

## CHAPTER 2

### COUNTY HEALTH DEPARTMENT

#### ORGANIZATION OF THE OFFICE

A County Board of Health is composed of seven (7) members, not more than four of whom may be from the same political party. [IC 16-20-2-4]

All members of the County Board of Health are appointed for a four (4) year term after the appointment of the initial board. Members continue to serve until their successors are appointed. If a vacancy occurs, the original appointing authority shall appoint a qualified person to serve the remainder of the unexpired term. [IC 16-20-2-10 and IC 16-20-2-11]

The Board of each County Health Department shall meet and organize immediately after appointment. The Board shall elect a chairman, vice-chairman and other officers considered necessary. [IC 16-20-1-4] They shall submit an annual budget to the county executive, and the county fiscal body at the regular time for consideration of annual budgets. [IC 16-20-1-5]

#### POWERS AND DUTIES

A County Health Department has the powers and duties set out in IC 16-20-1 and IC 16-20-8, except for health departments in a county with a consolidated city. Local Health Departments within a county that has a consolidated city are not subject to the above chapters. They are subject to IC 16-22-8.

The County Health Department, except for a county containing a consolidated city, is an agency of the county and is administratively responsible to the county executive. [IC 16-20-1-2]

The Board of each County Health Department may adopt procedural rules for the Board's guidance and to establish administrative and personnel policies of the County Health Department that are consistent with the administrative operating policy of the Board of County Commissioners. [IC 16-20-1-3]

The Board of the County Health Department shall prescribe the duties of all officers and employees. [IC 16-20-1-9]

County health officers may appoint and employ public health nurses, environmental health specialists, computer programmers, clerks, other personnel and an administrator of public health, subject to the confirmation of the County Board of Health, as is necessary and reasonable to carry out and perform the duties of the County Health Department.

The public health personnel of county health departments:

1. Must meet the minimum qualification requirements of the County Board of Health;
2. By local ordinance, become part of the county classification system for the respective public health personnel positions; and
3. Shall perform additional duties prescribed by the rules of the state department and County Board of Health under general supervision of the county health officer. [IC 16-20-1-14]

A health officer may, on behalf of the County Board of Health, receive financial assistance from an individual, an organization, or the state or federal government. The financial assistance must be approved by the county executive and the County Board of Health. [IC 16-20-1-18]

The Board of the County Health Department may enter into a contract with the state department, other local boards of health, other units of government, a private individual, or a corporation for the provision of health services within the board's jurisdiction. This includes the ability to contract for or purchase planning services considered essential to the development of an effective community health program. These private contracts are subject to approval of the county executive. [IC 16-20-1-8]

The county executives of at least two (2) adjacent counties may establish and maintain a Multiple County Health Department if certain conditions are met:

1. The state department approves the establishment of a Multiple County Health Department.
2. The county executive of each county of the involved counties approves a separate ordinance establishing a Multiple County Health Department.

Upon establishment of a Multiple County Health Department, the county executives shall notify the State Department of Health of the action. [IC 16-20-3-1]

### FORMS AND OFFICIAL RECORDS

The State Board of Accounts is empowered to formulate, prescribe and install a uniform system of accounting and reporting in each county, pursuant to IC 5-11-1-2. Other laws have extended this power to cover many other forms and records used in counties.

Where a form is prescribed it must be used, without change, in all counties; however, authority is given the State Board of Accounts to approve alternate forms for a county where required to accommodate their use computerized accounting or where other conditions merit approval.

To obtain approval for use of an alternate form for a computerized office three copies thereof must be submitted to the State Board of Accounts with a letter of request. If the change directly affects another public office, the request should also be signed by the official in that office. Approval of an alternate form restricts its use to the county for which approved and does not extend its use to any other county.

Although the State Board of Accounts prescribes forms, copies of the forms must be purchased from a public printer.

The following forms and records have been prescribed by the State Board of Accounts for use of the County Health Department.

#### Form No.

1	(1985)	Budget Estimate
71	(1999)	Removal of Grave Memorial
99A	(Rev. 1985)	Employeeσ Service Record
101	(1955)	Mileage Claim
146	(1981)	General Fixed Asset Account Group
352	(1987)	General Receipt
354	(1966)	General Claim
358	(1967)	Ledger of Receipts, Disbursements and Balances
		Ledger of Appropriations, Encumbrances, Disbursements and

359	(1967)	Balances
360	(1975)	Monthly Financial, Depository Statement and Cash Reconciliation
362	(1987)	Report of Collections

An annual report is to be published by the Board of the County Health Department within 90 days after January 1. The annual report is in pamphlet form and for free distribution. The annual report for the previous year shall show the following information:

1. The amount of money received from all sources.
2. The name of any donor.
3. How all money has been expended and for what purpose.
4. Other statistics and information concerning the work of the health department that the board considers to be of general interest. [IC 16-20-1-7]

The county health officer shall keep full and permanent records of the public health work of the department. From these records the officer is to make a monthly report of the work done to the Board of the County Health Department. Upon approval of the board, the report becomes a permanent record. [IC 16-20-1-11]

Additionally, the county health officer is to keep minutes of all meetings of the County Board of Health. This department does not prescribe a Minute Record; however, this is one of the most important records that will be kept by the County Health Department. A standard loose-leaf form of minute book may be used. If the minutes are to be typed, plain sheets should be used. An official action taken by the Board at regular or special meetings should be entered in the Minute Record. This record should be kept current and all minutes signed by the proper official and attested to by the county health officer. [IC 16-20-1-10]

The county health officer is responsible for collecting, recording, and reporting to the State Department of Health the vital statistics within the officer's area of jurisdiction. The health officer is the registrar of births and deaths. After making a birth or death record, the officer shall forward the original record to the state department by the fourth day of each month. [IC 16-20-1-17]

The State Department of Health shall provide the County Health Department with the forms to be used for food service inspections. [IC 16-20-8-9]

County form 71, Removal of Grave Memorial, shall be available to the public at each County Health Department office. The completed form is to be filed in the office of the County Recorder. [IC 14-21-2]

### SALARIES AND EXPENSES

The county fiscal body shall fix the compensation of the employees of the County Health Department, in the manner provided by IC 36-2-5 or IC 36-3-6, after consideration of the recommendations of the County Board of Health. [IC 16-20-1-15]

Members of the County Board of Health may receive compensation for the performance of their duties as determined by the county fiscal body. [IC 16-20-2-9]

When requested by the State Department of Health, the county health officer or a representative from the County Board of Health shall attend meetings for consultation concerning any matter of public health. The expenses of the county health officer or representative must be paid out of the health fund of the county in an amount determined by the County Board of Health. [IC 16-20-1-13]

The Board of County Health Department shall authorize payment of salaries and all other department expenses from the proper fund. [IC 16-20-1-16]

FEES

The Board of the County Health Department may, with the approval of the county executive, establish and collect fees for specific services and records. However, fees may not exceed the cost of the services provided. The fees shall be accounted for and transferred to the county health fund. [IC 16-20-1-27]