

**STRUCTURE, COMPOSITION, AND OPERATING PROCEDURES
FOR THE
MICHIGAN LOCAL PUBLIC HEALTH
ACCREDITATION COMMISSION**

Section 1. NAME OF THE ORGANIZATION

1. The official name of this organization is the Michigan Local Public Health Accreditation Commission (the Commission).

Section 2. MISSION, GOALS, AND OBJECTIVES

1. The mission is: "To assure and enhance the quality of local public health in Michigan" by identifying and promoting the implementation of public health standards for local public health departments, and evaluating and accrediting local health departments on their ability to meet these standards.
2. The goals of the Michigan Local Public Health Accreditation Commission are to:
 - a) Assist in continuously improving the quality of local public health departments. Develop and foster a continuous quality improvement process for local health departments to promote quality and capacity to address the core functions of public health.
 - b) Establish a uniform set of standards that define public health and that serve as a fair measurement for all local public health departments.
 - c) Establish a process by which the state can ensure that there is capacity at the local level to address core functions of local public health.
 - d) Provide a mechanism for accountability, so that the local public health can demonstrate that state and federal financial resources are being effectively used and community needs are being met.
3. Commission Objectives are to:
 - a) Maintain Michigan local public health departments' ability to remain current and up-to-date regarding public health practice and science.
 - b) Provide state and local governing entities a clear definition of services that must be in place in order to qualify as an accredited local health department.
 - c) Provide to local public health departments improved coordination of on-site reviews of state-funded programs.

Section 3. ACCREDITATION PROCESS AND POLICIES

1. Accreditation Determination
 - a.) The Commission will review results from on-site reviews and forward their recommendations on accreditation to the Michigan Departments of Agriculture, Community Health and Environmental Quality where, final determination will be made on local health department accreditation status.
2. Adjudication
 - a.) Adjudication and dispute resolution will be conducted by the appropriate state agency (Department of Agriculture and/or Community Health and/or Environmental Quality).
3. Appeals
 - a.) Local public health departments can appeal their accreditation status to the appropriate state agency (Department of Agriculture and/or Community Health and/or Environmental Quality).

Section 4. MEMBERS OF THE COMMISSION

1. Members of the Commission (Commissioners) shall be appointed by the Michigan Public Health Institute (MPHI) Board of Directors.
2. Commissioners may withdraw from the Commission by presenting to the Chairperson a written statement of resignation at least ninety (90) days prior to the proposed termination date.
3. The number of Commissioners shall be fourteen (14).
4. The Commission shall be composed of:
 - 1 Chair (Appointed by MPHI Board of Directors).
 - 5 Local representatives including:
 - 3 local public health officers
 - 2 from local governing entities
 - 1 Representative from Michigan Department of Agriculture
 - 2 Representatives from the Michigan Department of Community Health
 - 1 Representative from the Michigan Department of Environmental Quality
 - 2 At-Large Representatives.
 - 2 Representatives from Michigan Public Health Institute Board of Directors.

5. Representatives from local health departments, local governing entities, at large, and MPHI Board of Directors shall serve three year terms of which one-third will be limited to two terms. The Chairperson will serve at the will of the MPHI Board of Directors and the representatives from the Departments of Agriculture, Community Health, and Environmental Quality shall be recommended by each department director and shall not be subject to the rolling-term process.
6. Commissioners shall not receive any salary or other compensation for their services with the exception that they may receive an allowance for actual expenses incurred or to be incurred exclusively in conducting the business of the Commission.
7. The place of all meetings of the Commissioners shall be the Michigan Public Health Institute, unless otherwise stated in the Notice of Meeting or as the Commission may have previously determined.
8. The annual meeting of the Commissioners shall be held in January. At that meeting, Commissioners shall elect a Vice-Chair and transact such other business as may properly be brought before the meeting. The new Vice-Chair and new members of the Commission shall take office at the close of that meeting. Subsequent meetings of the Commission shall occur in March, June and September.
9. Special meetings of the Commission may be called by the Chair, and shall be called upon written request of any Commissioner. Any such request shall be in writing and shall state the purpose or purposes of the proposed meeting.
10. Notice of annual, special, regular and adjourned meetings of the Commission shall be required. Notice of the time, place and purpose of the meeting of the Board shall be delivered, electronically (e-mail), ground mail or by fax at least ten (10) days prior to such meeting. Any required notice of meeting may be waived before or after such meeting. With the prior consent of all Commissioners, meetings may be held without notice.
11. Presence of at least a majority of the Commission shall constitute a quorum. A quorum must be present to conduct official business.
12. The business transacted at a special meeting of the Commission shall be limited to the purpose or purposes of the meeting as stated in the notice.
13. Any vacancy in the Commission shall be filled by the MPHI Board of Directors.
14. With respect to any meeting that may require a vote of the Commission, a Commissioner may execute a written proxy (by letter or email), signed by that Commissioner authorizing the proxy holder to vote as directed in the proxy on any action of the Commission requiring a vote. Such proxy may only be given to another duly elected member of the Commission which shall be deemed to include the Designee.
15. Except as otherwise provided in this document, in all Commission matters requiring a vote:
 - a.) each Commissioner except the Chairperson, shall be entitled to one vote; and
 - b.) issues before the Commission shall be decided by a simple majority. The Chair shall vote only in the event of a tie.

Section 5. MEETINGS

1. Commissioners may participate in meetings by means of a conference telephone or similar communications equipment which allows all persons participating in the meeting to hear each other at the same time. Participating by such means shall constitute presence in person at a meeting.
2. Any action required or permitted to be taken without a meeting may occur if all the members of the Commission consent in writing (by letter or email) to the adoption of a resolution authorizing the action. The resolution and written consents thereto shall be filed with the minutes of the proceedings of the Commission.
3. All meetings of the Commission shall be agenda-driven (Appendix I) in execution and adhere to the latest edition of *21st Century Robert's Rules of Order*.

Section 6. OFFICERS

1. The Chairperson of the Accreditation Commission shall be appointed by the Board of Directors of the Michigan Public Health Institute. The Vice-Chair shall be selected by the Commission at its annual meeting. Each officer's term or term of office shall continue until the next annual meeting of Commissioners and/or until his or her term expires. The Commission may establish committees as the Commission shall deem necessary for the transaction of the Commission business.
2. Other officers and agents may be appointed at any time by the Commission as it shall deem necessary for the transaction of business. Such officers and agents shall exercise such powers and perform such duties as are delegated from time to time by the Commission.
3. Removal of any officer, agent or employee may be effected at any time by the Michigan Public Health Institute Board of Directors.
3. Vacancies occurring in the office of Vice Chair, may be filled at any time by the Commission.

Section 7. OFFICES

1. The principal office of the Commission shall be 2440 Woodlake Circle, Suite 150, Okemos, Michigan 48864, but may be changed to such place within the State of Michigan as the Michigan Public Health Institute Board of Directors shall determine.
2. Other offices for the Commission may be designated by the Commission as the business of the Commission may require.

Section 8. CONFLICT OF INTEREST

1. Whenever the Commission may purchase from, sell to, borrow from, contract with or otherwise deal with any organization in which any Commissioner might benefit or is in any way interested or involved, such interest or involvement shall be disclosed in advance to the Commissioners and recorded in the minutes.
2. Any Commissioner who has knowledge of a conflict of interest shall be required to disclose the fact that his/her organization has competed or intends to compete for a grant or contract which the Commission is also seeking to obtain.
3. Any Commissioner having a possible conflict of interest should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes should reflect the

abstention from voting and quorum situation.

4. The foregoing requirements shall not be construed as preventing the Commissioner from briefly stating his/her position on the matter, nor from answering pertinent questions of other Commissioners, since his/her knowledge may be of great assistance.

Section 9. PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of *21st Century Robert's Rules of Order* shall govern the Commission in all instances when they are applicable and not inconsistent with these operating procedures and any other special rules the Commission shall adopt.

Section 10. AMENDMENTS

1. This document may be altered, amended, added to, or repealed at any meeting of the Commission, or at any special meeting of the Commission, if notice of the proposed alteration, amendment, addition, or repeal be contained in the notice which is delivered or mailed to each Commissioner at least ten (10) days before such meeting. Amendment of this document shall require a vote of not less than two-thirds of the Commission and final approval by the MPHI Board of Directors.

APPENDIX I

Michigan Local Public Health Accreditation Commission Meeting

Michigan Public Health Institute – Interactive Learning Center
2436 Woodlake Circle, Suite 380
Okemos, Michigan 48864

Month Day, Year
Time

Sample Agenda

OBJECTIVES	AGENDA TOPICS	RESPONSIBLE PARTY
Housekeeping and General Information	• Introductions	All members
	• General Announcements	All members
	• Agenda Approval <ul style="list-style-type: none">• Review agenda• Motion & Second for acceptance of agenda• Voice vote	All members
	• Minutes of previous meeting <ul style="list-style-type: none">• Review minutes• Motion & Second for acceptance of minutes• Voice Vote	All members
Update of On-Site Reviews and Corrective Plan of Action Status	• Cycle Spreadsheet	MPHI
	• Presentation of On-Site Review Summaries	MPHI
	• Update of CPA Status	MPHI

Committee Reports	<ul style="list-style-type: none"> • Committee (repeat as necessary) <ul style="list-style-type: none"> • Discussion • Motion & Second for acceptance of recommendations (as needed) • Voice vote (as needed) 	Committee Representative
Correspondence	<ul style="list-style-type: none"> • Review as needed 	All members
New Business/Good of the Order	<ul style="list-style-type: none"> • Discussion • Motion & Second (as needed) • Voice Vote (as needed) 	All members
Adjournment	<ul style="list-style-type: none"> • Motion & Second • Voice Vote 	

APPENDIX II

Michigan Local Public Health Accreditation Program Commissioner Qualifications and Selection Criteria (Draft)

The Michigan Local Public Health Accreditation Commission shall be structured so that a variety of perspectives and health related disciplines are represented.

Attempts shall be made to assure that commission members are representative of the state geographically and by various sized local health departments.

Accreditation Commission members shall be deemed qualified to serve based upon the following criteria:

The 5 local representatives shall include 3 local public health officers and 2 from local governing entities. Local representatives and the 2 at-large representatives should typically have:

- * An M.P.H. or M.S.P.H. degree and 2 years of full-time public health or healthcare administrative experience, **or**
- * A related graduate degree and 4 years of full-time public health or healthcare administrative experience, **or**
- * A bachelor's degree and 6 years of full-time public health or healthcare experience, 4 years of which shall have been in the administration of a broad range of public health or healthcare programs.

Priority will be given to candidates as follows:

- * Representatives from local public health who are recommended by the Michigan Association for Local Public Health.
- * Representatives from local governing entities who are recommended by the Michigan Association of Counties.
- * At-large representatives who are members of professional health or health care associations.

All other representatives shall be members of the Michigan Public Health Institute Board of Directors or have a minimum of 5 years active experience in the Michigan public health system.

Other combinations of experience and education may be considered at the discretion of the MPHI Board of Directors.