

Washington State Board of Health Policy and Procedures Update June 2012

Policy Number	Topic	Reference	Responsible Staff	Recommended Changes
2000-001	Considering Delegation of Rules to Department of Health	RCW 43.20.050	Ned	Minor editorial changes. Clarifies that delegation limited to a single rule making process (consistent with current practice). Allows Chair to delegate to the department if the Board is not scheduled to meet within two months.
2001-001	Monitoring and Communicating with the Legislature	RCW 42.17A.635	Michelle	Added a statement about legislation that SBOH will monitor and communicate with the legislature about legislation that may adversely impact the public health system. Removed requirements to post bill tracking information on website (consistent with Public Disclosure Commission request). Removed detail about staff tracking meetings (internal staffing detail, not relevant to Board policy), and reference to DOH bill review meetings. Added new sections about agency request legislation, recommendations to the Governor, and PDC reporting requirements.
2001-002	Payment By SBOH for Professional Development	DOH Policy 11.001	Desiree	Refined and shortened the policy title. In the procedure portion we added language to make the approval process more specific. We considered the DOH policy on approval of professional memberships to make sure our policy was not in conflict. We added a sentence that clarifies the Board will pay for required professional development activities.
2001-003	Travel and Transportation Policy	OFM travel guidelines, DOH travel policy	Desiree	Suggest eliminating. The Board must comply with comprehensive OFM travel guidelines.
2001-004	Letters of Support	RCW 42.52.020	Tara/ Christy	Remove reference to public health programs, grant, or funding as the focus of letters of support. Replace with broader statement referring to alignment of SBOH strategic goals. Currently the policy has no reference to a potential conflict of interests. Add a reference to RCW 42.52.020 http://apps.leg.wa.gov/RCW/default.aspx?cite=42.52.020 . Remove reference to timeline of 14 days for policy review. Change procedures and types of materials needed for review of request.

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				Remove “shall” from the list of criteria the Board Chair considers when reviewing the request for a letter of support and replace it with “may” to allow the Chair more flexibility. Remove first bullet describing the requester on the first of the three criteria listed under procedure.
2002-001	Publications Policy	Chapters 40.06 and 40.07 RCW, RCW 43.41A.115, RCW 43.41A.125, and OFM agency publications guide	Gordon	Updated statutory references, revised to reference OFM publications guidance, editorial changes
2002-005	SBOH Health Staff Member Participation in Committee or Working Group Partnerships	DOH policies and procedures: 11.001 Membership in associations and organizations 07.015 Ethics, 07.057 Use of state resources, 07.058 Gifts, business meals and Honoraria, 07.059 Use of public resources for political activities	Tara	Suggest eliminating. These partnerships may be issue specific or temporary. Expectations for staff participation in committees or partnerships are best set and monitored through the annual employee evaluation process.
2005-001	Responding to Petitions for Rule Making	RCW 34.05.330	Ned	Reorganized the policy, made minor editorial changes. Clarified that staff will send initial acknowledgement of receipt to petitioner within one business day.
2005-002	Media Guidelines	DOH media guidelines, source for SBOH media guidelines	Gordon	Includes internet and social media, reference communications consultant role, adds coordination of SBOH and DOH messages on shared issues.