

# WASHINGTON STATE BOARD OF HEALTH

## POLICIES, PROCEDURES, AND BYLAWS COMMITTEE SPECIAL MEETING SUMMARY NOTES

**What:** Policies, Procedures, and Bylaws Committee

**When:** September 7, 2022

**Participating via Zoom:** Board members Keith Grellner, Mindy Flores, Stephen Kutz, and Kelly Oshiro; Board staff Kaitlyn Donahoe, Michelle Davis, Jo-Ann Huynh, and Nathaniel Thai; Assistant Attorney General Lilia Lopez; and approximately 10 members of the public.

### **Summary Notes:**

#### **Selection of Committee Chair**

- Committee members selected Member Oshiro to serve as the committee chair.

#### **Committee Scope and Objectives**

- Ms. Donahoe shared information about the Board's committee structure as stated in the Board's bylaws. She recapped discussion at the Board's June 2022 meeting to convene an ad-hoc committee to further discuss and recommend revisions to the Board's Policy Number 2015-001: Responding to Complaints Against a Local Health Officer or Administrative Officer. Ms. Donahoe provided background information about the Board's policy, its use in recent years, and scope of potential revisions.

#### **Board Complaint Policy Discussion**

- Ms. Donahoe opened discussion with questions raised in the June 2022 Board meeting related to Policy Number 2015-001.
- Board Members discussed adopting a procedural rule related to designating a presiding officer to oversee complaint hearings. Specifically, they discussed the procedures around appointing an Administrative Law Judge as the presiding officer and whether these procedures need greater detail. Members Kutz, Oshiro, and Grellner made recommendations around the procedure and the generality of the language.
- Board Members discussed the procedure for notifying complainants of hearing outcomes. Member Kutz recommended that the Board give notice to complainants about the outcome of their hearings. All Board Members supported

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this recommendation. Board Members and staff discussed the possibility of staff notifying complainants.

- Member Kutz asked a question regarding appeal processes for complainants and the Board. Assistant Attorney General Lopez clarified that appeal processes are not generally available for complainants in appeals-driven administrative investigations, and that she would investigate potential appeals processes for the Board.

### **Next Steps**

- Ms. Donahoe and Assistant Attorney General Lopez will review the recommendations from this meeting and draft language to be considered at a future Board Meeting.
- Assistant Attorney General Lopez will investigate potential appeals processes for the Board in complaint hearings.

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