

# WARREN COUNTY HOME HEALTH ADVISORY BOARD

## BYLAWS

### ARTICLE I

#### NAME

The name shall be the WARREN COUNTY HOME HEALTH ADVISORY BOARD.

### ARTICLE II

#### PHILOSOPHY

The agency subscribes to the concept of health defined by the World Health Organization known as "A state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity. The enjoyment of the highest attainable standards of health is one of the fundamental rights of every human being without distinction of race, religion, political belief, economic, or social condition." To this end, the agency is committed to providing a high quality of health care essential to the improvement of physical, mental and social conditions in the community.

The agency respects the autonomy of the patient and family to make decisions and choices affecting their present and future health status.

### ARTICLE III

#### PURPOSE

- A. To provide skilled nursing services by or under the supervision of a licensed Public Health Nurse in accordance with physician's orders.
- B. To insure the promotion and maintenance of health.
- C. The prevention of disease and disability.
- D. Comprehensive care of the sick and disabled in the home.
- E. Collaboration and coordination with other groups in developing and implementing community health programs.
- F. Contribution to knowledge, which would effect improvements in community health practice.
- G. To provide end of life care for the terminally ill.

## ARTICLE IV

### GOALS

1. Patients will be maintained in the home as long as feasible through the provision of intermittent nursing care and related health services.
2. Patients will be helped to achieve their maximum functional level: physically, emotionally, and socially. Families of patient's will be helped to attain a higher level of functioning within the home.
3. Patients and families will be assisted to utilize appropriate community resources for the prevention, maintenance and treatment of their various needs.

## ARTICLE V

The membership of the Warren County Home Health Advisory Board shall consist of:

- A. Individuals who reside in the county and/or individuals who render health services to county residents and composed of the following: Home Health Supervisor; Director of Nursing; one licensed physician; registered nurse (preferably a public health nurse) and one representative from another county agency, and 3 community representatives. The Home Health Advisory Board will make recommendations to the Board of Health. All board members must submit a statement of interest to serve to the Warren County Board of Commissioners. Vacancies will be advertised quarterly by the clerk to the board.
- B. Each term will last 3 years, with no more than 3 consecutive terms, if other board members can be recruited.
- C. Board members are instructed to notify Home Health Supervisor if unable to attend meeting. Any board member missing 2 consecutive meetings without an excused absence will lose their seat.
- D. All listed board members will have voting privileges. The Chairman's vote shall break a tie.

## ARTICLE VI

### OFFICERS

#### Section I:

The officers of the agency shall be a Chairman and a Vice-Chairman. The term shall be one year. The term will be effective with July meeting and extend until the following June to coincide with the fiscal year. Officers will be elected during the July meeting each year. Officers will remain in force until a quorum is present to vote on new officers. The recording Secretary shall be a member of the Health Department staff and shall be appointed by the Home Health Supervisor.



**Section II:**

The officers shall perform the duties usually pertaining to their offices.

- A. The Chairman shall preside over the meetings of the Warren County Home Health Advisory Board and serve in an advisory capacity, when indicated. The Vice-Chairman shall assume the responsibilities of the Chairman in the absence of or disability of the Chairman and in an advisory capacity with special committees when indicated.
- B. The Recording Secretary shall keep minutes and records of the Board.

**ARTICLE VII**

**MEETINGS**

**Section I:**

There shall be at least quarterly regular meetings of the Advisory Board during each calendar year unless otherwise determined by the Advisory Board. The Chairman may call special meetings of the Advisory Board. At the written request of the majority of members of the Advisory board, the recording secretary may call a special meeting.

**Section II:**

The annual meeting of the board shall be held during the first month of each calendar year following the close of the agency's preceding fiscal year at such time and place as the board shall designate.

The Recording Secretary shall mail written notice of all meetings of the board to each member at least five days prior to the date of the meeting.

**Section III:**

A majority of current board members shall constitute a quorum at any meeting of the Advisory Board.

**Section IV:**

The fiscal year shall be July 1 through June 30.

**Section V:**

The latest version of Robert's Rules of order will be referenced for issues not specifically addressed by the by-laws.

## ARTICLE VIII

### COMMITTEES

#### Section I:

There shall be such committees, as the Advisory Board deems necessary. Such committees shall be appointed by the Chairman annually and may be reappointed. They shall serve until their successor(s) have been appointed.

## ARTICLE IX

### AMENDMENTS

The bylaws may be amended or revised at any meeting of the board by a two-thirds vote of the current membership, provided such amendment has been proposed at a previous meeting. A member who is unable to attend may vote via phone poll, fax, mail or e-mail.

## ARTICLE X

### COMMITTEES

#### PROGRAM AND POLICIES COMMITTEE

Membership appointed by the Chairman of the Board; may include board members and members from the health department staff.

#### FUNCTIONS:

1. Reviews, studies, and considers the service program of the agency and makes recommendations to the board.
2. Studies new activities and their potential value and application of the agency.
3. Consider relationships between the agency, mental health, rest homes, schools of nursing, Department of Social Services, nursing homes and other agencies or institutions.
4. Continuously study and evaluate all aspects of the agency program and make recommendations to the board.

#### PUBLIC RELATIONS COMMITTEE:

Membership appointed by the Chairman of the Board.

**FUNCTIONS:**

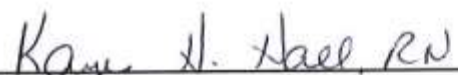
1. Serve in an advisory capacity to the board.
2. Review the medical policies governing the service program of the agency.
3. Support the medical policies and program of the agency.
4. Advise the situations involving the agency's relations with individual medical practitioners.

**VOLUNTEER COMMITTEE**

Membership shall be appointed by the Chairman of the Board and may include members from outside the agency.

**FUNCTIONS:**

1. Guides and develops the volunteer service including planning for meetings of volunteers.
2. Assists in planning for recruitment of volunteers.
3. Arranges for volunteer fulfillment of yearly mailing activities for annual meeting and annual report.

  
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**Kaye Hall, RN**  
Director of Nursing

  
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**Wayne Paynter**  
Chairman, Home Health Advisory Board

  
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**Michael Kilian**  
Chairman Board of Health