

Executive Summary Form

**Agenda Number: HLT-- (Cochise County Board of Health)**

Recommendation:

Approve the appointment of Ronald Wagner to a four year term, (May 12, 2015 – May 11, 2019) as a second District No. 1 representative to the Cochise County Board of Health.

Background (Brief):

Supervisor Pat Call, District 1 has recently invited Mr. Wagner to join the Cochise County Board of Health. Mr. Wagner agreed to become a member of the Board of Health. The term he has agreed to serve will run from May 12, 2015 – May 11, 2019. In talks with Supervisor Call and Health Director Mary Gomez he has expressed his willingness to serve in this role on the Board of Health for a four year term.

The Cochise County Board of Health and Cochise Health & Social Services are thankful for his willingness to participate on this Board. Mr. Wagner is an active member in the healthcare community and healthcare arena in the private and public sectors in District 1, and with his years of experience in these areas he will be an invaluable asset and is able to convey the health concerns of his community accurately. It is my recommendation the Board of Supervisors approves Mr. Wagner's appointment to the Cochise County Board of Health, for the four year term of May 12, 2015 – May 11, 2019.

Fiscal Impact & Funding Sources:

n/a

Next Steps/Action Items/Follow-up:

With the recent March 2015 updates to the by-laws the Cochise County Board of Health now can consist of up to seven members. With this appointment the Board members will be as follows:

District 1 – Sierra Vista	Ronald Wagner
District 1 – Sierra Vista	Evelyn Whitmer
District 2 – Douglas	Linda Morin, R.N.
District 3 – Benson	Dr. Gary Maluf
BOS Representative	Supervisor Ann English
Physician Representative	Vacant
District 2 or 3	Vacant

Impact of Not Approving:

The Board of Health will not have a new District 1 Representative.



# Cochise Health & Social Services

Public Programs...Personal Service

[www.cochise.az.gov](http://www.cochise.az.gov)

MARY GOMEZ, RN, MN

DIRECTOR

April 9, 2015

Ron Wagner

via email [Ronald.wagner@lfsaz.org](mailto:Ronald.wagner@lfsaz.org)

As we discussed by telephone, Pat Call, Chairman of the Cochise County Board of Supervisors, would like to appoint you to be a member of the Cochise County Board of Health. The BOH meets quarterly and occasionally more frequently if an urgent need arises. Our meetings are held the second Friday every three months in Bisbee. Next scheduled meeting is 5/8/15 at 11:00 AM. The mission statement of the BOH is as follows:

The appointed members of the Cochise County Board of Health each serve to represent the public health and safety needs of Cochise County residents, and to support the goals of the Cochise County Health Department. The Board of Health will also serve in an advisory capacity to make recommendations to the Board of Supervisors on matters that affect the health and safety of the public.

With your years of experience in the healthcare arena and with the healthcare community in the private and public sector would be an invaluable asset to our BOH. We would be honored if you would accept this appointment.

If you would like to attend our 5/8/15 meeting before making this commitment, please let me know. Please do not hesitate to contact me with questions or if you need additional information and thanks in advance for your consideration of this appointment.

Sincerely,

Mary Gomez, RN, MN  
Director, CHSS

cc: Pat Call, Chairman, BOS  
Mike Ortega, County Administrator  
Jim Vlahovich, Deputy County Administrator

Main Office

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[health@cochise.az.gov](mailto:health@cochise.az.gov)

Benson

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Benson, AZ 85602  
520-586-8200  
520-586-2051 fax

Douglas

1012 N. G. Ave., Ste. 101  
Douglas, AZ 85607  
520-805-5600  
520-364-5453 fax

Sierra Vista

4115 E. Foothills Dr.  
Sierra Vista, AZ 85635  
520-803-3900  
520-459-8159 fax

Willcox

450 S. Haskell Ave.  
Willcox, AZ 85643  
520-384-7100  
520-384-0309

# COCHISE COUNTY BOARD OF HEALTH BY-LAWS



## BOARD OF HEALTH MISSION STATEMENT:

The appointed members of the Cochise County Board of Health serve to represent the health and social service needs of Cochise County residents, and to support the goals of Cochise County Health & Social Services. *April 19, 1995*

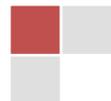
## ARTICLE I

1. **Principal Office:** The principal office for the transaction of business for the Board shall be in Cochise County, Arizona.

## ARTICLE II

ARS §36-183

1. **Membership:** The Board of Supervisors shall appoint a Board of seven (7) members consisting of a member of the Board of Supervisors, a licensed physician as well as other licensed medical professionals such as NP's, and PA's, and five (5) citizen members each, at least (1) from each district. The health department director shall serve, without vote, as an ex-officio member of the Board. Citizen members appointed shall not be county health department employees.
2. **Terms:** The staggered term of office of each member appointed shall be four (4) years. The Board of Supervisors member and city council representative shall serve during his/her term of office. Appointment to fill a vacancy in the membership of a board member caused other than by expiration of term shall be for the unexpired portion of the term.
3. In instances of unethical or illegal behavior or malfeasance in office by a member of the Board of Health, the Cochise County Board of Supervisors may demand the resignation of such board member.



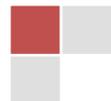
# COCHISE COUNTY BOARD OF HEALTH BY-LAWS



## ARTICLE III ARS §36-184

### Board of Directors

1. **Meetings:** The Board shall hold an annual meeting in the first quarter of each year at which a President and Vice President shall be elected for the ensuing year. If a quorum is not available, the annual meeting and elections will be held as soon as a quorum is available. The Board shall meet at least once every three (3) months. The President, the Director or any two (2) board members may call a special meeting by notifying the President in writing that a special meeting is necessary. Notice to the President shall include a statement of the purpose of the meeting. Upon a receipt of a written request for a special meeting, the President shall set a convenient meeting time within five (5) working days of the receipt of the request. If a quorum for a special meeting cannot be obtained, the subject for a special meeting may be placed on the agenda of the next regular board meeting. All meetings shall follow a prepared agenda and be governed by the current Robert's Rules of Order.
2. **Quorum:** A majority of the members of the Board at any properly called meeting, regular or special, shall constitute a quorum. Members shall be allowed to cast absentee ballots for the offices of President and Vice President.
3. **Board Attendance:** Members who fail to attend three (3) consecutive regular meetings shall be considered resigned from the Board. The Board may for good cause grant leaves of absence to its members. It is the responsibility of the Board member to notify the Secretary if unable to attend a Board of Health meeting. In order to grant a leave of absence to a member, the member is to present in writing to the President or Secretary prior to the meeting the reason for the absence. The leave of absence may then be granted by the Board of Health at the meeting. There are no excused absences. There are leaves of absence.
4. **Officers:** A President and a Vice President shall be elected by the membership of the Board. The Director of Cochise County Health & Social Services shall act as Secretary to the Board of Health and shall be a member of that Board (ex-officio), but shall not have a vote in matters of the Board.
5. **Functions of the Board of Health:**
  - A. Annually review draft annual report at January meeting.
  - B. Annually review an estimate of the cost of maintaining the Department of Health for the ensuing fiscal year, and also projected revenue at April meeting.



# COCHISE COUNTY BOARD OF HEALTH BY-LAWS

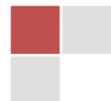


- C. Advise the Director and request information from the Director, as the Board of Health deems necessary.
- D. Keep minutes of all meetings of the Board.
- E. Make rules and regulations, not inconsistent with the rules and regulations of the Arizona Department of Health Services, for the protection and preservation of public health.
- F. Advise the Board of Supervisors regarding provisions for suitable offices, facilities and equipment for Department of Health.
- G. Recommend rules and regulations not inconsistent with the rules and regulations of the Arizona Department of Health Services, for the protection and preservation of public health, to the Cochise County Board of Supervisors for adoption and enforcement in Cochise County.
- H. Carry out activities, which support the goals of the Department of Health & Social Services.
- I. Represent the health & social service needs of Cochise County residents.
- J. May review proposed fees and make recommendations to the Board of Supervisors.
- K. In accordance with the Cochise County Sanitary Code, a three (3) person board consisting of the Director (or designee) and two (2) other Board of Health members appointed by the Director, in consultation with the Board of Health President, shall conduct Environmental Health appeal hearings in a manner consistent with due process.

## ARTICLE IV

### Officer's Duties

1. **President:** The President shall preside at all meetings of the Board. The President may, from time to time, call special meetings of the Board of Health whenever he or she shall deem it proper to do so. The President shall do and perform such other duties and have such other powers as, from time to time, may be assigned to the President by the Board of Health. It shall be the responsibility of the President to approve the agenda of each Board meeting. The President or his or her designee shall be an ex-officio member of all advisory committees.
2. **Vice President:** In case the President shall be absent, the Vice President shall preside. The Vice President shall have such powers and shall perform such duties as may be assigned by the Board of health and as may be delegated by the President. The Vice



# COCHISE COUNTY BOARD OF HEALTH BY-LAWS



President shall possess the power and may perform the duties of the President in his or her absence or disability, unless otherwise directed by the Board of Health.

3. **Secretary:** The Director of the Department of Health shall serve as Secretary of the Board, without a vote, as an ex-officio member of the Board. The Secretary shall notify Board of Health members of meetings, and keep a record in due form of the proceedings of all meetings of the Board of Health. He or she shall attend to the giving and service of all notices by the Board, and shall perform the duties usually appropriate to the office of Secretary, and have such other duties and powers as may be assigned from time to time by the Board of Health.
4. **Term of Office:** All officers shall be elected for a term of one (1) year. A member holding any office may succeed himself or herself in office for a period not to exceed two (2) additional one (1) year terms.

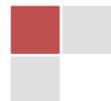
## ARTICLE V

### Advisory Committees

1. **Standing Advisory Committee:** The President of the Board may appoint standing advisory committees or ad hoc committees, as he or she deems necessary, to complete projects as initiated by the Board. These advisory committees shall perform all of the acts necessary as charged by the Board and be responsible to the President as well as the Board. Such special committees shall limit their activities to the task and time for which they are appointed and shall have no power, except as specifically conferred by appointment. Each standing committee shall maintain a written statement of its purpose and membership. The President or his or her designee shall be an ex-officio member of all advisory committees. Committees shall submit minutes of meetings to the Board of Health.
2. **Advisory Committee Membership:** A member who is appointed to chair an Advisory Committee will be permitted to serve as a member on two (2) other Advisory Committees.

## ARTICLE VI

**Nondiscrimination Clause:** No discrimination shall be exercised by the Board of Health or by any person subject to its direction against or in favor of any person because of race, gender,



# COCHISE COUNTY BOARD OF HEALTH BY-LAWS



religious belief, color, national origin, ancestry, age, physical or mental disability status in the delivery of health services. Nor shall any discrimination in the employment, promotion transfer, demotion, discipline or discharge of any person employed by or doing business with the Board or any other person subject to its direction be exercised because of race, gender, religious belief, color, national origin, or ancestry, age, physical or mental disability status pursuant to Federal or State law.

## ARTICLE VII

**Conflict of Interest:** Any member of the Board Health who has, or whose relative (as defined by ARS §38-502, subparagraph 9) has, or who is employed by or associated with a firm or company which has a substantial financial interest in any decision of the Board of Health, shall make known such interest so that it is recorded in the minutes of the Board, and shall refrain from participating in any manner in such decision. All members of the Board of Health shall comply with the provisions of ARS §38-501, Et Seq.

Cochise County Health & Social Services shall not enter into any agreement with a member of the Board, or a relative of a member of the Board, or a firm or company which employs or is associated with a member of the Board, to provide equipment, materials, supplies or services to the Board provided, however, such procedures shall not apply to an award or agreement after competitive bidding.

## ARTICLE VIII

**Amendments:** By-laws may be adopted, repealed or amended if consistent with the Arizona Revised Statutes, by a majority of the appointed members (5) at a regular or special meeting, provided written notice is given of the proposed changes at least five (5) business days prior to the meeting and there is no conflict with the Arizona Revised Statutes.

\_\_\_\_\_  
, President  
Cochise County Board of Health  
  
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Mary Gomez, Secretary  
Cochise County Board of Health  
  
\_\_\_\_\_  
Date Signed

