



**MENDOCINO COUNTY
PUBLIC HEALTH
ADVISORY BOARD**

REGULAR MEETING

AGENDA

**December 4, 2025
3:00 PM – 4:30 PM**

Location: Public Health, Conference Room 1, 1120 S. Dora Street, Ukiah, CA 95482

**Chairperson
Vacant**

**Vice Chair
Vacant**

**BOS Supervisor
Madeline Cline**

MEMBERSHIP:

**JUSTIN EBERT, 1ST DISTRICT
CARMEN HARRIS, 2ND DISTRICT
MILLS MATHESON, 3RD DISTRICT
LUCRESHA RENTERIA, 4TH DISTRICT
ANDY COREN, 5TH DISTRICT**

**TOWNLEY SAYE, MEMBER
NOMIAH BRITTON, MEMBER
NICOLE GLENTZER, MEMBER
SUE MASON, MEMBER
JEAN CUNNINGTON, PH EMPLOYEE**

	Agenda Item / Description	Action
1. 3 minutes	Call to Order, Roll Call, Quorum Notice, & Approve Agenda: <i>Review and Possible Action</i>	Board Action:
2. 10 minutes (Maximum)	Public Comments: <i>Members of the public are welcome to address the Board on items not listed on the agenda but within the jurisdiction of the Board. The Board is prohibited by law from taking action on matters, not on the agenda but may ask questions to clarify the speaker's comment. The Board limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Board. To best facilitate these items, please write your topic to phboard@mendocinocounty.gov</i>	Board Action:
3. 10 minutes	Welcome and Introductions A. Opening remarks from Supervisor Cline B. Member introductions	Board Action:
4. 10 minutes	Background and Purpose of Public Health A. Public Health B. Mandate and Scope	Board Action:
5. 10 minutes	Nomination of Board Positions A. Nomination of Chair B. Nomination of Vice Chair	Board Action:
6. 10 minutes	Review of Board Roles and Responsibilities A. Review of the Bylaws B. Duties of Board Members	Board Action:

<p>7. 10 minutes</p>	<p>Establishment of Meeting Procedures A. Proposed Quarterly Meeting Schedule (day, time) B. Decision-making processes (consensus, voting rules) C. Communication channels and documentation process</p>	<p>Board Action:</p>
<p>8. 10 minutes</p>	<p>Public Health Department Report Out A. Women, Infant and Children Program</p>	<p>Board Action:</p>
<p>9. 10 minutes</p>	<p>Open Discussion / Q&A A. Time for members to raise questions, ideas or concerns</p>	<p>Board Action:</p>
<p>10. 2 minutes</p>	<p>Adjournment: Confirm next meeting date and tasks Closing Remarks</p>	<p>Board Action:</p>

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Mendocino County Public Health Advisory Board complies with ADA requirements and upon request will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodations to participate in the meeting should contact the Mendocino County Behavioral Health Administrative Office by calling (707) 472-2355 at least five days prior to the meeting.

PHAB CONTACT INFORMATION:

PHONE: (707) 472-2355 | FAX: (707) 472-2788

EMAIL THE BOARD: phboard@mendocinocounty.gov | WEBSITE: www.mendocinocounty.gov/phab



Health Services

Jenine Miller, Psy.D., Director of Health Services
Charles Evans, MD, Deputy Health Officer
James Flaherty, MD, Deputy Health Officer



Health Services

*Providing Mental Health, Public Conservator, Public Health, and
Substance Use Disorders Treatment Services*

Introduction to Public Health

Public health is a foundational element of health systems in the United States and throughout the world. While many people associate health only with the absence of disease, public health approaches health from a much broader perspective. Its mission is to safeguard and enhance the wellbeing of individuals and entire communities by preventing illness, promoting healthy environments, and supporting conditions that allow people to thrive.

Common images of public health such as vaccines, disease tracking, or the CDC represent only a portion of what the field encompasses. Public health is deeply rooted in the idea of prevention, which became so central that the CDC formally added “and Prevention” to its name in 1992. Prevention includes stopping problems before they occur, reducing risk, improving environmental and social conditions, educating communities, and identifying emerging threats through surveillance.

Public health is supported by five major disciplines:

- Epidemiology
- Biostatistics
- Environmental health
- Social and behavioral sciences
- Health policy and management

These fields collectively inform decisions, guide community programs, and support healthier populations.

History of Public Health

Although public health and medicine share the goal of improving health, they do so in different ways. Medicine generally focuses on diagnosing and treating individuals, while public health aims to improve health at the population level by preventing disease and shaping healthier environments.

Early Development

Public health principles date back thousands of years. Early societies recognized the importance of protecting their community members, particularly mothers and infants as a matter of survival. Ancient texts, including passages in Leviticus from around 1500 BC, described procedures for isolating individuals with certain diseases and removing contaminated objects, reflecting early understanding of disease control.

Contributions Across Civilizations

- Greek societies emphasized hygiene, physical activity, and healthy living.
- Romans constructed sophisticated water systems, sewage networks, and public baths an early forms of community environmental health.
- During the Middle Ages, quarantine was widely adopted as a method to control infectious disease.



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Industrialization in the 1800s brought crowded living conditions, pollution, and rapid spread of illness, pushing societies to adopt stronger public health measures that remain relevant today.

Birth of Modern Epidemiology

In 1854, Dr. John Snow investigated a severe cholera outbreak in London. By mapping cases and locating the contaminated Broad Street water pump, he demonstrated how the disease was spreading. Removing the pump handle stopped the outbreak. His work became the foundation of modern epidemiology and showed how data-driven investigation can save lives.

Core Functions of Public Health

Public health work is organized around three essential functions: assessment, assurance, and policy development. These functions guide how public health departments monitor community conditions, support key services, and create policies that protect health.

1. Assessment

Assessment involves gathering and analyzing information to understand health conditions and needs within a community. It includes:

- Tracking trends in disease and injury
- Investigating potential environmental or health hazards
- Reviewing programs to determine their effectiveness
- Conducting surveys and health assessments

Examples include community health assessments, site inspections, or investigations of outbreaks or workplace hazards.

2. Assurance

Assurance focuses on making sure essential health services, programs, and protections are available to all residents. Activities include:

- Maintaining a trained public health and healthcare workforce
- Educating the public about health issues
- Ensuring access to needed healthcare and emergency services
- Supporting partnerships that improve community wellbeing

Examples include coordinating emergency medical services during disasters or organizing community outreach events such as health fairs.

3. Policy Development

Policy development involves creating plans, laws, and strategies that support improved health outcomes. This function includes:

- Developing policies that promote community safety and wellbeing



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- Enforcing laws that protect health
- Using research to guide long-term solutions
- Designing environments that make healthy choices easier

Examples range from issuing quarantine orders for a highly contagious disease to researching transportation designs that encourage walking and physical activity.

These three functions collectively support public health's broader goals, such as preventing disease spread, reducing injuries, protecting against environmental threats, promoting healthy living, ensuring effective disaster response, and guaranteeing fair access to quality services.

Purpose of Public Health

County public health departments play a critical role in strengthening the health of all residents. They work to prevent illness, respond to health emergencies, promote healthy behaviors, monitor community conditions, and reduce factors that contribute to poor health. They also address the social and environmental conditions such as housing, air quality, access to food, and transportation that shape community wellbeing.

Primary Purposes of County Public Health

County public health departments are responsible for:

- Preventing and managing infectious diseases
- Promoting healthy lifestyles and supportive environments
- Reducing avoidable illness, injury, and premature death
- Advancing health equity among all groups and neighborhoods
- Preparing for and responding to disasters and emerging threats
- Tracking health data and community trends
- Supporting essential public health infrastructure, such as laboratories and epidemiology teams

These activities help reduce long-term healthcare costs and create conditions where communities can thrive.

Conclusion

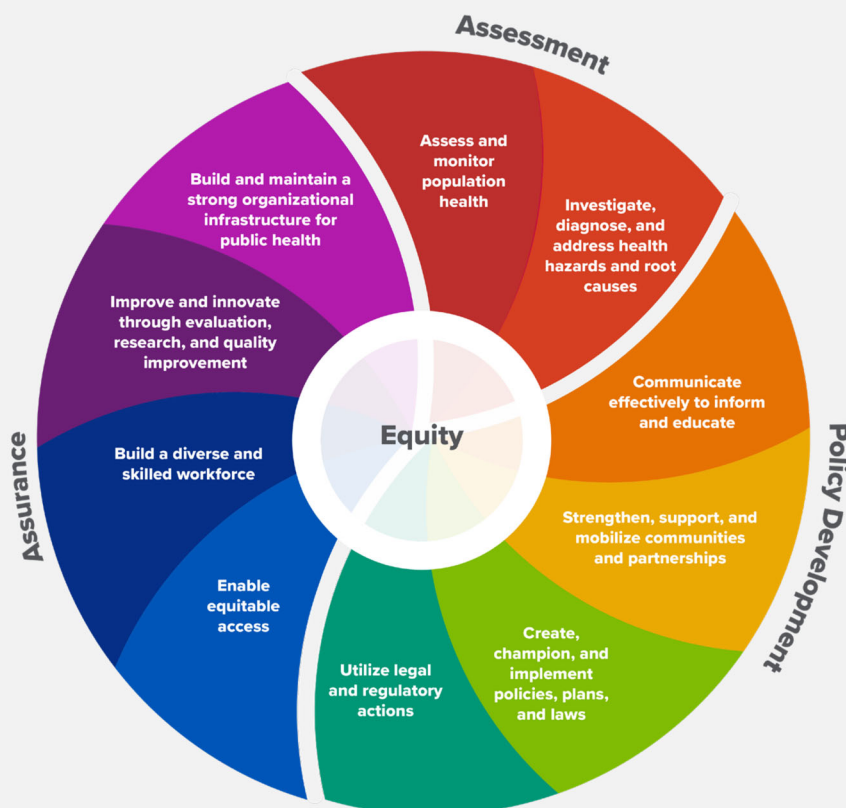
Public health is a dynamic, prevention-centered field focused on improving the wellbeing of entire communities. Its activities from disease prevention and environmental protection to emergency response and data-driven planning provide essential safeguards that allow individuals and families to live healthy, productive lives.

County public health departments form the backbone of the local health system. By monitoring health conditions, preventing illnesses, supporting policies that promote safety, and addressing the root causes of poor health, they help ensure healthier futures for all residents.

THE 10 ESSENTIAL PUBLIC HEALTH SERVICES

To protect and promote the health of all people in all communities

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.



ESSENTIAL PUBLIC HEALTH SERVICE #1

Assess and monitor population health status, factors that influence health, and community needs and assets

ESSENTIAL PUBLIC HEALTH SERVICE #2

Investigate, diagnose, and address health problems and hazards affecting the population

ESSENTIAL PUBLIC HEALTH SERVICE #3

Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

ESSENTIAL PUBLIC HEALTH SERVICE #4

Strengthen, support, and mobilize communities and partnerships to improve health

ESSENTIAL PUBLIC HEALTH SERVICE #5

Create, champion, and implement policies, plans, and laws that impact health

ESSENTIAL PUBLIC HEALTH SERVICE #6

Utilize legal and regulatory actions designed to improve and protect the public's health

ESSENTIAL PUBLIC HEALTH SERVICE #7

Assure an effective system that enables equitable access to the individual services and care needed to be healthy

ESSENTIAL PUBLIC HEALTH SERVICE #8

Build and support a diverse and skilled public health workforce

ESSENTIAL PUBLIC HEALTH SERVICE #9

Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement

ESSENTIAL PUBLIC HEALTH SERVICE #10

Build and maintain a strong organizational infrastructure for public health

MENDOCINO COUNTY
PUBLIC HEALTH ADVISORY BOARD
BYLAWS

ARTICLE I: NAME

The name of this Board shall be the Mendocino County Public Health Advisory Board, herein referred to as PHAB.

ARTICLE II: PURPOSE AND RESPONSIBILITY

These bylaws govern the functions and duties, as well as the conduct of all meetings of the PHAB.

The purpose of the PHAB is to advise the Public Health Department (PH) on the efforts to address public health issues affecting the community and report out to the County of Mendocino Board of Supervisors (BOS) at least annually.

The responsibilities of the PHAB shall include:

1. Assist the Health Department in assessing the community's health, including strengths and gaps in the public health system (including rural and/or underserved areas), and help develop strategies to meet unmet needs.
2. To review current and proposed health related legislation and recommend support, opposition, or propose change to the Board of Supervisors, and the Director of Health Services to pursue further action through appropriate legislative channels.
3. Encourage support for the development and implementation of effective public health programs and services.
4. Recommend policies that improve health outcomes.
5. Advise on public health prevention strategies and initiatives and report in turn to the Director of Health Services, Board of Supervisors, and the public.
6. Assist in the production of an annual report for presentation to the Board of Supervisors.
7. With the recommendation of the Director of Health Services and concurrence of the Board of Supervisors, advocate for increased action to improve community health.
8. Make recommendations on public health strategies and goals.
9. Such other duties as assigned by the Board of Supervisors or Director of Health Services.

ARTICLE III: MEMBERSHIP

Members

The PHAB shall consist of nine (9) members. Membership of the PHAB shall be from among the following 16 categories:

- a. Adolescent or Youth Focused Organization
- b. Advocate for the age zero to five population, or a representative of First 5 Mendocino
- c. Agency providing services primarily to senior citizens
- d. Behavioral Health
- e. Blue Zones
- f. Environmental Health Agency
- g. Community Based Organization
- h. Faith Community
- i. Health Clinic or Other Medical Service Agency
- j. Homeless Shelter or Homeless Outreach Teams
- k. Hospital
- l. Other Government Agency
- m. Regional Tribal Government
- n. School, School District or County Office of Education
- o. Transitional Age Youth (18 – 25 years old)
- p. Tribal Health Clinic

A vacancy shall not prevent the PHAB from conducting business.

The PHAB will also include a representative from the Board of Supervisors, the County Health Officer, the Director of Health Services, and a County Public Health Employee who will all serve as ex-officio, non-voting members, who shall act as liaisons between the PHAB and the County by keeping PHAB members advised in a timely manner of relevant issues that are of interest to the Public Health Department and/or the Board of Supervisors. Except as otherwise provided in herein, a vacancy shall not prevent the PHAB from conducting business.

Appointment

Members shall be residents of the County of Mendocino. Members shall have knowledge in the area they represent. All reasonable efforts shall be made to ensure that the membership is broadly representative of the demographic characteristics of Mendocino County. Attempts shall be made to appoint Advisory Board members from as many of the above categories as possible. Potential members shall complete an online application.

Five members shall be appointed by the Board of Supervisors as district representatives. The remaining members shall be appointed by the Board of Supervisors from proposed names submitted and shall be reviewed by the Executive Committee. The Executive Committee and Director of Health Services, or their designee, shall conduct interviews to determine the most appropriate candidates. The Executive Committee shall forward the name(s) to the entire PHAB, who shall vote on whether to approve the names for submission to the Board of Supervisors. The Public Health Department shall submit the names to the Clerk of the Board of Supervisors for

placement on the agenda.

Term

Members of the PHAB shall serve for a term of two (2) years that shall begin July 1 and end June 30. New Members replacing a member who has not completed their term will server for the remainder of that term and then may be reappointed to a new 2-year term by the Board of Supervisors. Members shall serve no more than two (2) terms.

Orientation

Each Member of the PHAB shall participate in Public Health orientations to give them understanding of current department organizational structure, public health programs, as well as local, statewide and national public health issues.

Compensation

No member shall be compensated for duties performed as a member of the PHAB.

Requirements

Members shall be appointed by the Mendocino County Board of Supervisors. Take the Oath of Office and maintain a satisfactory meeting attendance record as defined in these Bylaws. Members shall comply with all applicable regulations of the Fair Political Practices Commission, including, but not limited to, preparing and filing FPPC Form 700, if required, within 30 days of appointment and annually prior to April 15 of each year. Member shall keep any confidential information obtained while performing duties as a PHAB member confidential.

Conflict of Interest

The Advisory Board members shall abide by the conflict-of-interest laws of the State of California. Members shall state whether they have any potential conflict of interest at the beginning of each meeting.

Removal

Members of the PHAB serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The PHAB shall have the right to recommend to the Board of Supervisors the removal of a PHAB Member upon a two-thirds vote of the PHAB.

Vacancies

A vacancy on the PHAB exists when a voting member: (a) has three consecutive unexcused absences; (b) resigns; (c) no longer works or resides in Mendocino County; or (d) attends fewer than 75% of the meetings held in a year without justification or excuse. In the event of a vacancy, the PHAB will follow the appointment process identified above. However, a vacancy shall not prevent the PHAB from conducting business.

ARTICLE IV – MEETINGS

Meetings

All meetings are open to the public and shall be noticed and conducted in accordance with the Brown Act, Government Code section 54950, et seq. There shall be a regular meeting, which

shall constitute the annual meeting of the PHAB, to be held on the second Wednesday of June of each year at which time the officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held. If the second Wednesday of June falls on a Holiday, the meeting shall be held on the first Wednesday of June. Other regular meetings of PHAB may be held at such time and place as is established by the annual meeting schedule. Agendas containing a brief general description of each item of business to be transacted or discussed at the meeting, including the specific time and place for annual and regular meetings, shall be posted at least 72 hours in advance of the meeting pursuant to the Brown Act.

Special meetings of the PHAB (as defined by the Brown Act), may be called at any time by the Chairperson or by a majority vote of the members at a Special or Regular meeting at which a Quorum is present. Agendas containing a brief general description of each item of business to be transacted or discussed at the special meeting, including the specific time and place for the special meeting shall be posted at least 24 hours before the time of the meeting and shall be delivered personally or by any other means to the members (and shall be received by the members at least 24 hours before the time of the meeting).

Records

Clerical duties shall be performed by Public Health staff as designated by the Director of Health Services. All records of the Advisory Board shall be kept by Public Health. Disclosure of records maintained by the Advisory Board is governed by the California Public Records Act (commencing with Section 7920.000 in the Government Code).

ARTICLE V - OFFICERS

Officers of the Board

The officers of PHAB shall consist of Chairperson, Vice-Chairperson, and Parliamentarian (immediate Past – Chairperson). They shall be elected annually at the regular or annual meeting in June, to take office July 1.

Election of Officers

Those elected shall serve for a term of at least one but not more than two consecutive years.

In the event that the position of Chairperson becomes vacant, the Vice Chairperson shall assume the role and an election for the vacant Vice Chairperson shall be conducted by no later than the next regularly scheduled meeting in order to fill the unexpired term.

ARTICLE VI – DUTIES OF OFFICERS AND OTHER BOARD POSITIONS

The duties of the officers of the Advisory Board shall be as follows:

Chairperson

1. Administer the operation of the PHAB and preside at all meetings
2. Call special meetings.

3. Establish committees and appoint committee members to standing and ad hoc committees.
4. Finalize and forward the Annual Report to the BOS and Director of Health Services.
5. Notify the BOS when vacancies or prolonged absences occur.
6. Be in regular contact, consultation, and collaboration with the Director of Health Services.
7. Prepare and approve the monthly agenda.

Vice Chairperson

1. Act as Chairperson in the absence of the Chairperson.
2. Monitor and work with the County Executive Office on membership issues.
3. Other duties as requested by the Chairperson.

Upon the expiration of his or her term of office, or in the case of resignation, each Officer shall turn over to his or her successor, without delay, all records books and other materials pertaining to the office.

Any officer may be removed from office and relieved of duties by a 2/3 vote of the PHAB membership at any regular or special meeting with a quorum in attendance. Reasonable notice, in writing or in person by any member of good standing, must be given to an officer of such an impending removal action.

ARTICLE VII – COMMITTEES

Executive Committee

The Executive Committee is an Ad Hoc Committee which will be composed of the current Chair, Vice Chair, and Past Chair. The term of Executive Committee members shall coincide with their terms as members of the Board. Input and participation from the Director of Health Services and / or their designee is welcome, but attendance is not mandatory.

The purpose of the executive committee is to:

1. Address items that may arise between regularly scheduled meetings of the Advisory Board.
2. Determine if special meetings, telephone polling of members, or other emergency action might be needed.
3. Call a special meeting of the Advisory Board.
4. Discuss, set and prepare the agenda and minutes for the next Advisory Board meeting.

Standing Committee

PHAB may create one or more standing committees and appoint members at any time with the majority vote of the members. Standing committee meetings shall be noticed and conducted in conformance with the provisions of The Brown Act.

Ad Hoc Committee

PHAB may create ad hoc committees at any time. Ad hoc committees are of limited scope and duration and address specific issues under consideration by the PHAB.

Task Force

Task forces may be appointed by PHAB as needed to accomplish specific short-term objectives provided that they meet the requirements of the Brown Act.

ARTICLE VIII – RESIGNATION AND LEAVE OF ABSENCE

Any member may resign effective upon giving written notice to the County Executive Office or Public Health Administrative Support Staff.

A Board member who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The request must be submitted in writing to the Chair of the PHAB. The Executive Committee may approve his or her request for a period of time not to exceed 6 months. A member on leave may request an extension in writing to the Chair and such extension is subject to the approval of the Executive Committee. The request for extension will be reviewed by the Executive Committee as to the reasonableness of the extension and the overall impact on the Board in carrying out its responsibilities.

ARTICLE IX – MEETINGS, QUORUMS, AND RULES OF ORDER

The PHAB shall meet quarterly or as scheduled on the PHAB’s approved annual calendar of meetings. A quorum shall consist of one person more than one-half of the appointed members. Members who are on an approved leave of absence will not count toward establishing a quorum. The Chairperson may request a vote by show of hands or a roll call vote.

Meetings of the PHAB shall be governed by Robert’s Rules of Order and comply with the Brown Act.

ARTICLE X – SPOKESPERSON FOR ADVISORY BOARD

Unless designated otherwise by a majority vote of the PHAB, the Chairperson shall be the only official spokesperson representing the PHAB to the Board of Supervisors, media, other interested parties and the general public.

ARTICLE XI - AMENDMENT OF THE BYLAWS

These bylaws may be amended at any meeting of the PHAB with a majority vote of the membership of said Board when reasonable advance notice has been given as described below.

The PHAB shall use the following procedure when amending the Bylaws:

1. Proposals for change shall be noticed on the PHAB agenda and a copy provided to PHAB members prior to the meeting date on which the proponents wish to consideration and a vote on the change.
2. The changed and revised copy of the Bylaws is then forwarded to the Mendocino County Board of Supervisors for their review and approval/disapproval.
3. A copy of approved changed Bylaws is to be provided to each Mendocino County PHAB member at the next regularly scheduled meeting.