



BOH Forms: #12 _____ BOH Meeting Agenda

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **template** can be used to organize the agenda for BOH meetings. The Agenda should be approved by the Chair before posting 48 work hours before the Meeting. This form may also be used to take Minutes of the Meeting or use the Minutes Template.

_____ BOH Meeting	Location		Date:		Time:	
--------------------------	-----------------	--	--------------	--	--------------	--

Agenda Item	Time	Responsible Person	Brief Discussion	Proposed Motions	Action Items
1. Call to Order Roll Call					<input type="checkbox"/>
2. Approval of Minutes a. Last Meeting b.					<input type="checkbox"/>
3. Scheduled Hearings/ Testimony/Appoint. a. b.					<input type="checkbox"/>
4. BOH Approvals Req. a. LUA/Variances b. Action Required c. Special Situations d.					<input type="checkbox"/>
5. Reports a. Health Agent b. Permits Issued					<input type="checkbox"/>
6. Policy Discussions: a. Old b. New c.					<input type="checkbox"/>
7. Public Comments: a. b.					<input type="checkbox"/>
8. Budget Review a. b.					<input type="checkbox"/>
9. Unforeseen Items a. b.					<input type="checkbox"/>
10. Schedule Next Mtg Adjourn					<input type="checkbox"/>
11. List of Handouts: a. b. c.					<input type="checkbox"/>

Signed and Posted By _____ Date Posted _____