Appendix B: Operationalization of the Taxonomy Domains and Subdomains: Survey questions and coding

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| **Domains and item/ survey questions (variable name\*)** |
| ***Policy Development (Governance Function:*** Number of items =8 |
| Indicate whether your local board of health is involved in each of the governance functions listed below: Yes; No; Not sure ; Re-coding: Yes=1; else=0 |
| Adopt public health regulations (q11a) |
| In the past two years, to what extent has your local board of health been involved in policy-related activities in each of the following aspects of public health practice? No involvement; Minor involvement; Major involvement; Do not know |
| Re-coding: Major involvement=1; else=0 |
| Tobacco, alcohol, or other drugs (q33) |
| Food safety (q37) |
| Waste, water, or sanitation (q38) |
| Emergency preparedness and response (q34) |
| Control of infectious diseases (q35) |
| Obesity or chronic disease (q36) |
| Access to healthcare services (q39) |
| ***Resource Stewardship (Governance Function):*** Number of items= 6 |
| **LBOH involvement in the following in the past two years** |
| Indicate whether your local board of health is involved in each of the governance functions listed below: Yes; No; Not sure ; Re-coding: Yes=1; else=0 |
| Set and impose fees (q12a) |
| LBOH is involved in developing LHD budget (q10a) |
| Request a public health levy (q14a) |
| Impose taxes for public health (q13a) |
| To what extent has your board of health been involved in the following activities in the past two years? No involvement; Minor involvement; Major involvement; Do not know. Re-coding: Major involvement=1; else=0 |
| Long-range fiscal planning for the local health department (q29) |
| Advocating for necessary funding to support public health activities (q30) |
| ***Legal Authority (Governance Function):*** Number of items= 8 |
| Indicate the extent to which your local board of health is involved in each of the governance functions below. (Select all that apply) Board has final authority to do this; Board makes recommendations to another governing body; Board has some other roles; Not sure |
| Re-coding: Final authority=1; else=0 |
| Impose or enforce quarantine or isolation orders (q15b) |
| Hire or fire agency top executive (q9b) |
| Set and impose fees (q12b) |
| Impose taxes for public health (q13b) |
| Adopt public health regulations (q11b) |
| Request a public health levy (q14b) |
| Approve LHD budget (q10b) |
| To what extent has your board of health been involved in the following activities in the past two years? No involvement; Minor involvement; Major involvement; Do not know. Re-coding: Major involvement=1; else=0 |
| Assessing current provision of public health services against legal requirements (q32) |
| ***Partner Engagement (Governance Function):*** Number of items=6 |
| To what extent does your local board of health serve as a linkage between your LHD and the following kinds of organizations in your community? Not at all; To some extent; To a great extent; Not sure |
| Re-coding: Great extent=1; else=0 |
| Local government agencies (other than LHD) (q43) |
| Hospitals (q41) |
| Other healthcare providers (q42) |
| Community non-profit organizations (q45) |
| Community businesses or business-oriented organizations (e.g., Chamber) (q46) |
| Faith based organizations (q47) |
| ***Continuous Improvement (Governance Function):*** Number of items=17 |
| Which of the following training have been offered to your board of health members in the past two years? (Select all that apply) Responses: Check or not check the box Coding: Checked =1; unchecked=0 |
| Orientation program for new board of health members (q16a) |
| Ad hoc training on public health-related topics (q16c) |
| Formal, on-going training program for board of health members (q16b) |
| Ad hoc training on governance-related topics (q16d) |
| In the past two years, did the board of health engage in quality improvement activities intended to improve the LHD’s processes or operations? (q22) Yes=1; No/Don't know=0. |
| Indicate whether your local board of health has developed or updated each of the following documents within the past five years: Response: Board of health by-laws (q20) Yes=1; No/Don't know=0. |
| In the past two years, did the board of health evaluate its own effectiveness? (q21) Yes=1; No/Don't know=0. |
| In the past two years, did the board of health engage in quality improvement activities intended to improve the board of health’s processes or operations? (q23) Yes=1; No/Don't know=0. |
| **Indicate whether your local board of health has developed or updated each of the following documents within the past five years** |
| Vision or mission statement for the board of health (q17) |
| Goals and/or objectives for the board of health (q19) |
| Board of health strategic plan (q18) |
| Does your local board of health have by-laws? (q8) Yes, 1; No/Don't know, 0. |
| To what extent has your board of health been involved in the following activities in the past five years? No; Minor; Major; Don't know Recoded: Major involvement, 1; else, 0. |
| Developing a local health department strategic plan (q27b) |
| Developing or implementing a community health improvement plan (q26b) |
| Developing or using a community health assessment (q25b) |
| LHD PHAB accreditation activities (q28b) |
| Evaluating progress against community health improvement plan goals and objectives (q31) |
| ***Oversight (Governance Function):*** Number of items=4 |
| Indicate whether your local board of health is involved in each of the governance functions listed below: Hire or fire agency top executive (q9a) Yes; No; Not sure. Recoded Yes, 1; else, 0. |
| In the past 12 months, did the board of health evaluate the performance of LHD’s top executive? (Select one only) (q24): Responses: Conducted a formal, written performance evaluation; Gave feedback (written or oral) on performance, but did not conduct a formal performance evaluation; Did not conduct any type of performance evaluation; Do not know. Recoded: Formal evaluation,1; else,0 |
| Which of the following best describes your local board of health’s discussions about the Public Health Accreditation Board’s accreditation program for local health departments? (q48). Codes directed, encourage or supported, 1; else, 0 |
| To what extent does your local board of health serve as a linkage between your LHD and the following kinds of organizations in your community? Not at all; To some extent; To a great extent; Not sure |
| Local elected officials (q44) |
| ***LBoH characteristics and Strengths*** |
| **LBoH composition / member qualifications** |
| **Characteristics of LBoH members** |
| How many members serve on your local board of health? (q6) Recoded: number of LBoH members within Percentiles 10 and 90, 1; else, 0. |
| Please enter the number of current board members for each of the following characteristics listed. |
| Members that are healthcare professionals, either current or retired (e.g., physician, nurse, pharmacist) (Q6a). At least one member, 1; else, 0 |
| Members that are currently elected officials (q6c). Recoded: At least one member, 1; else, 0 |
| Members that have public health training or experience prior to serving on the board? (6b). At least one member, 1; else, 0 |
| **Diversity of information sources used by the board to seek community perspectives** |
| **In the past two years, LBoH used to actively seek community input on PH issues/initiatives from:** In the past two years, which of the following has the board of health used to actively seek community input on public health issues/initiatives? (Select all that apply.) |
| Elected officials (q40a) |
| Print or broadcast media (e.g., newspaper, TV, radio) (q40e) |
| Website or social media (q40d) |
| Public forums (q40c) |
| Hearings (q40b) |
| **Meeting frequency of the LBoH : Number of meetings in 2014 (Mode1=4; Mode2=12)** |
| How many times did your board of health meet during calendar year 2014? Recoded: LBoH met at least once every two months (6+ meetings per year=1; 5 or less meetings=0) |

\*Variable names used in the code book for the survey appear in parentheses at the end of the question statements in column 2.