

Health Improvement Organization Coordinating Council (HIO CC)
Policies and Procedures

Vision

The HIO creates a culture of continuous health improvement in our community.

Principles

Progress on meeting the HIO vision can only be accomplished through enacting the following principles:

- ❖ **We Put the Community First**
 - Active input from community members to identify health risks
 - Involvement of community members in discussing health plans
 - Engagement of community in developing and implementing strategies for health maintenance and prevention

- ❖ **We Build Community Capacity to Promote Health**
 - Develop partnerships with groups interested in health improvement
 - Improve networking, cooperation and coordination across health partners
 - Build collaborative relations in order to achieve a common purpose

- ❖ **We Use an Integrated Approach to Health**
 - Take a systems perspective to addressing community needs
 - Align health systems around issues of “prevention first”
 - Build delivery systems for health improvement and maintenance

- ❖ **We Are Problem-Centered**
 - Data driven decision making of where to prioritize efforts
 - Bold and passionate leadership around innovative approaches to health promotion
 - Long-term perspective to health improvement

HIO Member Values

The values held by HIO committee members that guide our actions relevant to our principles are:

- ❖ **Competence:** Demonstrating expertise in carrying out responsibilities and inspiring others
- ❖ **Integrity:** Behavior that is honest, fair, trustworthy, sincere and demonstrates strength of character
- ❖ **Teamwork:** Working together toward a common goal in an environment of mutual trust
- ❖ **Diversity:** Respect for individual beliefs, uniqueness and differences

Goals

The goals of the HIO for 2013- 2020 are to:

1. Improve the knowledge, attitudes and behaviors of residents of Jackson County related to behavioral health, physical activity, nutrition and smoke-free lifestyles
2. Reduce the obesity rate amongst Jackson County residents to be at or lower than the national average
3. Reduce smoking rate and second hand smoke exposure in Jackson County
4. Improve the behavioral health and emotional wellness of Jackson County residents
5. Collaborate with existing community-wide action plans to address the health needs of Jackson County residents
6. Secure federal, state and foundational funding to leverage existing resources toward health improvement

HIO CC Roles and Responsibilities

The HIO CC strives to create a culture of continuous health improvement in our community. With this collaborative come specific roles and responsibilities including:

- Define the overall goals of the HIO
- Establish objectives to measure progress toward goals
- Ensure that the objectives are specific, measureable, assessed, realistic and timely
- Create health action teams to work on objectives and strategies
- Support health action teams in planning and execution of strategies
- Define membership roles and responsibilities for HIO CC
- Orient new members
- Own the strategic plan
- Uphold the standards in the vision and values statements
- Determine/approve appropriate logo usage
- Conduct community health assessments (CHA) every 3-5 years
- Analyze the CHA data to update the strategic plan at least every 5 years
- Hold teams or their designees accountable for making progress on objectives
- Approve changes to goals and objectives and note any concerns based on a consensual decision making model (everyone agrees or is willing to support the decision)
- Create ad hoc teams to focus on particular issues (e.g., an evaluation team to examine health assessment data)

HIO CC Positions and Process

Leadership

It is the intention of the HIO CC that a new process for electing, establishing, and supporting a rotating chairperson for the HIO CC will be established by January, 2014. We will use the information and experience gained through the new workgroup community chairperson model being rolled out over the next year to guide the development of protocols around the

chairperson role including: term, responsibilities, competencies, and election processes and approvals. Additional positions may also be identified, such as Vice Chair/Chair Elect. In the interim, the Director of Prevention and Community Health/Health Department Medical Director will continue to provide services in this capacity, with the assistance of outside consultants to assist with facilitation as needed.

Decision-Making

All attempts will be made to reach consensus towards action steps and common goals. Consensus is based on honest communication, respect for each other and productive discussion. Consensus requires that a majority approve (via vote or other mechanism) a given course of action, but that the minority agrees to go along with the course of action. In the event that consensus cannot be reached, the issue will be tabled and referred to an Ad Hoc committee for further investigation to report back to the HIO CC. In the event of a time-sensitive decision that needs to be made prior to the next HIO CC meeting an email vote may serve in place of an in person vote.

HIO Membership

HIO CC meetings will be held 4-6 times per year. Only active members have ‘voting’ rights in the consensus process. Active agency representatives must have attended 4 out of the last 6 meetings to be considered an active or ‘voting’ member of the HIO CC. The HIO CC will consist of at least 10 active or ‘voting’ members. Quorum will be defined as 51% of active representatives present for general decisions and as 75% of active representatives present for decisions related to goals/objectives, protocols or other major decisions. Each action team leader must be an active member of the HIO CC. New members to the HIO CC must complete a brief orientation prior to joining. There are no restrictions on the membership of the committee as long as members display HIO CC values, participate in meetings, leave personal agendas at the door, and support the identified goals and objectives.

Responsibilities of HIO CC members include:

- Actively participate in all aspects of HIO CC activities
- Represent (if needed) the HIO CC in discussions with other community partners
- Assist in marketing and resource development activities associated with the HIO CC
- Obtain approval from HIO CC for HIO logo usage
- Engage in frank and candid discussions, commenting and providing constructive criticism when compelled to do so
- Work to build consensus
- Recognize and appreciate inclusiveness
- Help facilitate linkages with funders and community partners
- Play an active advocacy role in supporting the goals and objectives of the HIO
- Put aside personal agendas to work for the good of the HIO
- Review meeting agenda and accompanying material and seek clarification or raise concerns to leadership’s attention as necessary prior to the meeting
- Stick to agenda during the meeting

Conflict of Interest

As an HIO CC member, you are likely to be affiliated with many organizations in the community, both on a professional and a personal basis, so it is not unusual for actual or potential conflicts of interest to arise. A conflict of interest exists when the personal or professional interests of a coalition member affects his or her ability to be objective. By avoiding any perception of a conflict of interest, any decisions and recommendations that come out of the HIO CC will withstand the close scrutiny of any individual or organization. HIO CC members are expected to place the interests of the community and the HIO above their own personal or organization interests when engaging in HIO CC activities. When issues up for vote are in direct conflict with external interests, members are expected to use their judgment and to abstain from voting.

Health Action Teams

To most effectively realize lasting change, the HIO CC must identify a limited number of objectives to achieve. The work on strategies to achieve measureable outcomes will be completed by Health Action Teams. The HIO CC reserves the right to create teams to best meet the goals of the HIO. Each team will have the authority to:

- Develop strategies to meet key objectives
- Make recommendations to the HIO CC for new objectives
- Report to the HIO CC on a regular basis (at least twice a year)
- Make decisions to change strategies to better meet objectives
- Incorporate a data driven process to monitor progress of strategies in meeting objectives

For 2013-2020 strategic plan, the following teams have been formed:

- Awareness/Community Engagement Team
- Physical Activity Action Team
- Nutrition Health Action Team
- Smoke Free Action Team
- Behavioral Health Action Team
- Community Collaboration Action Team

Action Team Leadership

Each team will have a designated leader who will organize the meetings and the agendas, facilitate the meetings, monitor achievement of objectives and report to the HIO CC. Upon assuming leadership for an action team, the leader is responsible for maintaining voting membership on the HIO CC. Leaders will be responsible for identifying members to assist with action team functions such as a scribe to take meeting minutes.

Leaders must demonstrate behaviors that:

- Further the goals of the HIO
- Are consistent with principles of the HIO
- Uphold the values of the HIO
- Express a willingness to learn about issue areas and develop skills and competencies needed to conduct the business of the HIO CC

Action Team Membership

Each Health Action Team is an inclusive body which welcomes all interested individuals and organizations in a particular targeted area. Members of the team will be those who have interest in the work of the team. These members should reflect the diversity of our community. Strong partnerships and collaborative are the key to success: No organization can do it alone.

Members of each team do not have to be participating members of the HIO CC. Only the leader is required to maintain voting membership on the HIO CC.

Any action team can appoint subcommittees to carry out its work or expand the reach of the team. Members are expected to make decisions for the good of the community as a whole.

Members apply their professional/personal experience, influence and expertise in determining the initiative's direction or strategies. More specifically, each action team will have the following roles and responsibilities:

- Meet 4-6 times per year
- Conduct best practice research and develop a understanding of root causes
- Develop and implement strategies to meet HIO CC objectives
- Identify metrics (how to measure results)
- Produce annual progress reports for submission to the HIO CC
- Measure results
- Identify opportunities for private/public partnerships
- Leverage additional resources, including assisting with fundraising and grant writing as appropriate

Each committee will have HIO CC staff support to assist with the administrative duties of action team coordination. The support staff will work to assist with the following activities as needed:

- Coordinate meeting times and secure meeting locations
- Create and disseminate materials for meetings including agendas and meeting minutes
- Manage the membership database (listserv) and communicate with the group as a whole
- Assist chair in agenda development or other activities
- Help produce reports for submission to the HIO CC