**Operating Principles for**

**Health and Human Services Collaborative of the**

**Family Resource Network of the Panhandle, Inc.**

**Revised 11/03/2015**

The Health and Human Services Collaborative (HHSC) of the Family Resource Network of the Panhandle (FNOTP) brings together broad representation from Berkeley, Jefferson, and Morgan Counties of West Virginia to identify and achieve solutions needed to enhance the well-being of children, families, and their communities. The HHSC and its Work Groups accomplish this work through a three year planning process that includes specific goals, objectives, and activities. The resulting HHSC Work Plan is coordinated by the Community Planning and Mobilization Committee of the FRNOTP Board. The HHSC strives to ensure all sectors of the community are represented on the Work Groups that develop and implement its three year HHSC Work Plan.

1. **Work Plan**

The three year HHSC Work Plan serves as the guide for all HHSC activities during any given year. The HHSC Work Plan is based upon needs defined by members of the HHSC and provides a mechanism for examining what can be accomplished when community resources are effectively assessed, shared, and appropriately augmented.

Each year, at the HHSC’s Annual Meeting in November, HHSC Members will update and prioritize community needs for presentation to the Community Planning & Mobilization Committee of the FRNOTP Board for review and approval. The most highly prioritized needs will be addressed by Work Groups during the following year. By February of each year, each Work Group writes or updates its plan to tackle its specific components of the HHSC Work Plan. Together, the Work Group plans comprise the HHSC Work Plan which will be presented to the FRNOTP Board at the March FRNOTP Board meeting.

1. **Organizational Structure**
2. **Membership and Leadership of the Community Planning and Mobilization Committee (formerly HHSC Steering Committee): (Per FRNOTP Bylaws Article VI, Section 1c)**

The Community Planning and Mobilization Committee shall be composed of three FRNOTP Board members, a representative of each of the five (5) HHSC co-founding members (i.e., Community Networks, Department of Health and Human Services, Shenandoah Valley Medical Systems, Telamon Corporation, and United Way of the Eastern Panhandle.), chairs elected by each of the Work Groups, a representative from the Mobilizing for Action through Planning and Partnerships (MAPP/CHNA) Core Group, and community representatives from diverse community sectors in each of the three jurisdictional counties. The President shall appoint one FRNOTP board member to serve as Chair of the Committee for one three year term

1. **Role and Responsibilities of the Community Planning and Mobilization Committee**:

The Community Planning and Mobilization Committee shall continually assess community needs and available resources, identify gaps and methods to fill those gaps, and mobilize the community to do so. The Committee shall be responsible for (1) ensuring development of an annually updated HHSC work plan comprised of all of its Work Group plans, (2) identifying common threads among the work plans for priority focus, (3) monitoring and evaluating work plan progress, (4) identifying resource requirements and resources for the implementation of the annual plan, (4) otherwise overseeing and coordinating the activities of the HHSC and its Work Groups, and (5) providing input to the annual FRNOTP budget formulation as appropriate. The Committee also will recommend Work Group chair selections to the FRNOTP Board for their concurrence.

1. **HHSC Work Group Composition:** Members of the HHSC are expected to commit to participation a Work Group for a minimum one year term. Diversity among participants aims to maintain a variety of perspectives and a range of strategies. An effective Work Group has the following characteristics:
   * The ability to identify the needs of the community, improve coordination of services, and solve local problems.
   * At least five members that represent different communities, agencies, age groups, service providers, and representatives of services recipients.
   * A Work Group Chair selected by the Work Group on an annual basis at the November meeting.
2. **Responsibilities of a Work Group:**
   * Develop, modify, and implement its annual Work Plan.
   * Define resources, including timelines, leadership, funding, strategies, activities, etc., to meet goals of the Work Plan.
   * Recruit additional members to assure diversity.
   * Carry out activities of the Work Plan.
   * Meet on a monthly basis.
3. **Responsibilities of a Work Group Member:**
   * Commit to serve on a Work Group for a minimum of one year.
   * Bring expertise, experience, and/or resources to the Work Group.
   * Commit to placing the needs of the broader community above the needs of any individual or organization.
   * Attend monthly meetings and inform the Work Group Chair when he/she will be absent.
4. **Responsibilities of a Work Group Chair:**
   * Commit to serve as Chair for a one year term, up to three years.
   * Facilitate monthly Work Group meetings with attention to progress on the work plan.
   * Develop agendas for meetings and send meeting reminders if needed to supplement monthly HHSC meeting announcements sent by the FRNOTP.
   * Submit to the FRNOTP Director or designee, monthly Work Group meeting agendas, attendance lists, and notes that include Work Plan progress.
   * Facilitate communication among Work Group members.
   * Maintain membership on the Community Planning and Mobilization Committee.
5. **HHSC Meetings:**

HHSC full membership meets quarterly. Work Groups and Community Planning and Mobilization Committee meet monthly. In cases of inclement weather, all meetings follow the inclement weather policy of Berkeley County Schools. When there is a two hour delay, all meetings before noon are cancelled. When Berkeley County schools are closed, all meetings are cancelled.

1. **Staff Support Provided to the HHSC:**

Family Resource Network staff will provide the following types of support to the Community Planning and Mobilization Committee and Work Groups:

* Send Community Announcements containing HHSC Work Group and quarterly meeting information, as well as other information relevant to the non-profit and human services community.
* Arrange for and support facilitation of quarterly HHSC meetings by working with the Community Planning and Mobilization Committee to confirm meeting space, draft the agenda, provide copies of meeting materials, contact speakers and provide directions, and follow up with thank you notes, etc.
* Arrange for and support facilitation of Community Planning and Mobilization Committee meetings by working with the Chair to ensuring preparation of agenda and meeting minutes, distribution of meeting reminders, and following up on appropriate action items.
* Support Work Groups Chairs by publishing meeting notices in Community Announcements, providing backup to Chairs as needed in their absences, and providing other support as needed. As FRNOTP staffing allows, staff will ensure agendas and meeting notes are prepared and disseminated, and also manage meeting attendance records.
* Maintain all HHSC, Community Planning and Mobilization Committee, Work Group, and general information on the Family Resource Network Web site.
* Collaborate with United Way staff to produce documents prepared by the Community Planning and Mobilization Committee and Work Groups. These documents include, but are not limited to: quarterly State of Need reports (products of Community Planning and Mobilization Committee), Street Guides (products of Self-Sufficiency Work Group), public policy papers, and press releases. This collaboration will be accomplished as follows:
  + - State of Need documents:
      * Work Group Chairs submit document content in bullet form to FRNOTP director for review *no less than two weeks before HHSC Quarterly Meeting*.
      * Content is then sent to United Way to be edited, formatted, and published.
      * Final review of copy for publication should be made by the submitting Work Group Chair with any edits provided to United Way staff no later than *one week before printing.*
      * FRNOTP prints copies for the quarterly meeting.
    - Press Releases about meeting and State of Need:
      * FRNOTP and United Way staff will collaborate to prepare and release these.
    - Street Guides:
      * Street Guides are updated semi-annually in June and January (more frequently if needed) by members of the Self-Sufficiency Work Group
      * Edits are provided by the Work Group Chair to the United Way for proofing/publishing and printing.
      * FRNOTP and Self-Sufficiency Work Group will ensure distribution to agencies/locations for distribution to clients/customers.
      * Electronic copies will be housed on FRNOTP and United Way websites.