**Operating Principles for**

**Health and Human Services Collaborative of the**

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

**Revised May 2017**

The Health and Human Services Collaborative (HHSC), a committee 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 HHSC Steering 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. **Vision**

The Steering Committee is responsible for setting the overall vision for the collaborative. This vision will guide the work plan and activities of each work group.

1. **Membership**

Members of the HHSC are expected to serve on a work group of their choice throughout the year. Diversity in membership is encouraged to maintain a variety of viewpoints and strategies to best serve the community. Work groups are encouraged to collaborate with local entities in the community to coordinate services, share resources more effectively and solve local problems.

1. **Work Plan**

The one-year HHSC Work Plan will consist of HHSC activities during any given year. The work plan is presented as one document, comprised of the individual work group plans. The HHSC Work Plan is based upon needs defined by members of each of the work groups 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, HHSC work groups will provide updates and successes and identify current gaps in services. The work groups will prioritize needs to be addressed during the following year. Together, the Work Group plans comprise the HHSC Work Plan which will be presented to the FRNOTP Board at the June FRNOTP Board meeting.

1. **Organizational Structure**
2. **Membership and Leadership of the HHSC Steering Committee:**

The Steering Committee shall be composed of three FRNOTP Board members, a representative of Department of Health and Human Services and United Way of the Eastern Panhandle, chairs elected by each of the Work Groups, a representative from the Community Health Needs Assessment (CHNA) Core Group, and community representatives from Berkeley, Jefferson and Morgan Counties (each individual county representative may serve up to three years). The President shall appoint one FRNOTP board member to serve as Chair of the Steering Committee for up to two three-year terms.

1. **Role and Responsibilities of the Steering Committee**:

The Steering Committee shall support the work groups with assessing community needs and strategies to meet them. 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, (5) otherwise overseeing and coordinating the activities of the HHSC and its Work Groups, and (6) providing input to the annual FRNOTP spending as appropriate.

1. **HHSC Work Group Composition:** Diversity among participants aims to maintain a variety of perspectives and a range of strategies. An effective Work Group has the following characteristics:
   * Identifies the needs of the community, improve coordination of services, and solve local problems.
   * Is comprised of least five members that represent different communities, agencies, age groups, service providers, and representatives of services recipients.
   * Selects Work Group Chair on an annual basis at the July 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 Chair:**
   * Commit to serve as Chair for a one-year term, up to three years (absent of state mandate). After an absence of one year, an individual may serve as chair again.
   * Facilitate monthly Work Group meetings with attention to progress on the work plan.
   * Develop agendas for work group meetings and send meeting reminders 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.
   * Serve as a member on the HHSC steering Committee.
4. **HHSC Meetings:**

HHSC full membership meets quarterly, (the first Friday in February, May, August, November). Work Groups and Steering 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 Steering 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 Steering 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 Steering 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, Steering Committee, Work Group, and general information on the Family Resource Network Web site.
* Collaborate with Steering Committee and Work Groups to produce publications of the HHSC. These documents include, but are not limited to: quarterly State of Need reports, 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 along with the Steering Committee and workgroups will collaborate to prepare and release these.