Policy

The Board of Health and Human Services (the “Board”) is the policy-making, rule-making and adjudicatory body for the Dare County Department of Health and Human Services. Appeals concerning the enforcement of rules adopted by the Board and concerning the imposition of administrative penalties by a Health and Human Services Director (the “Director”), shall be conducted by the Board.

Procedure

1. The aggrieved person shall give written notice of appeal to the Director within 30 days of the challenged action. The notice shall contain the name and address of the aggrieved person, a description of the challenged action and a statement of the reasons why the challenged action is incorrect.
2. Upon filing of the notice, the Director shall, within five working days, transmit to Board the notice of appeal and the papers and materials upon which the challenged action was taken.
3. The Board shall hold a hearing within 15 days of the receipt of the notice of appeal. The Board shall give the person not less than 10 days’ notice of the date, time and place of the hearing.
4. On appeal, the Board shall issue a written decision based on the evidence presented at the hearing. The decision shall contain a concise statement of the reasons for the decision.
5. A person who wishes to contest a decision of the Board under Item 3 of this procedure shall have a right to appeal to the district court having jurisdiction within 30 days after the date of the decision by the Board.

Record of Review

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| Initial Approval | Reviewed | Revised |
| 1/17/2014 |  |  |
|  | 06/16/15 |  |
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