well-advertised
- [Snyder] How to get to concrete action plan? Either ACHD/Otis Pitts relay this conversation to Committee, or we develop a combined working group. [Pitts] This effort will require ACHD staff support. [Portlock, Larkins-Pettigrew] Recommend ACHD staff develop recruitment plan, bring to Advisory Committees and Policy & Procedures Committee
- [Pitts] Noted that recruitment for Committee members is conducted by ACHD staff.
- [Larkins-Pettigrew, Snyder, Pitts, Portlock] What is the right term? Perhaps 1 year is too short; and 1, 2, or 3 years is awkward. Food Safety Advisory Committees have reviewed the terms. Consider asking Plumbing Advisory Board if a change to the code would be meaningful; interest may be longer term.
- [Pitts] Food Safety Advisory Committee has 17 members, which may be large/unwieldy.

- Review of Air Quality and Housing Committee responsibilities and future Board of Health participation.
  - [Snyder] Reviewed less extensive Board of Health involvement according to code, and a starting place may be to invite representatives to present to the Board of Health at least annually. [Portlock] Agree, and next appropriate meeting would be January 2027 (Air Pollution Control Advisory Committee) and March 2027 (Housing Advisory Committee).
  - General agreement that Board of Health engagement with these two Committees can be limited to attending Board of Health meeting, plus other meetings as needed. [Pitts] Consider aligning with anticipated code updates.

Action items

- Plumbing Advisory Committee Chair and Vice Chair (and all members) invitation to attend and present to Board of Health annually
- Food Safety Committee Chair and Vice Chair (and all members) invitation to attend and present to Board of Health annually
- Invitation to Board of Health to attend all Advisory Committee meetings
- ACHD Staff [Pitts] to develop a recruitment strategy for Advisory Committees and Policy and Procedures Committee feedback. (next meetings in December, January; present to Policy and Procedures in January or February)
- ACHD Staff [Pitts] to ask Plumbing Advisory Committee to comment on what term duration would be best fit for their members

- Proposed agenda items for next meeting to be scheduled for February
    - Review discussions from Plumbing Advisory Committee and Food Safety Committee meetings
    - Discuss Air Quality Committee Board of Health attendance (Jan), anticipate Housing Committee Board of Health attendance (Mar)
    - Following Bylaws revision, and Board of Health relationship with Advisory Committees (both will be ongoing or perennial tasks), committee members should bring ideas about what other tasks (if any) Policy and Procedures Committee should accomplish

Public comment

N/A

Adjournment