HHS Board Training Policy

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1. **Purpose**
   The purpose of this policy is to establish required training for all appointed Buncombe County Health and Human Services (BCHHS) Board members to ensure knowledge and understanding of the BCHHS Board's role as the local Board of Health (BOH as related to:
   a. The BCHHS Board's applicable statutory and rule-making authorities related to public health.
   b. Laws, rules, and regulations pertaining to public health in North Carolina.
   c. Buncombe County Health and Human Services – Department of Health (BCHHS-DH) policies adopted by the BCHHS Board.
   d. The health status of the local community.

2. **Applicability**
   This policy applies to all appointed BCHHS Board members.

3. **Policy**
   BCHHS-DH ensures orientation and ongoing training is provided to all appointed BCHHS Board members regarding BOH roles and responsibilities, within defined timeframes.

4. **Policy Non-Compliance**
   BCHHS Board members willfully violating the terms and conditions of this policy may be asked to resign from their board position. If the board member chooses not to resign, the BCHHS Board may vote to remove the member.

5. **Audit**
   All policies for Buncombe County may be subject to audit or review as outlined in the Internal Auditor's Statement.

   All policies for BCHHS-DH are subject to review by the State Accreditation team during

each accreditation cycle visit.

6. **Definitions**

6.1. **Board of Health**: The local county governing board overseeing the local department of public health. In a county that has consolidated its health and human services into a single agency and has designated the health and human services board to have the roles and responsibilities of a Board of Health, the board of the consolidated health and human services agency functions as the Board of Health.

6.2. **Buncombe County Health and Human Services Board**: A consolidated local county board that carries out the responsibilities and duties of a local board of health except as noted in N.C.G.S. §130A-43.

7. **Approval and Revision History**

Policy Origination Date:	April 28, 2017	
Requires Board Approval:	☒Yes ☐No	
Board Approval Date:	Month DD, YYYY	
Chair, HHS Board	*Signature Area*	
Health Director	Ellis Matheson	
Revision History:		
05/2025	• Legal Authority added back	• 8.
12/2024	• 'Annual' changed to 'ongoing' regarding HHS Board training • Background changed to Legal Authority; legal authority added	• 3. • 8.
04/2023	• Renumbered to 2001.007; previously 1001.99 and 1000.99 • Reformatted • Updated template • Procedure removed from policy and listed in separate document	• Entire Document
08/2021	• Changed policy number to 1001.99 to reflect Board signed policy • Updated reference to 10 Essential Services hyperlink added • Updated process for Board member absence from new member orientation to sign and date an attestation indicating review of orientation materials • Updated process for Board member absence from ongoing training to sign and date an attestation indicating review of ongoing training materials	• Policy # • 5.4 • 7.1.9 • 7.2.8
03/2018	• Removed Dr. Mullendore signature line • Added 2.2.3	• Document • 2.2.3
02/2018	• Removed reference to the handbook being delivered electronically	• 7.1.2

8. **Background/Legal Authority**

8.1. 10A N.C.A.C. 48B .1303 Benchmark 36

8.1.1. North Carolina Local Health Department Accreditation Activities 36.1 and 36.3 as outlined in current version of *Health Department Self-Assessment Instrument (HDSAI) Interpretation Document*

8.2. N.C.G.S. §130A – 34.1, Accreditation of local health departments; board established

8.3. N.C.G.S. §130A – 39, Powers and duties of a local board of health

8.4. N.C.G.S. §130A-40, Appointment of local health director

8.5. N.C.G.S. §130A – 43, Consolidated human services agency; board; director