**Memorandum**

To: Conference of Local Health Officials Board

From: CLEHS/CLHO EH Workgroup

Date: May 8, 2019

Subject: Environmental Health Workflow Recommendations

**Background**

When the CLHO Board launched a modified committee structure to align with Public Health Modernization, the Board decided to have an Environmental Health Committee in addition to the Caucus of Local Environmental Health Supervisors. The Committee would make recommendations to the CLHO Board and also have a systems level view of environmental health in the context of public health modernization. JLT requested a workgroup form in the Spring of 2019 to help define communication, workflow, and roles and responsibilities of the two groups. Leadership from CLEHS, CLHO EH, and the CLHO Board met twice to define roles and come up with a recommendation to improve the process.

**Discussion Summary**

The workgroup discussed the purpose of CLEHS and CLHO EH. There was agreement that CLEHS has a wealth of valuable knowledge to contribute to decisions about environmental health and a desire to include CLEHS in the formation of recommendations that go to the CLHO Board. Jae Douglas raised the question of whether CLEHS could serve the role of CLHO EH. Tricia Mortell pointed out that CLEHS would have to broaden their membership if they wished to serve the role of CLHO EH. Joe Fiumara commented that CLEHS already has very full three-hour meetings. After some discussion, the group arrived at the conclusion that CLEHS does not have the capacity to add on CLHO EH’s work.

**Workgroup Recommendation**

The workgroup decided that both CLEHS and CLHO EH should have a standing agenda item to report out on the work of the other group and there should be two representatives that serve the role of liaison by reporting out and seeking feedback from the other group. They also have put together a matrix clarifying roles and responsibilities of CLEHS and CLHO EH as guiding documents to ensure smooth workflow and informed decision-making.