

	PHAB Role						Operationalizing PHAB Tasks				
Public Health Advisory Board Scope (Per RCW)	Lead	Assign & Support	Review & Recommend	Originating Body	Key partners	Ultimate Decision-maker	Draft Outcomes (avoid limiting work)	Frequency	End Product	What resources are needed?	What do we need to be successful?
Provide input to the local board of health in the recruitment and selection of an administrative officer (HCS Director)			x	HCS	Health Board	Exec appoints Council confirms	Clear role and process for PHAB in the hiring process.	As needed	Documented process		Current practices
Provide input to the local board of health in the recruitment and selection of a health officer			x	HCS	Health Board	Exec appoints Council confirms	PHAB proposes criteria based upon values and purpose of the group.	As needed	Documented process		Current practices
Adopt a health equity framework for community health improvement	x			PHAB	WREC Healthy Whatcom	PHAB	A framework is proposed, approved, and implemented.	Adopt 2025 Review every xx years	Framework		Training on use
a. Conduct an evaluation and assess community health needs of the jurisdiction using a health equity framework		x		PHAB	HCS	PHAB	Conduct a Community Health Assessment that includes equity and disparity measures with disaggregated data where possible.	Every 5 years Due 2025-26	CHA Report		
b. Identify the community health needs of jurisdiction using a health equity framework	x			PHAB	HCS Community and advisory groups	PHAB	Determine which needs are under the jurisdiction of public health.	Step 2 after assessment	CHIP		Community Engagement
Review and recommend public health policies and priorities using a health equity framework (clarification: guided by Healthy Planning Resolution, policies related to comm health, well-being- comp plan, fluoridation, etc.)	x		x	Relevant community and advisory groups County department Health Board HCS	Relevant community and advisory groups or department Legal Health Board HCS	Health Board/ Council	Lead when reacting to existing or emerging policies. Delegate some policy review to Policy staff. Evaluate new policies and priorities. Recommend policies and priorities from other groups.	Ongoing	Documented process		Current and proposed policies, resolutions, declarations
Evaluate the impact of proposed public health policies and programs assure identified health needs and concerns are being met		x	x	PHAB	HCS Health Board	Health Board/ Council	Identify which policies and programs PHAB would like to track.	Ongoing	Documented process		Current and proposed policies, resolutions, declarations
Promote public participation in local public health needs	x			PHAB	HCS	Health Board/ Council	Leverage policy and comms to improve public participation.	Ongoing	Documented process		Current attempts
Provide community forums/ hearings as assigned by the local health board	x		x	Health Board	HCS Community and advisory groups	Health Board/ Council	Timely response to health board requests.	As needed	Documented process		
Establish community task forces as assigned by the local board of health	x		x	Health Board	HCS	Health Board/ Council	Timely response to health board requests.	As needed	Documented process		Process and guidelines
Review/ make recommendations to local health jurisdiction and local health board on annual budget/fees			x	HCS	Health Board	HCS/ County	Goal: Awareness Develop a timeline and educate PHAB on the process.	Biennial budgets 2025-2026	Documented process		Timeline Determine expectations Budget trends Unmet needs
Review and advise on local health jurisdiction progress in achieving performance measures and outcomes to ensure continuous quality improvement and accountability			x	HCS	Health Board	HCS	Goal: agreed upon, relevant measures -Develop a timeline and educate PHAB on the process. -Include written performance measures in department report.	Need to determine frequency	Documented process		Current measures and PM/QI Plan