

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 encouraged at the determination of the local public health director. The Kentucky Department for Public Health (KDPH) has template language for advertisements on its [BOH information webpage](#).

Nominations are accepted in accordance with [KRS 212.020](#). 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](#). The mayor and fiscal court appoint Fayette and Jefferson County board members, respectively. The composition of a district BOH is defined by [KRS 212.855](#).

Board of Health appointment terms are for two years beginning January 1 and ending December 31 the following calendar year. There is no restriction on the number of terms an individual may serve, but each member's term has an end date, and they must be renominated and reappointed for a new term every two years. If a current BOH member fails to be re-nominated their term does not automatically continue.

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 Kentucky license in the profession relevant to their respective board seat. Nominees must also reside in the county they will be serving. If professionals in the county are unavailable to serve, the Commissioner of Public Health may at his/her discretion appoint a resident layperson to the vacancy. Individuals appointed off-cycle to fill a vacancy will serve until the end of the current two-year term designated for their respective seat.

Nominations are submitted online during the months of September and October. Online nomination submission must be made by November 1st. **The online nomination form is located [here](#).** For questions or assistance in completing the nomination form, please contact the public health director for the relevant county.

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

Email the Division of Administration and Financial Management's (AFM) BOH inbox at 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 determination for all seats for which nominations have been received.

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