



BOH Forms: #13 BOH Minutes for _____

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

This **template** can be used to organize minutes for BOH meetings. Draft minutes should be signed by the note taker. Minutes record what is done, not what is said. The template is designed to be used in tandem with the **BOH SOP and Appendices**.

Town Board of Health Meeting	Location	Town Hall	Date:		Time:
Present	Role	Present			Role
		Groups: Estimate size			

Agenda Item	Time	Responsible Person	Brief Discussion	Motions	Action Items
1. Call to Order Quorum Noted					<input type="checkbox"/>
2. Approval of Minutes a. Last Meeting b.					<input type="checkbox"/>
3. Scheduled Hearings/ Testimony/Appointm a.					<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					<input type="checkbox"/>
7. Public Comments: a.					<input type="checkbox"/>
8. Budget Report a.					<input type="checkbox"/>
9. Unforeseen Items a.					<input type="checkbox"/>
10. Next Mtg. & Adjourn					<input type="checkbox"/>
11. List of Handouts a. b. c.					<input type="checkbox"/>

Submitted By _____ Date Submitted _____