

HEALTHY PIMA

Steering Committee Guidelines

ARTICLE I – Mission, Vision, Values, and Purpose

Section 1 -Mission.

Current: We work together to build a culture of health in Pima County for *Every one. Every where. Every day.*

Section 2 – Vision.

Current: Healthy now, wellness for generations to come.

Section 3 – Values.

TBD by Steering Committee

Section 4 – Purpose.

The Healthy Pima Initiative is a diverse group of representatives who live in and/or serve the residents of Pima County through active participation in the data collection of the CHNA and data driven decision making of the CHIP. Healthy Pima gives voice to all rural, urban, and under-resourced communities in Pima County.

ARTICLE II. Responsibilities of the Healthy Pima Steering Committee.

The Steering Committee serves a variety of critical roles in support of improving population health outcomes through community collaboration. The responsibilities of the Healthy Pima Steering Committee (SC) and its members are as follows:

- Time Commitment
 - o 1 hours per month + quarterly Healthy Pima Membership planning and meetings
- Set a vision and offer guidance for collective action by creating the framework for the Pima County Community Health Improvement Plan (CHIP)

- Act as a resource for Pima County's Community Health Improvement efforts in the community.
- Oversee progress of the Community Health Improvement Plan (CHIP), monitoring goals and ensuring that timelines are achieved through use of task forces and workgroups.
- Develop the Healthy Pima priority networks, ensuring that the greater public health system members are included, encouraging relationship building across the network and broad representation of diverse stakeholders.
- Review existing and future partnerships as it relates to the ongoing needs of the County and the CHIP.
- Help identify gaps and recruit key partners and stakeholders for the Steering Committee, Healthy Pima at-large, or workgroups.
- Facilitate open communication across multidisciplinary members and groups for innovative problem solving; serving as a sounding board for new ideas and opportunities for growth.
- Champion the Healthy Pima vision and values within the community; serve as an advocate for community health goals.
- Members serve as Ambassadors for the County as it relates to the Healthy Pima and other established partnerships, such as panel discussions and conference presentations on a rotating member basis.
- Attend and contribute to SC meetings and communications.
- SC members also become members of the Healthy Pima Membership Group.
- Assist with and lead elements of the Healthy Pima Membership meetings.
- Attend all quarterly Healthy Pima membership meetings and if unable to attend, inform Co-Chairs or Healthy Pima Coordinator as soon as possible.
- Participate in the Community Health Needs Assessment (CHNA)
- Assist in identifying gaps of community sectors and groups who should participate in the CHNA and help connect the CHNA SC and consultants to these key community members/groups.
- Provide continuity between the CHNA and CHIP processes
- Help monitor and communicate progress on the identified health priorities and measures with organizational networks, Healthy Pima, and other stakeholders.
- Be alert to community concerns and opportunities regarding conditions impacting population health that can be addressed by the Healthy Pima mission, objectives, and programs.
- Responsibility, authority, and accountability for the SC and its members fall under the purview and authority of the Director of PCHD

Participation of Steering Committee members will be evaluated annually by co-chairs and Healthy Pima staff.

ARTICLE III – Healthy Pima Steering Committee Organization and Operations

Section 1 – Healthy Pima Steering Committee Composition

- The Healthy Pima SC will consist of a minimum of 12 members and a maximum of 20 members, each member with one vote
- The members of the Healthy Pima SC are individuals who possess an interest and/or expertise related to, but not limited to, the priority areas identified by the CHNA.
- Recruitment of SC members should be inclusive of historically excluded and under resourced communities
- Members must include but not be limited to:
 - a. The philanthropic community
 - b. Healthcare sector
 - c. Community member living and/or working in Pima County
 - d. State or local health departments
 - e. Community-based organizations
 - f. Public health workforce development and/or higher education
 - g. Faith based organizations
- Two co-chairs will be elected by the members of the Steering Committee.
- A designated Pima County Health Department member will serve on and support the Healthy Pima SC and its mission. This staff member may exercise the right to vote
- At least one SC position will be filled by a CHNA Steering Committee member.
- The Pima County Health Department support staff consists of the Healthy Pima Coordinator and staff from PCHD’s Performance Improvement team. The PCHD staff supports the SC by providing meeting facilitation, strategic planning activities, and other administrative functions. PCHD staff participation is determined by PCHD and staff are not considered voting members of the committee.
- Responsibility, authority, and accountability for the SC and its members fall under the purview of and authority of the Director of Pima County Health Department.

Section 2 – Membership Term

- *Beginning in December 2022*, each member will serve for an initial one-year term. Those members who wish to continue on the SC beyond that one year may do so for what will be considered a second year of their first term. The members who wish to leave at the

end of the first year, will be replaced by individuals for a term of two years. In this way, individual terms will turn over each year for continuity.

- Regular membership will be for a term of two years and may be extend for up to three (3) two-year terms
- *Members shall take position immediately following the close of the quarter four Healthy Pima membership meeting.*
- If a member resigns before the end of their term, a replacement will be identified and selected by the SC to serve out the end of that current term.
- If a member is absent from three or more SC meetings, their tenure on the committee will be considered ended.
- Fulfilling an incomplete term is not considered part of the term limit.
- Members shall serve staggered terms to balance continuity with new perspective.

Section 3 – Selection, Replacement Procedure, and Communication

The SC shall consist of general membership and two officers, serving as Co-Chairs, for a term of one year. *This term begins at the conclusion of the first SC meeting following quarter four Healthy Pima membership meeting:*

1. Co-Chairs

The Co-Chair positions shall supervise the affairs of the Healthy Pima Initiative and its SC, and the co-chairs are responsible for each the following activities:

- Chairing all SC meetings
- Helping to guide and mediate SC actions with respect to organizational priorities and governance concerns
- Providing strategic direction to SC activities for alignment with Healthy Pima goals
- Serving as a liaison between the Healthy Pima Initiative and PCHD
- Monitoring SC member attendance and address issues should they arise
- Developing SC meeting agendas with PCHD Staff
- Represent Healthy Pima and SC by participating in quarterly Healthy Pima membership meetings and other community meetings as appropriate
- *Conduct a review of SC members to evaluate attendance and participation in August each year and present findings to SC in September.*
- Use review results to support implementation of recommendations for continuous improvement.
- Contact any SC members who have missed one or more SC or partner meetings.

In the event one Co-Chair is unable to complete their tenure, the remaining Co-Chair shall assume full powers of the Co-Chair position until a second Co-Chair has been elected by a simple majority vote by the SC.

Selection:

Candidates for the Co-Chair positions and SC members shall be nominated by the members of the current SC. The members of the current SC are unrestricted in their discretion to nominate candidates and shall obtain an expression of willingness to take on the responsibilities of the office from the candidate prior to nomination.

For elections to occur, a quorum of at least 51% of SC members must be present. Elections of Co-Chair are by simple majority of all SC members present. The two candidates on the ballot who receive the highest number of votes. If two candidates receive the same number of votes which is higher than the other candidates, the two candidates with the highest votes will both be named Co-Chairs. If two or more candidates receive the second highest number of votes, a second ballot shall be held between the candidates in the initial vote, and a simple majority vote will win the second Co-Chair position. If no candidate has received a majority after the second vote, the one newly elected Co-Chair shall select the second Co-Chair from the candidates who have received the most votes.

The Co-Chairs may continue to serve an additional term of one year if elected by a simple majority vote of SC members. *Co-Chair elections occur annually at the first SC meeting following the fourth quarter partner meeting.* A member who previously served as Co-Chair for two terms may reapply for a new term after a one-year break. Election of a current member to Co-Chair position does not extend the maximum period on the SC.

Election to the additional, non-Co-Chair positions on the SC is determined by ordering the number of votes cast for each candidate. Each member of the SC gets a number of votes to cast equal to the number of positions to be filled, and the candidates who received the most votes are elected. No more than one vote may be cast by a member for each candidate. Ballots shall be anonymous if a member so requests. In the event of a tie, the current Co-Chairs shall form an agreement and select the new members from the candidates who have received the most votes. If a Co-Chair is unable to complete their tenure, the SC shall host

midterm elections to fill the vacant position until the time of the next regular election procedure.

All Officers and SC members shall be elected by a vote of the current SC members. An official SC meeting requires notification to each member. This may be either a written or electronic notice two weeks in advance of the meeting.

Section 4 – Meetings

- The Healthy Pima SC will meet periodically, not less than six times a year. Dates and times of meetings will be decided by the Healthy Pima SC. A SC meeting calendar will be created annually at the first meeting of the year. There may be times when the meeting schedule will shift, depending upon the business and/needs of the PCHD, Healthy Pima, or the community.
- Meetings will be typically one hours in duration. Individual meetings may be extended or shortened depending upon the needs of the agenda.
- A quorum will be constituted by a simple majority of sitting members of the SC at any given time.
- A quorum is required for any vote or other official action of the committee.
- A meeting of the Healthy Pima SC may be conducted virtually through which the committee members may simultaneously hear each other during the meeting, as long as notice of the meeting has been given and if the number of members participating in the conference is sufficient to constitute a quorum. Participation in an electronic conference constitutes personal presence at a meeting.
- Meeting agendas will be set by the SC Co-Chairs in consultation with PCHD staff. Members are encouraged to provide timely input into the agendas and requests for information as needed.
- The Healthy Pima SC shall not enter any contract or transaction with any entity that has some material financial interest in the work of PCHD unless that interest is disclosed or known to the SC; if the SC approves, authorizes or ratifies the action in good faith, and that decision is made at a meeting where a quorum is present not counting the interested member.
- Healthy Pima must ensure independence, objectivity, balance, and scientific integrity in all of the activities it supports and has decision-making authority on. Appropriate disclosure of any potential or real conflicts of interest or relationship must be made to the Committee during the application process.

Section 5 – Compensation.

- Membership on the Healthy Pima SC is voluntary. No compensation shall be paid to committee members.

Section 6 – Rules of Order.

- The Healthy Pima SC will conduct its meetings in a respectful and business-like manner. When questions of process or procedure arise, Robert’s Rules of Order will be the authority.

Section 7 – Guidelines and Revisions.

- All changes or revisions made to these guidelines require approval from and a vote by Healthy Pima SC members. Members will be notified in writing of all such changes.