

PENDER COUNTY HEALTH DEPARTMENT

Title: Public Comment

Department: Administration/
Board of Health

Effective Date: May 10, 2012

Last Revised:

Approved by: _____
Carolyn Moser, Health Director

Jimmy Holland, Chair, BOH

Background and Purpose: To encourage public comment in a fair, consistent and informative manner.

Scope: All interested or concerned citizens

Policy: The Pender County Health Department and the Pender County Board of Health shall establish methods to allow for public comment.

Procedures:

1. Oral Comments

- a. The agency will provide instructions for voice mail messages from the public to allow for public comments to be gathered when the agency is seeking public comment on a specific topic or event. When this method is utilized, the agency will place an advertisement in the local newspapers, at the Pender County Administration building, and the county courthouse.
- b. The agency will provide approximately ten minutes for public comment at or near the beginning of each open meeting of the Board of Health. A copy of the scheduled Board of Health meetings can be found in the Pender County Administrative building and posted at the health department. This public comment period will be made available for the public to comment generally on agency operations or on topics of interest to the agency
- c. The agency will provide open forums when deemed necessary by the Board of Health to allow for public comments to be gathered on specific topics, events, and implementation of new rules and regulations. Special notices of such forums will be placed in the local newspapers, special mailings, on the county and the health department websites, and at the Pender County Administrative building and county courthouse.

2. Written Comments

- a. The agency provides forms for consumer comments located at each health department office, administrative, clinical, dental and environmental health.
- b. The public may email comments to the county website which are forwarded to the health department director.
- c. All written testimony must include the commenter's name and contact information.