



Twin Cities Healthy Start Executive Committee 2011 Membership Nomination Packet

Description of Committee, Roles & Nomination Process



Executive Committee Overview

I. Description

The Twin Cities Healthy Start Executive Committee serves in an advisory capacity to the Twin Cities Healthy Start (TCHS) program staff and the Minneapolis Department of Health and Family Support (MDHFS). The committee meets bi-monthly for two hours (typically noon – 2:00 p.m. on Thursdays)

II. Function Responsibilities

- a. Reviewing project performance and making recommendations for improvements or program modifications.
- b. Developing an annual infant mortality-related community health education work plan
- c. Contributing to the development, revision, and implementation of the Local Health Systems Action Plan
- d. Reviewing the annual program budget and making recommendations regarding the allocation of resources, selection of subcontractors, and budgeting of grant funds
- e. Establishing and overseeing the membership requirements and operations of the TCHS Advisory Committee
- f. Establishing and overseeing the membership requirements and operations of ad hoc committees.
- g. Identifying ways to improve or change social and political systems that affect infant mortality in the Twin Cities.
- h. Fostering partnerships and linkages with other community organizations, health plans and the greater community in order to reduce infant mortality.



Minutes

Please review the past meeting minutes at
<http://www.ci.minneapolis.mn.us/dhfs/tchs-exec-meetings.asp>



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Membership

It is the clear intent that the composition of the TCHS Executive Committee reflects the diverse interests and perspectives of the TCHS participants. It is the expectation that all parties responsible for the recruitment, recommendations to and approval of members shall make every effort to ensure the realization of this intent. The Executive Committee seats are filled by the following representatives

I. Program Sites

- a. Currently there are six program sites. Each site has one representative on the committee. Program site representatives should have decision-making responsibilities at their program sites and be familiar with TCHS. Representatives are chosen by the program site staff.

II. Public Health

- a. One representative from Hennepin County Human Services and Public Health department
- b. One representative from St. Paul-Ramsey County Department of Public Health
- c. One representative from Minnesota Department of Health and Minnesota Department of Human Services

III. TCHS Advisory Committee

- a. Four liaisons share recommendations from the TCHS Advisory Committee with the TCHS Executive Committee. They also serve as spokespersons for TCHS participants. These liaisons are elected by the TCHS Advisory Committee.

IV. Health Plans

- a. One representative from any of the Minnesota Health Care Program prepaid health plans that serve the target populations in Minneapolis and St. Paul.

V. Community Based Organizations

- a. One representative from any organization that serves program participants or advocates on behalf of infant mortality reduction and healthy birth outcomes shall be nominated and approved as deemed relevant to reducing infant mortality by the Executive Committee.



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VI. Community Stakeholders

- a. Other community stakeholders as nominated and approved by the Executive Committee. These members shall serve a term of no longer than two years.

VII. Ex-Officio, Non-voting Members

- a. TCHS Program Director

VIII. Executive Committee Co-Chairs

- a. Two Co-Chairs are voted on by the Executive Committee from within the current membership.

IX. Support Staff, Non-voting attendees

- a. TCHS central staff



Application & Nomination Process

All members – except program site representatives and TCHS Advisory Committee Liaisons – must be voted on by the Executive Committee in order to fill any seat.

I. Program Background

- a. Persons interested in completing the application process for membership are asked to peruse the Twin Cities Healthy Start Web site at www.ci.minneapolis.mn.us/dhfs/healthy-start.asp and visit the related links.

II. Application and Nomination Process

- a. Nominee completes the nomination packet including the application form and submission of résumé
- b. Nomination packet is reviewed by TCHS Program Director and committee co-chairs
- c. Co-chairs bring accepted applicants to the next TCHS Executive Committee meeting for nomination and vote by members
- d. All new committee members attend on-boarding orientation
- e. Newly appointed committee member attends first executive committee meeting