

Healthy Neighborhoods Statewide Consortium

CHARTER

Purpose of the Charter

This Charter is a statement of the scope, objectives and participants in the Healthy Neighborhoods Statewide Consortium (the consortium). It outlines the mission of the Consortium, identifies the stakeholders, provides a preliminary delineation of roles and responsibilities, and defines the authority of the consortium.

The purpose of the consortium is to bring together a multiagency and multidisciplinary group of entities and individuals working in Delaware to implement, promote, coordinate and collaborate to improve population health in targeted regions in the state.

Mission

The goal of the consortium is to promote, align and to enhance community-based initiatives focused in one of the four priority areas: behavioral health, maternal child health, healthy lifestyles or chronic disease management and prevention. The consortium will act as a sounding board to the neighborhoods task forces by:

- Actively listening to community proposals;
- Connecting project to other partners (either similar projects or project impacting same target population)
- Communicating opportunities for additional resources to leverage SIM grant funding;
- Identifying opportunities to strengthen proposal.

The consortium will also provide an opportunity for collaborative learning. Local leaders will be asked to share best practices at the local council and neighborhood task force level. The consortium will be responsible for synthesizing these lessons learned to inform sustainability plan.

HCC Membership

Membership: Membership in the HCC includes the chair, co-chair and community stakeholder from each designated local council. It also includes representatives from the following organizations:

- Delaware Health Care Commission, *facilitator*

- Division of Public Health;
- Division of Social Services;
- United Way;
- University of Delaware Extension;
- University of Delaware's Center for Community Research & Service;
- Lieutenant Governor's Office;
- Representative from Delaware Center for Health Innovation's Healthy Neighborhoods Committee;

Membership responsibilities/expectations: Members of the consortium should:

- Attend regularly scheduled meetings;
- Come prepared to each meeting;
- Educate and inform member organizations on consortium activities;

Conducting Consortium Business

The Consortium is not an approving body, but rather a sounding board for local initiatives to ensure alignment and coordination. In the case, it needs to vote and act collectively, below outlines how business will be conducted.

Voting membership: Each Consortium Member shall have one vote.

Quorum: A quorum necessary to conduct the business of the Consortium shall consist of those Members participating in a meeting. A quorum may be achieved by Members being physically present at a site or joined electronically.

Votes on Issues: Passage of issues voted on by the Consortium Members requires one vote over fifty percent of the Members participating in the meeting whether physically or electronically present.

Changes to Charter: Passage of changes to this Charter or any other organizational document requires a vote of Two-Thirds (2/3) of **all** Members.

Meetings

The Consortium shall hold monthly meetings initially, then either bi-weekly or quarterly.

Notice for regular quarterly meetings shall be provided to all members at least five working days prior to the meeting. Notice for special meeting shall be provided at least three working days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically. No business at a special meeting may be transacted except as

specified in the notice.

The meeting agenda for regular meetings will be developed. Minutes of all meetings shall be prepared and distributed to the membership.

Consortium Leadership Roles

Consortium Facilitator (Delaware Health Care Commission): The facilitator is responsible for planning, implementing and evaluating consortium activities. HMA will staff the consortium and assist the Delaware Health Care Commission create agenda, and all supporting documentation. Tasks of the facilitator and staff include:

- Providing general oversight for consortium activities and associated projects;
- Facilitate in-person meetings;
- Call for special telephonic meetings (to act as sounding board) as needed;

APPROVAL OF CHARTER: Participation in the activities of Consortium constitutes assent to the terms of this charter.