

DATE: June 13, 2012

TO: Washington State Board of Health Members

FROM: Michelle Davis, Executive Director

SUBJECT: UPDATE OF STATE BOARD OF HEALTH POLICIES

Background and Summary:

The State Board of Health has a number of administrative policies and procedures. They are intended to guide Board members and staff activities and actions on a variety of topic areas, including rule making and rule petitions, payment for travel and professional development, legislative activities, and media and publications. Several of the policies have not been updated for many years, and are outdated.

This spring, the Board's staff undertook the review and editing of all the Board's policies. We found that some of the policies required minor updates for clarity, some needed more extensive editing to reflect agency practices, and a couple were redundant with statewide standards or guidelines and may no longer be necessary. We compared the policies and procedures to state law, reviewed other agencies' policies and procedures, and double-checked the guidance against statewide guidelines that all agencies must follow.

The attached matrix provides a brief description of each policy, identifies the staff responsible for the review and includes our recommendations for Board action. The revised policies are included for your review and approval, including the two policies that we recommend the Board rescind.

Recommended Board Action:

I recommend the Board consider the recommended changes and proposed updates on the Board policies, as recommended by staff. The Board may wish to consider, amend if necessary, and adopt the following motions:

Motion: the Board adopts the revisions to the following Board policies and procedures as recommended by staff in the attached matrix submitted on June 13, 2012:

- *2000-001 Considering Delegation of Rules to Department of Health*
- *2001-001 Monitoring and Communicating with the Legislature*
- *2001-002 Payment By SBOH for Professional Development*
- *2001-004 Letters of Support*
- *2002-001 Publications Policy*
- *2005-001 Responding to Petitions for Rule Making*
- *2005-002 Media Guidelines*

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Motion: the Board rescinds the following Board policies and procedures as recommended by staff in the attached matrix submitted on June 13, 2012:

- *2001-003 Travel and Transportation Policy*
- *2002-005 SBOH Health Staff Member Participation in Committee or Working Group Partnerships*

Staff Contact: Michelle Davis