

South Shore Community Partners in Prevention Community Health Network Area (CHNA) 23

Encompassing the towns of Carver, Duxbury, Halifax, Hanover, Hanson, Kingston, Marshfield, Pembroke, Plymouth, Plympton and Rockland

Operating Principles

The South Shore Community Partners in Prevention (CHNA 23) is one of 27 Community Health Network Areas (CHNA) across Massachusetts. Created by the Department of Public Health in 1992, the CHNAs are an initiative to improve health through local collaborations. The alliance is a partnership between the Massachusetts Department of Public Health, Southeast Center for Healthy Communities, residents, hospitals, local service agencies, schools, businesses, boards of health, and other concerned citizens who are working together to identify the health needs of member communities, find ways to address those needs, and improve the health of the community.

As part of this statewide effort to develop, implement, and integrate community projects that effectively utilize community resources to improve health status, South Shore Community Partners in Prevention has maintained the following goals:

- **Build collaborations focused on the MA Department of Public Health’s statewide public health priorities**
- **Support the assessment and response to unmet community health and wellness needs**
- **Promote the work of South Shore Community Partners in Prevention within the region**
- **Support and promote the work of individual SSCPP members**

The South Shore Community Partners in Prevention (SSCPP) has focused upon establishing a broader, more comprehensive approach to developing healthier communities in the 11 towns that comprise the SSCPP. Healthy communities embrace the following principles:

**A broad definition of “health”;
A broad definition of “community”;
A shared vision from community values;
Quality of life for everyone;
Diverse citizen participation and ownership;
Focus on systems change;
Build capacity using local assets and resources;
Benchmark and measure progress and outcomes; and
Youth development.**

The focus is deliberately broad to encompass our ideals as well as member agencies. By being broad and inclusive we hope to engage all of the SSCPP members in working toward building healthier communities throughout our 11 SSCPP towns.

Articles

1. *Membership*- Members of the SSCPP consist of general members and steering committee members. The Steering Committee retains responsibility for the governance of the SSCPP. General members are engaged with the mission of the SSCPP on behalf of the community at large, and make every effort to participate in SSCPP activities, including general meetings. Non-voting members are advisory members (such as DPH and agencies/vendors who contract with SSCPP) and people who work and/or reside outside the SSCPP area.

2. *General Membership Meetings*

1. *Annual meeting*- the annual meeting of the SSCPP will take place in the spring of every year during a regularly scheduled SSCPP meeting. Activities of the annual meeting include, but are not limited to, election of officers and approval of the annual budget.
2. *General meetings*- general meetings are held on a monthly basis with no meeting in July and August. Written and/or electronic notification of these meetings will be given to members in advance.
3. *Subcommittee meetings*- subcommittee meetings will be scheduled as needed by the general membership and/or steering committee.
4. *Other meetings*- as needed, the Steering Committee will schedule other general membership meetings, i.e. conferences, workshops, special meetings etc. Any meeting of the SSCPP can be suspended by a decision of the Steering Committee.

3. *Steering committee*- governance of the SSCPP is the responsibility of the steering committee, with the committee comprised of no fewer than 5 and no more than 15 members.

1. *Meetings*- Steering Committee meetings are held on a monthly basis. The Chairperson (s) may call a special meeting at any time or place within the SSCPP service area.
2. *Responsibilities*- Responsibilities of the steering committee are as follows:
 - a. All administrative oversight of the SSCPP
 - b. Strategic planning for the SSCPP
 - c. Oversight of the SSCPP's community assessment process
 - d. Oversight of the SSCPP's financial matters, including development and monitoring of the budget and allocation of resources
 - e. Establishment of all contractual arrangements for the SSCPP
 - f. The selection, evaluation and termination, if necessary, of the fiscal agent
 - g. Ensuring that the SSCPP and the steering committee are comprised of recruited, engaged and responsive members from the SSCPP service area who represent the diversity of the communities served
 - h. Maintaining records of the SSCPP, to perpetuate a history of the coalition and its work, with the support of consultants where appropriate

- i. Providing representation of at least one steering committee member at Inter-CHNA meetings who will report back to the steering committee
 - j. Monitoring the performance of the coordinator and other consultants, if applicable
 - 3. *Composition*- the steering committee is composed of five to 15 members, including officers, not including advisory members from the Department of Public Health and other consultants and/or vendors. In order for a vote of the Steering Committee to be binding, at least fifty percent of the Steering Committee membership (but no fewer than five members) must be voting.
 - 4. *Eligibility*- Eligibility for the steering committee is limited to people who have maintained active participation in SSCPP. The steering committee will strive to represent the diversity of the communities in the SSCPP service area.
 - 5. *Elections*- Annual elections for steering committee members will be held at the annual meeting for the position to begin for the term starting July 1st. New steering committee members will be voted in by general members.
 - a. At any time during the course of any given fiscal year, if membership on the Steering Committee should fall below a full complement of fifteen (15) members, the Chair may call a special meeting for the purpose of electing additional members to the Steering Committee.
 - 6. *Resignation / removal*- Steering committee members who are no longer able or willing to participate actively in the steering committee for any reason will resign steering committee membership. Resignation will be submitted in writing to the Chairperson. Five voting members of the steering committee are needed to remove any steering committee member for failure to fulfill steering committee obligations and/or behavior that is not in line with the mission of SSCPP.
 - 7. *Action by writing or email*- Action by vote may be taken by the steering committee without a meeting if five voting members of the steering committee consent in writing. Every effort will be made to complete written/electronic voting within 48 hours of the initial motion/call to vote.
- 4. Officers-**
- 1. *Roles and responsibilities-*
 - a. *Chairperson*- prior to election as chairperson, the nominee must have been a member of SSCPP steering committee for at least one year. The chairperson is responsible for the following duties:
 - i. Setting the agenda and presiding at all general meetings and steering committee meetings
 - ii. Serving as the liaison between the SSCPP and the Department of Public Health, as well as other contracted agencies and vendors, unless otherwise noted
 - iii. Presenting an oral report of all meetings of the steering committee to the general meeting, as necessary and appropriate
 - iv. Representing the SSCPP when called upon by the membership to do so
 - v. Overseeing the steering committee's outreach efforts into the community

- vi. Facilitating communication amongst Steering Committee members, and maintaining strong communication with the other officers to promote the efficient functioning of the SSCPP
 - b. *Vice-chairperson*- the vice-chairperson is responsible for the following duties:
 - i. Conducting general meetings and steering committee meetings at the request of the chairperson or if the chairperson is absent
 - ii. Collaborating and assisting in the duties and functions of the chairperson
 - iii. If the chairperson is unable to complete his/her term, the vice-chair will step into the role of interim chair to complete the term
 - c. *Treasurer*- The treasurer is responsible for the following duties:
 - i. Serving as primary liaison to the fiscal sponsor and working with the sponsor to keep an accurate account of all receipts and disbursements
 - ii. Presenting a statement of the financial status of the SSCPP to the membership at all general meetings and to steering committee members at all steering committee meetings
 - iii. Working with the designated fiscal agent to prepare an annual budget and accounting of all fiscal activity of the SSCPP
- 2. *Eligibility*- Eligibility for officer positions of the steering committee is limited to people who are members and have maintained active participation in SSCPP.
- 3. *Elections*- The chairperson, vice-chair and treasurer will be elected annually by general members at the annual meeting. If an officer position is vacant, the steering committee will elect a replacement from the steering committee. If unable to fill the officer position from the steering committee, then general members will be eligible for nomination to the open officer role.
- 4. *Terms*- Officers will serve for a term of one year, with no officer serving in the same office for more than three consecutive terms. Upon completion of his/her term, an officer will have the option of remaining as a member on the Steering Committee.
- 5. *Resignation / removal*- officers who are no longer able or willing to participate actively in their positions for any reason will resign the position and steering committee membership. Resignation will be submitted in writing to the steering committee. Five voting members of the steering committee are needed to remove any officer for failure to fulfill his/her obligations and/or behavior that is not in line with the mission of SSCPP. If the chairperson resigns or is removed, the vice-chair will assume the role of interim chairperson to complete the term. If the officer voted out is not present at the meeting for the vote, a letter of notification will be sent regarding the removal.
- 5. *Consultants*- The steering committee may appoint consultants as necessary to facilitate the administration of SSCPP, including (but not limited to) a coordinator, fiscal sponsor, and/or interns. For all appointed consultants, the following conditions must be met:

1. A written job description for the role is provided, detailing roles and responsibilities, as well as a plan for supervising said role
 2. A budget (if position is paid) is provided, detailing anticipated costs and how such items will be paid
 3. A signed contract is provided
- 6. *Contracts and service agreements***- Contracts and proposals for services to be rendered on behalf of SSCPP will be reviewed and approved by the steering committee, and accepted or endorsed by the chairperson or vice-chair.
- 7. *Disbursement of Funds*** – Upon approval by the Steering Committee, funds shall only be disbursed as follows
- a. *Disbursements of less than \$1000* - no check shall be issued unless signed by at least one officer of SSCPP.
 - b. *Disbursements of \$1000 or more* – no check shall be issued unless signed by at least two officers of SSCPP.
- 8. *Decision-making process***-
1. *Consensus model*- The general membership and steering committee will use the consensus model to reach agreement at meetings. In the event that consensus cannot be reached, formal voting procedures will be employed. The decision-making process of the SSCPP will be reviewed at the first meeting of the year to ensure member understanding and satisfaction with the process and efficiency of group orientation.
 2. *Voting*- Acceptable methods of voting are paper ballot, electronic ballot, or facsimile. All matters presented for a vote, at which a quorum is present, may be written or by a show of hands, and will be decided by a simple majority of those voting. Voting may occur at general membership meetings, steering committee meetings, at an emergency meeting called for that purpose, or via email. Advisory members of the steering committee are not eligible to vote.
- 9. *Coordination and Administration***-
1. *Administration*
 - a. *Fiscal Year* - the fiscal year of SSCPP will run from July 1 to June 30
 2. *Role of CHNA Coordinator*
 - a. Communication with general membership and steering committee members
 - b. Recording minutes of general membership and steering committee meetings
 - c. Distribution of meeting agenda and meeting minutes to members
 - d. Management of mini-grant process, including
 - i. Distribution of RFP
 - ii. Communication with applicants and recipients
 - iii. Maintaining a database of applicants and recipients
 - e. Recordkeeping

- f. Communication with funding sources including DoN applicants, as needed
- g. Additional administrative duties- the coordinator duties may be expanded to other administrative and technical assistance tasks, such as tasks related to assessment, evaluation and capacity-building for SSCPP. The steering committee will determine what these additional duties will be, depending on the needs of SSCPP and the funds available.

10. **Committees-** The steering committee may establish one or more standing committees. Each committee will have a chairperson. In the event of a committee chairperson vacancy, the SSCPP chairperson will fill the vacancy subject to recommendations from the current members of the committee and the approval of the steering committee. The committee chairperson or designee will be a member of the steering committee. Unless members otherwise designate, committees will conduct their affairs in the same manner as provided in these operating principles.
11. **Amending the Operating Principles-** These operating principles will be reviewed annually and may be altered, amended or replaced by a two-thirds majority of the steering committee members. Any proposed changes to the operating principles will be sent to the general membership via email prior to a vote with the purpose of reviewing the principles.
12. **Restrictions-** Irrespective of the powers, duties and authorizations otherwise herein contained, no officer, steering committee or general member, or consultant will have the power or the authority to obligate SSCPP beyond the limits of the items in the approved annual budget without specific authority in writing from the steering committee or the general membership.
13. **Conflict of interest statement-** As a policy, members of SSCPP will avoid any semblance of self-dealing or enrichment; discourage any business transactions between members and SSCPP, unless conducted entirely openly and with stringent safeguards. Specifically, members are to refrain from entering into a business transaction between SSCPP and themselves or with any corporation, partnership or association in which he/she then had a substantial interest or held a position as a trustee, director, general manager or principal officer without having previously informed the persons charged with approving the transaction of his/her interest or position and of any significant reasons, unknown or not fully appreciated by such persons.
14. **Dissolution-** Upon the dissolution of the SSCPP, the Steering Committee, after paying or making provision for payment of all the liabilities of the SSCPP, shall dispose of all of its assets in accordance with requirements set forth by the source of its funds