

**RESOLUTION R-17-035**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ESTABLISHING A MANATEE COUNTY HEALTHCARE ADVISORY BOARD; PROVIDING FOR THE PURPOSE AND DUTIES OF THE BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, it is important for Manatee County to have a healthy and economically vibrant community; and,

**WHEREAS**, the Board of County Commissioners of Manatee County, Florida desires to have access to the insight, knowledge, and experience of community stakeholders, as well as to gain a greater understanding of the best evidenced-based practices related to the provision of healthcare for those who are medically needy; and,

**WHEREAS**, since the Board of County Commissioners must, on an ongoing basis, make policy and fiscal decisions as to the County's current and future role in the County's overall healthcare network, it is important for the Board to be kept informed of issues and concerns which may relate to healthcare; and,

**WHEREAS**, the Board of County Commissioners determines that it is in the best interest of the people of Manatee County to establish a "Healthcare Advisory Board" to provide the advice and insight discussed above to the County on issues relating to the provision of health care delivery methods and funding for services to the medically needy in our community.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:**

**Section 1. Creation of the Board.**

There is hereby established a voluntary advisory board, to be known as the Manatee County Healthcare Advisory Board. Appointment of members of the Advisory Board shall be in manner set forth herein, and members shall be appointed by the Board of County Commissioners, pursuant to this Resolution. This Advisory Board is advisory only, and may be abolished or disbanded at any time, or reorganized at any time, by the Board of County Commissioners.

**Section 2. Purposes and duties.**

The Healthcare Advisory Board shall:

- A. Evaluate, monitor and discuss the healthcare system in Manatee County including physical health, behavioral health and substance abuse, emerging state and federal legislation and policies that will have a direct or indirect impact on Manatee County.

- B. Make recommendations to the Board of County Commissioners that represent the consensus of the Advisory Board regarding the funding of services for healthcare for the medically needy in this community.
- C. Review evidence-based practices and programs, as well as data available related to health care in Manatee County to determine how available resources may be maximized and new resources engaged to enhance the long-term health and quality of life for Manatee County citizens.
- D. Perform such other evaluative or other advisory tasks as the County Commission may, from time to time, refer to it.
- E. The Advisory Board does not have the authority to “self-assign” projects, issues or initiatives not referred to it by the Board of County Commissioners, nor to take any policy position in the name of the County. The Advisory Board shall present its work product to the County Commission primarily through the delivery of written reports to the Commission, and where appropriate, through presentation to the Commission in a live setting.
- F. To the extent such resources are available to it, the Advisory Board may be assisted in these duties by County staff, consultants and other sources.
- G. The County Administrator shall assign one or more County employees with the suitable knowledge and background to serve as the County’s staff liaison to the Advisory Board. The County Attorney shall ensure the Advisory Board is provided with necessary legal advice.

**Section 3. Organizational Authority.**

- A. The Advisory Board shall conduct an annual meeting between the beginning of the County’s fiscal year and December 31. At this annual meeting, it shall elect from its membership a Chair and Vice Chair. It shall also designate a Secretary, who shall be charged with creating the minutes of each meeting. Officers shall serve in their positions through the fiscal year, or until their replacements are voted into office or their membership on the Advisory Board ends for whatever reason. Vacancies in any office shall be filled by the Advisory Board.
- B. The Advisory Board shall meet at such additional times and places as it determines necessary to conduct its duties. In scheduling meetings, the Chair of the Advisory Board shall coordinate dates, times and locations with the County’s liaison. Meetings may be rescheduled or a special meeting called by the Advisory Board at any time. The County’s liaison shall be charged with ensuring that the proper Sunshine notices of meetings are posted, that meeting locations are accessible to the public, and that the copies of the minutes taken by the Secretary are kept and maintained by the County. A meeting may be cancelled only by the Chair, either due to an expected lack of quorum or for other good cause. The County staff liaison shall be charged with informing the Advisory Board of all scheduling and cancellation notices.

- C. Advisory Board members are required, prior to embarking upon their duties, to be trained in Florida's Sunshine, Ethics and Public Records laws by the County Attorney's Office, and shall be personally responsible to ensure they understand and fully comply with those laws, including the need to publicly announce meetings and to refrain from discussing Advisory Board business with other Board members, verbally or via electronic means, outside of publicly noticed meetings.
- D. The Advisory Board may establish subcommittees as it determines to be necessary to allow for more focused or specialized research and discussion on discrete issues. The work product of the subcommittee must be adopted by the full Advisory Board prior to being presented to the Board of County Commissioners. The officers of each subcommittee shall be appointed by the Advisory Board Chair, and serve at his or her pleasure. Any subcommittee must ensure compliance with the Sunshine law in the same manner as the full Advisory Board.
- E. The Advisory Board (and any subcommittees thereof) shall use the Procedures Manual of the Board of County Commissioners where portions thereof are relevant. Otherwise, it shall utilize the most current version of Roberts Rules of Order.
- F. A quorum of the Advisory Board shall be 50 percent of the membership plus one member. The Board may not conduct business other than to adjourn absent a quorum. While physical attendance is preferred, Advisory Board members are permitted to appear electronically so long as Sunshine law requirements are followed, and such appearance shall count toward being "present" for a quorum.

**Section 4. Membership.**

- A. The Advisory Board will be made up of no more than thirteen (13) members. The members will represent specific disciplines and interests within Manatee County, either through current or prior affiliation. These disciplines will include: health care, mental health care, substance abuse care, medical care, social services, higher education, uninsured consumer(s) of county-funded healthcare, and representatives of the business community from disciplines not previously listed. At a minimum, the members shall include: two (2) uninsured consumers of county-funded healthcare, one (1) member of Hispanic or Latino heritage, one (1) member of African-American heritage, and one (1) practicing physician who receives no more than ( $\leq$  1%) one percent of their gross income from county-funded healthcare.
- B. Each member shall be a Manatee County resident knowledgeable about healthcare and, with the exception of the practicing physician(s) as described in Section 4.A above, shall not be currently employed by, a contractor for, an owner of, or a voting member on the Board of Directors of any agency or company receiving Manatee County government funding. No member may be a current employee or officer of Manatee County Government.

**Section 5. Terms and Eligibility.**

- A. Initial appointments shall occur prior to December 31, 2015 and include four (4) Members appointed for one (1) year terms, four (4) Members appointed for two (2) year terms, and three (3) Members appointed for three (3) year terms. All subsequent terms shall be for three (3) years. All terms become effective on October 1 of the year of appointment, regardless of the actual date of appointment, and expire at midnight of September 30<sup>th</sup> of the last year of the term.
- B. To the extent a position becomes open mid-term, the County Commission may fill the vacancy for the remainder of that term or leave the position open as it desires.
- C. Applicants for membership shall complete all application forms and provide all supplemental information as the application procedures of the County may require.
- D. Advisory Board members may serve no more than two full consecutive three year terms. Service for one of the initial one and two year terms shall not count as a full term for purposes of term limits. Upon completion of two full terms, an Advisory Board member shall not be eligible for reappointment to this Advisory Board for a minimum of one year.
- E. A member missing three (3) consecutive meetings, without being excused for cause by the Chair shall be deemed to have resigned his or her position, and the seat shall be deemed open.
- F. Advisory Board members serve at the will and pleasure of the Board of County Commissioners and the Commission retains the right to remove members of the Advisory Board for any reason including, but not limited to, Advisory Board Members becoming ineligible to serve due to receiving County funds or ethics related concerns.

**Section 6. Sunset of Board.**

Unless earlier abolished by the Manatee County Commission, the Manatee County Healthcare Advisory Board shall sunset and cease to exist at 11:59 p.m. on September 30<sup>th</sup> 2022 unless the County Commission, prior to that date, votes to provide an extension of its existence.

**Section 7. Repeal of prior Resolution.**

Resolution R-15-173, as adopted by the Board of County Commissioners on November 3, 2016, is hereby repealed and replaced in its entirety with this Resolution-17-035.

**Section 8. Effective Date.**

This Resolution shall become effective immediately upon adoption.

**ADOPTED** in Open Session, a quorum present and voting this 4<sup>th</sup> day of April 2017.



BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

ATTEST:  
Angelina Coloneso  
Clerk of the Circuit Court

By: *Amberly L. Brownell*  
Deputy Clerk

By: *[Signature]*  
Chairperson