**Reference document for LHD personnel for:**

**Nomination process**

In September of each year, the Local Health Department Director should begin the recruiting process for BOH members whose terms are ending and for any other vacancies. Advertisement on the LHD’s website, social media, or local news outlet is permissible. The Kentucky Department for Public Health (KDPH) has language for advertisements on the BOH information webpage. [Board of Health - Cabinet for Health and Family Services (ky.gov)](https://www.chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/Board-of-Health.aspx)

Nominations are to be in accordance with [KRS 212.020](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=8569). On behalf of the Secretary of the Cabinet for Health and Family Services (CHFS), the KDPH Commissioner appoints members to 118 of the 120 county or city-county boards of health (BOH) based on [KRS 212.020 and KRS 212.640](https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38198). The mayor and fiscal court appoint Fayette and Jefferson County board members, respectively. The composition of a district BOH must be in accordance with [KRS 212.855](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=43859).

Board of Health appointment terms are two years. There is no restriction on the number of terms, but **each member’s term has an end date, and they must be re-nominated for a new term every two years**. If a current BOH member fails to be re-nominated, they may lose the seat on the board.

***Even numbered years***

* *physicians,*
* *dentists,*
* *pharmacists, and*
* *fiscal court appointees*

***Odd numbered years***

* *nurses,*
* *engineers,*
* *optometrists,*
* *veterinarians, and*
* *laypersons*

Professional members must maintain a current license in Kentucky in their respective profession. Nominees must reside in the county they will be serving. If professionals in the county are unwilling to serve, the Commissioner of Public Health may appoint a resident layperson to the vacancy.

Nominations are submitted online during the months of September and October. Online nomination submission must be made by November 1st. **The online nomination** [**form**](https://prd.webapps.chfs.ky.gov/genlogex/Detail.aspx?TK=88)**, may be found on the AFM website.** [GenLog - Detail page (ky.gov)](https://prd.webapps.chfs.ky.gov/genlogex/Detail.aspx?TK=88)

Appointed members will be notified by the Local Health Department prior to January 1st of their term.

Email the Division of Administration and Financial Management’s (AFM) BOH inbox at [LHDBoardofHealth@ky.gov](mailto:LHDBoardofHealth@ky.gov) with questions. This inbox receives a notification when nominations are submitted.

The KDPH will process nominations November 1 through November 30. The Commissioner will make a final appointment for any contested seats.

In December, KDPH will issue a letter(s) to the LHD Director with names of the newly appointed BOH members. The LHD Director will distribute the nomination letter(s).

The board shall elect a chairperson from its membership on an annual basis and that chairperson may serve more than (1) consecutive term. The BOH Chairman and Judge Executive or designee must be reported to AFM annually on or before April 1. A link will be emailed to the LHD Directors for reporting.

Email [LHDBoardofHealth@ky.gov](mailto:LHDBoardofHealth@ky.gov) if submitting a mid-term vacancy to the nomination portal and explain any nomination outside of the normal nomination timeframe (Sept and Oct) or if any board member is unable to complete their term.