

## ORIENTATION DOCUMENTS FOR WINCHESTER BOARD OF HEALTH

Welcome to the Winchester BOARD OF HEALTH!

This packet is intended to orient you to the job of a Board of Health volunteer member and your responsibilities, and to direct you to resources to help you get started as a BOH member. It is not all-comprehensive and you are encouraged to reach out to both the Board of Health and the Health Director to explore additional questions you may have.

The Board of Health is a volunteer elected body that sets public health policy for Winchester. Members are elected to serve three-year terms. The Board of Health is responsible for the formulation and enforcement of rules and regulations affecting the environment and public health.

The Health Department consists of hired professionals who implement those policies set by the Board of Health. The Board of Health appoints the Director of the Health Department as it's 'Agent'. The Director of Public Health hires appropriate Staff as needed and ensures Winchester's compliance with Federal, State and local public health mandates.

Board of Health volunteers come from a wide variety of backgrounds including landscape designers, teachers, environmental specialists, engineers, nurses, doctors, lawyers, pharmacists, morticians, scientists and many others. If you have an interest in protecting "the environment and public health" and in building a healthier Winchester; have time to give to your community; and a desire to engage in meaningful work, you are a great candidate to serve on the Board of Health!

### I. Authority and Responsibilities

- a. [Massachusetts General Law Chapter 111](#)
- b. [Winchester Home Rule Charter](#)
- c. [Winchester Code of Bylaws](#)

### II. Essential information

- a. [Board of Health](#) and [Health Department](#) webpages
- b. [Minutes of Board of Health Meetings](#)
- c. [Open Meeting Law](#) and [Conflict of Interest](#)
- d. [Health Department Staff](#)
  - i. Health Director
  - ii. Public Health Nurse
  - iii. Administrative Assistant
  - iv. Community Health Program Manager
  - v. Animal Inspector
  - vi. Environmental Health Inspector
- e. Financial information

- i. Health Department Budget
- ii. [Fee Schedule of Board of Health](#)

### III. **Guiding Documents**

- a. [Blueprint for Public Health Excellence](#); [SAPHE2](#) Implementation Plan
- b. [Center for Disease Control 10 Essential Public Health Services](#)
- c. Community Needs Assessments
  - i. [Youth Behavioral Health Survey, Winchester Report 2021](#)
  - ii. [Winchester Hospital Community Needs Assessment 2022 & Implementation Strategy FY23-25](#)
  - iii. [Winchester Community-Wide Needs Assessment](#), October 2018

### IV. **State and Federal Resources**

- a. [Massachusetts Department of Public Health](#) (DPH)
- b. [Massachusetts Association of Health Boards](#) (MAHB)
  - i. MAHB slide show [Orientation Program for MA Boards of Health](#)
  - ii. Legal Handbook of MA Local Boards of Health
  - iii. [The Case for Public Health PPT](#) November 2018
- c. [Metropolitan Area Planning Council Public Health Services](#)
- d. [Massachusetts Office of Local and Regional Health](#)
- e. [Local Public Health Accreditation](#); [PHAB](#)

### V. **Other**

- a. [Emergency Preparedness](#)
- b. [MA Community Health Information Profiles](#)
- c. [History of Board of Health in Winchester](#)
- d. [Farming and Public Health](#); [Food Waste](#)

	<b>Board of Health Goals for 2023/2024:</b>
I.	Support HD goals re all routine work
II.	Encourage communication, engagement and transparency of the BOH through outreach to other Town Boards, Committees and the community, as well as continued development of the BOH webpage
III.	Support diversity, equity and inclusion concerns as they relate to health
IV.	Review/Update Health Regulations