

Operating Principles for Health and Human Services Collaborative of the Family Resource Network of the Panhandle, Inc.

Revised April 2020

The Health and Human Services Collaborative (HHSC), a committee of the Family Resource Network of the Panhandle (FRNOTP), 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.

A. 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.

B. 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.

C. 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 community needs assessments. The work plans must reflect a collaborative effort and should not reflect the interests of one person or only a select few. This 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.

D. Organizational Structure

1. Membership and Leadership of the HHSC Steering Committee:

The Steering Committee shall be composed of three FRNOTP Board members, a representative of the 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.

2. Role and Responsibilities of the Steering Committee:

The Steering Committee shall support the work groups with assessing community needs and developing 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 budget planning as appropriate.

3. HHSC Work Group Composition: Diversity among work group membership is encouraged as it provides a variety of perspectives and a range of strategies. An effective Work group has the following characteristics:

- Uses collaboration to identify the needs of the community, improve coordination of services, and solve local problems.
- Should be comprised of least five members that can represent different communities, agencies, service providers, and representatives of services recipients.

4. Responsibilities of a Work Group:

- Collectively develop, modify, and implement its annual work plan. The work plans must reflect a collaborative effort and should not reflect the interests of one person or only a select few.
- 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.
- Select Work Group Chair on an annual basis
- Meet on a monthly basis.
- Ensure monthly minutes include progress and activities on the work plan.

5. Responsibilities of a Work Group Chair:

- Commit to serve as chair for a one-year term for up to three years. 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 and documentation of progress on the work plan.
- In partnership with work group members, 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.

6. HHSC Meetings:

HHSC full membership meets quarterly, 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 due to inclement weather, all meetings are cancelled.

7. 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 all HHSC relevant 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 and as available. As FRNOTP staffing allows, staff will ensure agendas and meeting notes are prepared and disseminated, and will 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 per FRNOTP policy.

Failure to abide by these principles, can result in the FRNOTP Board of Directors removing a member from any HHSC position.