

# OPERATIONAL GUIDELINES of EAU CLAIRE HEALTHY COMMUNITIES

## ARTICLE I — NAME, MISSION, STRUCTURE, DECISION MAKING PROCESS

**Section 1 — Name:** The name of the organization shall be *Eau Claire Healthy Communities*.

**Section 2 — Mission:** *Eau Claire Healthy Communities* is organized to promote the health and well-being of individuals, families, and communities of Eau Claire County through collaborative and focused action.

This mission is supported by:

- Having a focus on prevention
- Building on community strengths and resources
- Assuring community commitment to change
- Leading community assessment, planning, implementation and evaluation
- Honoring and seeking out diversity
- Providing a forum for ideas about community health
- Identifying clear, focused and targeted goals
- Committing a broad spectrum of resources
- Using best practice and evidence

This mission is framed by the Healthy Wisconsin State Health Plan including the priorities of:

- **Alcohol and Drug Use**
- **Chronic Disease Prevention and Management**
- **Communicable Diseases**
- **Environmental and Occupational Health**
- **Healthy Growth and Development**
- **Injury and Violence Prevention**
- **Mental Health**
- **Nutrition and Healthy Foods**
- **Oral Health**
- **Physical Activity**
- **Reproductive and Sexual Health**
- **Tobacco Use and Exposure**
- **Access to High-Quality Health Services**
- **Collaborative Partnerships**
- **Emergency Preparedness, Response, Recovery**
- **Funding**
- **Health Literacy**
- **Improve Data to Advance Health**
- **Public Health Capacity and Quality**
- **Public Health Research and Evaluation**
- **Workforce that Promotes and Protects Health**

**Section 3 – Structure:** Eau Claire Healthy Communities initiative includes the Healthy Communities Council, Healthy Communities Strategic Leadership Team, Healthy Communities Steering Committee, and Healthy Communities Action Teams.

- **Healthy Communities Strategic Leadership Team** – High level organizational leaders focused on providing sponsorship, commitment, and sustainability for collaborative health improvement efforts undertaken by Healthy Communities Council and Action Teams.
- **Healthy Communities Council** – Broad collaborative providing oversight/accountability, structure, and connections for collaborative health improvement.

- **Healthy Communities Council Steering Committee** – Core team of Council leadership focused on agenda planning, Council organization/structure/membership, and Council support/leadership
- **Healthy Communities Action Teams** – Collaborative teams with specific and focused health improvement plans connected to Healthy Communities priorities.

**Section 4- Fiscal Considerations:** Eau Claire Healthy Communities has no existing or annual operating budget and is not a 501(c)(3) organization. The coalition has traditionally operated on grant monies with a separate agency serving as the fiscal agent.

**Section 5 –Collaborative Decision-Making Process:** Policy and advocacy requests shall follow the process stated below. Examples of advocacy/policy requests may include: approval of action plans, events, projects or workgroups, drafting of letters of support or recommendation, providing approval to pursue grant opportunities and advocating for policies.

- If the policy/advocacy request is related specifically to an Action Team Health Improvement Plan, the action team is not required to go through the entire approval process to gain Healthy Communities Council approval. Request can be sent only to the co-chairs of the Council and Health Department representative to gain approval.
- If the policy/advocacy request does not relate directly to the Action Team Health Improvement Plan, email Healthy Communities ([healthy.communities@co.eau-claire.wi.us](mailto:healthy.communities@co.eau-claire.wi.us)) to put the request on the next Healthy Communities Council meeting agenda. This request will be reviewed by the Healthy Communities Council Steering Committee.
- If the request needs to be addressed before the next scheduled Council meeting for action email [Healthy Communities Council Co-Chairs](mailto:Healthy Communities Council Co-Chairs) to request approval at [healthy.communities@co.eau-claire.wi.us](mailto:healthy.communities@co.eau-claire.wi.us). If Healthy Communities Co-Chairs approve of the policy/advocacy request, they will notify council members of the action via email within one week.
- If it is not possible to get approval through the Healthy Communities Council Co-Chairs, then the Action Team Co-Chairs may sign the request as the entity of the action team (i.e. Healthy Communities Oral Health Promotion Action Team), provided the action team has reached consensus on the request. Consensus is defined as: *A decision that every member of the group can support even if the decision is not every member’s preference.*
- If consensus at the action team level or the Healthy Communities Council level is not reached, individuals may support the request as an individual/community member.

## **ARTICLE II — HEALTHY COMMUNITIES STRATEGIC LEADERSHIP TEAM**

**Section 1 —Role:** The Healthy Communities Strategic Leadership Team is responsible for overall policy and direction as well as providing organizational commitment, resources, leadership, and sustainability to community health improvement in Eau Claire County. The Strategic Leadership Team will approve and adopt the Healthy Communities Community Health Assessment, the Healthy Communities Community Health Improvement Plan and annual Action Team performance measures. The Strategic Leadership Team will participate in decision making related to funding and resource allocation for Healthy Communities initiatives. The Strategic Leadership Committee will advocate and

support policies that help promote and improve health in our community and align with the mission of Eau Claire Healthy Communities.

**Section 2 — Meetings and notice:** The Strategic Leadership Team shall meet at least annually, at an agreed upon time and place. Printed notice of each meeting shall be provided to each member, by mail or e-mail. Meeting agenda will be developed by chair of Strategic Leadership Team and co-chairs of the Healthy Communities Council with support from the Health Department. Meetings will minimally include review of current community health assessment and community health improvement plan for Eau Claire Healthy Communities.

**Section 3 — Membership:** Strategic Leadership Team members are comprised of key leadership/executives from Eau Claire County organizations. Membership will include chief executives from United Way of the Greater Chippewa Valley, Mayo Clinic Health System, Sacred Heart Hospital, Marshfield Clinic, Oakleaf Surgical Hospital, Eau Claire City-County Health Department, Eau Claire Area Chamber of Commerce, Eau Claire County, City of Altoona, City of Eau Claire, City of Augusta, City of Fairchild, City of Fall Creek, Chippewa Valley Technical College, ECASD, and UWEC. Other members will be determined by vote of Strategic Leadership Team on recommendation by Healthy Communities Council.

**Section 4 – Officers:** A Chair will be elected by the Strategic Leadership Team as a whole via simple majority of present members. Chair will preside over meeting for a 3 year term. Administrative support will be provided by the Health Department.

**Section 7— Voting:** The preferred decision making process shall be by consensus. Consensus is defined as: *A decision that every member of the group can support even if the decision is not every member's preference.* If consensus cannot be obtained, issues will be decided by simple majority of those present at the meeting. The members present at any properly announced meeting shall constitute a quorum. Strategic leadership team voting may include: prioritizing Healthy Communities initiatives, and funding and resource allocation for Healthy Communities initiatives.

### ARTICLE III — HEALTHY COMMUNITIES COUNCIL

**Section 1 — Eligibility for membership:** Membership in the Eau Claire Healthy Communities Council is on a voluntary basis for those interested in providing support and serving as a resource to Healthy Communities initiatives. Community ownership of Healthy Communities is a primary objective. To that end, Healthy Communities seeks representation from all sectors and geographical areas of Eau Claire County.

**Section 2 — Roles and responsibilities of members:** Provide leadership and support to the Healthy Communities initiatives in the following ways:

- Assure ongoing assessment and effective and efficient collaborative response to health issues.
- Serve as a networking group,
- Assure active participation by diverse members of the community
- Participate on Action Teams and other

identifying solutions to barriers and resources to specified areas of need

- Provide structure, accountability, sponsorship, resources, and leadership in collaborative community health improvement.
- Advocate/Support policies that help promote and improve health in our community.

Healthy Communities initiatives as appropriate

- Raise community awareness about Healthy Communities
- Regular attendance at Council and /or Action team meetings

**Section 3 — Terms:** Members serve on a volunteer basis with no defined membership term. Length of service is self-determined.

**Section 4-- Recruiting New Members to Healthy Communities Council:** Membership will periodically be reviewed by the Council, Steering Committee and Strategic Leadership Team. New members may be specifically recruited from a variety of sources to ensure a broad cross-section of the community is represented. Recruiting materials will be developed and managed by the Steering Committee and approved by the Council.

**Section 5 — Officers and Duties:**

**Co-Chairs:** There shall be two co-chairs of the Council. Their duties are to facilitate council and steering committee meetings, approve and sign letters of support and review Healthy Communities grants, participate in community health assessment/community health improvement planning efforts with support from Health Department staff, and act as a representative for Healthy Communities. They may also discuss and create process/action around advocacy efforts within Healthy Communities initiatives.

**Administrative Duties:** Provided by Eau Claire City-County Health Department. Health Department shall also be responsible for keeping records of Council, Steering Committee and Strategic Leadership Team actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that records are maintained. Council materials are available at:  
[www.echealthycommunities.org](http://www.echealthycommunities.org)

**Terms:** Co-chair terms are two year terms where one of the co-chairs is elected on alternate years. When a co-chair vacancy exists (mid-term or end-of-term) the Health Department administrative support person must receive nominations for new co-chairs from present members. These nominations shall be shared with members prior to the regular Council meeting when voting will occur. Any member may nominate existing members for co-chair positions. Elections shall be decided by a simple majority of those present at the meeting.

**Section 6 — Regular meetings:** Regular meetings of the Healthy Communities Council shall be held bi-monthly on odd months of the year at the Eau Claire County Courthouse or as designated by the chair. Meetings will be held to provide leadership and support, connections, and oversight to ongoing work of

Healthy Communities Action Teams. Printed notice of each meeting shall be provided to each voting member, by e-mail or mail. Meeting materials are also posted at: [www.ehealthycommunities.org](http://www.ehealthycommunities.org)

**Section 7— Voting:** Healthy Communities Council members may vote on issues including: approval of community health assessment and community health improvement plans, approval of events, projects or workgroups, drafting of letters of support or recommendation, and advocating for and/or supporting local community policies that impact the health of our community. The preferred decision making process shall be by consensus. Consensus is defined as: *A decision that every member of the group can support even if the decision is not every member's preference.* If consensus cannot be obtained, issues will be decided by simple majority of those present at the meeting. The members present at any properly announced meeting shall constitute a quorum. In some limited circumstances the Healthy Communities Co-Chairs may choose to do an electronic vote. In these cases the decision will be based on a simple majority of respondents by a given date.

#### **ARTICLE IV — COUNCIL STEERING COMMITTEE**

**Section 1 – Role:** The Council Steering Committee will plan agendas for Healthy Communities Council Meetings, review council organization, structure and membership, as well as provide council support and leadership. Steering Committee may request the Council to advocate/support policies to help promote and improve health in our community. Steering Committee may also discuss and create process/action around advocacy efforts within Healthy Communities initiatives.

**Section 2 – Meetings:** Regular meetings of the Healthy Communities Steering Committee shall be held bi-monthly on even months of the year at the Eau Claire County Courthouse or as designated by the chair(s). Meetings will be held to provide leadership and support, connections, and oversight to ongoing work of Healthy Communities. Printed notice of each meeting shall be provided to each voting member, by e-mail or mail.

**Section 3 – Membership:** Steering Committee to include Current Council Co-Chairs, Current Action Team Co-Chairs, Representative from Strategic Leadership Team and other appointed members as appropriate.

**Section 4 – Voting:** Steering Committee voting may include: council organization, structure and membership processes. The process will then be taken to the Council for final approval. The preferred decision making process shall be by consensus. Consensus is defined as: *A decision that every member of the group can support even if the decision is not every member's preference.* If consensus cannot be obtained, issues will be decided by simple majority of those present at the meeting. The members present at any properly announced meeting shall constitute a quorum.

#### **ARTICLE V – ACTION TEAMS AND COMMITTEES**

**Section 1 – Role:** Healthy Communities Action Teams provide the focused community health improvement efforts that are undertaken collaboratively in Eau Claire County. These teams develop,

implement, and evaluate concrete action plans related to identified health priorities. Action Teams may request the Council to advocate/support policies to help promote and improve health in our community.

**Section 2 —Action Team / Committee formation:** Healthy Communities will create action teams to address specific community health issues that are prioritized for collaborative action. Existing collaborative community efforts may request a formal connection to Healthy Communities. Request will be brought forward to action team and the council for consideration and approval . Healthy Community Action Team designation requires active participation in the Healthy Communities Council meetings and alignment with Healthy Communities processes for Community Health Improvement Planning and performance measurement. Action teams receive oversight, leadership, and resource allocation via the Healthy Communities Council and the Healthy Communities Strategic Leadership Team. Teams will be formally recognized by the Healthy Communities Council and the Strategic Leadership Team. Teams will be dissolved by the Healthy Communities Council with completion of Action Plan and no additional needs identified or at the request of the Team.

**Section 3 — Action Team / Committee Governance:** Actions Teams / Committees shall function under the Healthy Communities framework. The Action Teams / Committees appoint their own committee co-chairs and have a resource person from the Health Department assigned to support evidence based practice and community collaboration. Administrative support may be provided upon request and as available. Action Teams are accountable to the Healthy Communities Council based on their written plan of action.

*Co-Chair Duties:* Their duties are to plan and facilitate action team meetings, lead action team initiatives/community health improvement plans with support from Health Department staff, report action team activity at Healthy Communities Council meetings, and attend bi-monthly Steering committee meetings. May also discuss and create process/action around advocacy efforts within Healthy Communities initiatives.

*Co-Chair Term:* Co-chairs serve on a volunteer basis with no defined term. Length of service is self-determined.

**Section 4 – Meetings:** Action teams will develop individual meeting times/locations/agendas based on the needs of the group. Minutes, agendas, and meeting materials will be coordinated through the health department with posting on the [www.ehealthycommunities.org](http://www.ehealthycommunities.org) website. Co-Chairs of Action Team will receive support from assigned Health Department staff.

**Section 5 – Membership:** Members of Action Teams will be drawn from larger Eau Claire County community with specific focus on providers and recipients of targeted health intervention. Action team membership will be evaluated by team to assure broad county-wide perspective.

**Section 6 – Voting:** Action Team voting may include: approval of action team health improvement action plans, events, projects or workgroups, drafting of letters of support or recommendation, providing approval to pursue grant opportunities and advocating for policies. The preferred decision making process shall be by consensus. Consensus is defined as: *A decision that every member of the group can support even if the decision is not every member's preference.* If consensus cannot be obtained, issues will be decided by simple majority of those present at the meeting. The members present at any properly announced meeting shall constitute a quorum. If an action team has a policy/advocacy request

for the Council and it is related specifically to the Action Team Health Improvement Plan, the action team is not required to go through the entire approval process to gain Healthy Communities Council approval. Request can be sent only to the co-chairs of the Council and Health Department representative to gain approval.

## **ARTICLE VI — AMENDMENTS**

*Section 1 — Amendments:* These operational guidelines may be amended when necessary by two-thirds majority of the Healthy Communities Council members present at meeting. Printed notice of amendments shall be provided to members in advance of the meeting by email or mail.

## **CERTIFICATION**

These operational guidelines were approved at a meeting of the Healthy Communities Council membership by a two-thirds majority vote on November 10, 2016.