

KING COUNTY BOARD OF HEALTH WORKGROUP TEMPLATE

May 15, 2025

I. PURPOSE STATEMENT

The Chair of the King County Board of Health may create standing and ad hoc committees, or workgroups, to recruit and recommend new Boardmembers and Alternates or provide focused forums for Board members to collaboratively examine critical public health topics. Through balanced, data-informed discussions and a commitment to cultural competence, these workgroups aim to develop impactful recommendations, and align their activities with the Board's overarching strategic goals to promote health equity and well-being for all King County communities.

II. OBJECTIVES

1. Workgroup Topic Focus and Balanced Analysis

- Concentrate on the chosen workgroup topic, examining the issue from multiple angles.
- Encourage thoughtful debate and discussion that includes diverse perspectives.
- Emphasize cultural competence and equitable access in all considerations.

2. Recommendations

- The Workgroup should identify what action will result from the Workgroup's efforts – a proposed rule and regulation, proposed guidelines and recommendations, a proposed resolution, a briefing, a letter or another deliverable.
- If applicable, identify potential internal and external funding opportunities and resource needs to support recommended actions.
- Recommended actions should promote equity and address disparities within the community.

3. Performance Monitoring

- Report back as needed to the full Board on findings and proposed actions, ensuring transparency and accountability.

III. MEMBERSHIP & LEADERSHIP

A. Membership

1. Eligibility and Size

- Per BOH Code 2.04.035, Rule 2 section E: The chair may create standing and ad hoc committees of boardmembers and may appoint boardmembers and other persons to any committee to facilitate the performance of the board's functions. If the chair is not leading the committee or workgroup, the group may select a lead or co-leads.
- Each workgroup is limited to a maximum of 8 Board of Health members, ensuring the group does not trigger a quorum of 9 members.
- Board of Health Alternates count towards quorum only if the member they represent is not present.

2. Resignation and Inactive Status

- **Voluntary Exit:** Members may leave at any time by emailing the Chair and the Board Administrator.
- **Inactive Members:** Any member who misses two or more consecutive meetings should be contacted by the Chair to confirm their continued interest.

IV. SUGGESTED MEETING STRUCTURE

1. Frequency and Duration

- Workgroups meet as often as needed and agreed upon by the workgroup or as requested by the Chair.
- Standard meeting length is 1 hour to respect members' time, or as agreed upon to accomplish specific tasks.

1. Suggested Meeting Agenda

1. Call to Order and Welcome (2–3 minutes)
2. Approval of Agenda (1 minute)
3. Review of Previous Meeting's Notes or Actions (5–10 minutes)
4. Old Business / Ongoing Projects (10–15 minutes)
5. New Business / Main Discussion Topic (20–25 minutes)
6. Action Items and Assignments (5 minutes)
7. Additional Comments or Announcements (2–5 minutes)
8. Confirm Next Meeting Date & Adjourn (1–2 minutes)

2. Reporting to the King County Board of Health

- The Chair, a designated member or the Board Administrator provides updates to the King County Board of Health.

V. COMMUNICATION & TIMELINE GUIDELINES

1. Minimal Email Usage

- **Email Use:** Limit email communications to essential updates (e.g., meeting invites, major action items) to respect members' time and diverse language backgrounds.
- **Virtual Meetings:** Workgroups meet virtually unless otherwise agreed upon.

2. Workgroup Timing

- Workgroup activities begin or resume in February or later, allowing time for new Board leadership (elected in January) and any newly appointed members to join or settle in.
- Workgroup discussions should aim to wrap up or pause by or before the last King County Board of Health meeting in November. This ensures that outstanding topics are concluded before the holiday season and Board membership transitions.

3. Respect for Cultural and Linguistic Differences

- Keep messages and discussions clear and concise, considering varied language backgrounds.
- Maintain a welcoming environment that values diverse perspectives.
- Interpretation or translation services are available upon advance request to the Board Administrator.