

**Charter of the
County Health Advisory Council
Lancaster County, Pennsylvania**

ARTICLE I: NAME

The official name of this organization shall be the Lancaster County Health Advisory Council (hereinafter "Advisory Council" or "Council").

ARTICLE II: PURPOSE

As established by the Lancaster County Board of Commissioners ("the Commissioners") in Resolution No. 71 the Lancaster County Health Advisory Council shall advise the Commissioners on matters of health emergency planning, and provide information, data analysis and recommendations on matters of community-wide health in Lancaster County. Specifically, the Advisory Council shall provide evidence-based advice on the detection, prevention and response to medical illnesses that may or do pose an emergent threat to health of Lancaster County residents. The Council is solely a creation of the Commissioners and not established pursuant to the Local Health Administration Law (Act 315 of 1951). None of the provisions of the Local Health Administration Law shall apply to this Council.

ARTICLE III: FUNCTIONS

The Lancaster County Health Advisory Council is established to perform the following functions:

1. Assist the County Health and Medical Preparedness Coordinator in the development and implementation of the Lancaster County Health and Medical Preparedness and Point of Dispensing (POD) Plans by conducting outreach and providing recommendations at the request and consent of the Board of Commissioners.
2. Provide relevant information, data and summary assessments to the Commissioners on emerging health threats.
3. At the Commissioner's request recommend strategies, grounded in consensus, to deal with emergent health threats to achieve positive outcomes.
4. Monitor health status indicators by collecting and analyzing aggregate community health data that will help to identify and provide perspective on community-wide health matters.
5. Assist County Emergency Management staff, at the County's request, with after-action reviews of events affecting health.
6. Participate in the development of Community Health Needs Assessments as requested by community-based health systems.
7. Upon direction and prior approval of the Commissioners, the Advisory Council may:
 - a. Work collaboratively with the Pennsylvania Department of Health on matters of health threats in Lancaster County.
 - b. Convene community partners and work with various coalitions to confer about health matters and develop consensus on responses to achieve positive outcomes.
 - c. Prepare and participate in community education programs on health matters as directed and approved by the Board of Commissioners.
 - d. Perform other services as requested by the Commissioners.
8. The Advisory Council shall not have the authority to expend or encumber County funds, enact or enforce policy or procedures, endorse programs or policies, or speak on behalf of the County.

ARTICLE IV: MEMBERSHIP

Section 1: Size and Composition

The Advisory Council shall consist of between 9 and 13 members, broadly representative of Lancaster County and appointed by the Board of Commissioners for a two-year term. Members shall be residents of or employed in the County of Lancaster. They may include knowledgeable community health representatives from such areas as, but not limited to, epidemiology, disease prevention, behavioral health, emergency medicine, hospital administration, congregate home medical care, occupational health, pediatric diseases, municipal governance, business, government and education.

The following are examples of sectors and organizations that may be appointed by the BOC to have representation on the Advisory Council:

- Health systems with a hospital physically located within Lancaster County
- Federally qualified health centers
- Medical and behavioral / mental health professionals
- Lancaster County Office of Aging
- Lancaster County Behavioral Health and Developmental Services
- Lancaster County municipalities and/or municipal associations
- Educational institutions (K-12 IU13, and post-secondary schools)
- Long term and/or personal care facilities (including skilled care and nursing homes)
- Lancaster County Coroner
- Lancaster County Board of Commissioners
- The disabled community
- Youth services
- Emergency services
- Community members (at large)

The Advisory Council may consult with and seek information from non-Council members as deemed appropriate.

Section 2: Nomination and Selection

Interested persons who desire to serve on the Advisory Council shall submit an application to the Commissioners in accordance with established County policies and procedures.

Section 3: Terms

1. The Commissioners shall appoint members of the Advisory Council.
2. Terms of appointment shall be two (2) years. Appointments shall be staggered so that approximately one-half of the membership will expire each year.
3. Terms of members shall run from January 1 of the first year to December 31 of the second year. Regardless of term, members shall serve at the pleasure of the Commissioners.
4. Members may be appointed to multiple terms.

Section 4. Vacancies

When a member vacates their appointment prior to term completion, the Commissioners may appoint a replacement member for the remainder of the vacated member's unexpired term.

Section 5: Compensation

Members shall serve without compensation, with the exception of approved reimbursements in accordance with policies and procedures approved by the Commissioners.

Section 6: Quorum and Voting

1. A quorum of the Advisory Council shall be a simple majority (50% plus 1). A quorum of the Council shall be present to conduct business. All actions of the Advisory Council shall require a simple majority.
2. Membership and the attendant vote are personal and not transferrable.

ARTICLE V: OFFICERS

Section 1: Officer Positions

The officers shall consist of a Chairperson and Vice-Chairperson. The Chairperson shall be appointed by the Chairperson of the Commissioners. The Vice-Chairperson shall be selected by the Advisory Council Chairperson upon consultation with the Advisory Council.

Section 2: Duties

1. The Chairperson shall:
 - a. Attend and facilitate all Advisory Council meetings.
 - b. Act as spokesperson for the Advisory Council.
 - c. Appoint members of all sub-committees, and chairpersons of such sub-committees and serve as ex-officio member thereof.
2. The Vice-Chairperson shall:
 - a. Fulfill the duties of Chairperson temporarily in their absence.
 - b. Fulfill the unexpired term of the Chairperson should such a vacancy occur.
 - c. Other duties as appointed by the Chairperson.

Section 3: Officer Terms

Officers shall serve for a term of one year from January 1 to December 31. Vacancies shall be filled in the same manner as the original selection. Officers may serve more than one term.

Section 4: Liaison

The Lancaster County Health and Medical Preparedness Coordinator, a staff member of the Lancaster County Emergency Management Agency, shall serve as liaison to the Advisory Council and be responsible for the following tasks:

1. Provide orientation for new Council members and officers about the Advisory Council and their role as Council members.
2. Work with the Advisory Council chairperson and committee chairpersons, if any, to ensure that responsibilities are fulfilled.
3. Work with the Advisory Council chairperson to set meeting agendas and ensure that accurate minutes of said meetings are developed.
4. Support setting up and conducting meetings.
5. Facilitate communication between the Advisory Council and the Commissioners.

ARTICLE VI: MEETINGS

Section 1: Regular Meetings

Meetings of the Advisory Council will be held at such intervals and at such times and places as deemed appropriate by the Council, but no less than once a year. An annual schedule of meetings, including dates, times and locations, shall be approved by the Advisory Council no later than October of the preceding year. The schedule of meetings shall be provided to the Office of the County Commissioners. Meetings may be cancelled with 24 hours' notice to the Office of County Commissioners.

Section 2: Special Meetings

Special meetings may be called as deemed necessary by the Chairperson of the Advisory Council or Commissioners with at least 72 hours' notice to the membership and public.

Section 3: Compliance with the Sunshine Law

The Council shall conduct all meetings in accordance with the Pennsylvania Sunshine Act, including notice and agenda requirements.

All requests for Council related documents shall be handled by the Lancaster County Right to Know Officer.

ARTICLE VII: COMMITTEES

Section 1: Committee Formation

Committees of the Advisory Council may be established and abolished as deemed appropriate by action of the Council.

Section 2. Appointments to Committees

Appointments shall be made by the Advisory Council Chairperson from among the membership. Committees may call upon members of the community to provide input with approval from the Committee Chairperson and Advisory Council Chairperson. The Advisory Council Chairperson shall be an ex-officio member of each committee.

Section 3. Reporting and Actions

Committees shall report to the Advisory Council and shall not take action independent of the Council.

ARTICLE VIII: PARLIMENTARY AUTHORITY

The rules contained in the most current version of Robert's Rules of Order, Newly Revised, shall govern all actions of the Advisory Council to the extent they are not inconsistent with other superior laws, rules and regulations.

ARTICLE IX: REPORTS TO THE BOARD OF COMMISSIONERS

The Council shall provide reports to the Board of Commissioners, at a minimum, on an annual basis. Annual reports shall include information regarding Council and Council sub-committees activities, upcoming plans, and proposed initiatives. All activities, plans and proposed initiatives are subject to the approval of the Board of Commissioners. The Council shall provide interim and/or specific reports as requested by the Board of Commissioners.

ARTICLE X: AMENDMENTS

This Charter may be amended from time to time by Resolution of the County Board of Commissioners.

ARTICLE XI: TERMINATION

The Advisory Council may be terminated at any time upon a vote of the County Board of Commissioners; however, the Council shall automatically terminate two years after approval of this Resolution, unless renewed by an affirmative vote of the County Board of Commissioners.