



GREATER NASHUA PUBLIC HEALTH NETWORK

PUBLIC HEALTH ADVISORY COUNCIL EXECUTIVE COMMITTEE GUIDING PRINCIPLES

The following document sets forth the principles of organization adopted by the members of the Greater Nashua Public Health Advisory Council (PHAC) Executive Committee.

The **Greater Nashua PHAC** is a network of organizations and individuals that work collaboratively to improve the health of the Greater Nashua Public Health Region (GNPHR) and its residents.

The **Greater Nashua PHAC Executive Committee**, comprised of decision-makers from a variety of Greater Nashua PHAC partner organizations, provides leadership guidance to support health related efforts in the GNPHR.

PURPOSE AND FUNCTIONS

Members of the Greater Nashua PHAC Executive Committee shall perform the following functions.

1. Increase the regional capacity to address public health priorities, including Public Health Emergency Preparedness, Substance Misuse Prevention, disease prevention, maternal and child health programs and Community Health Assessment and Improvement Planning.
2. Provide input to periodic community health needs assessments completed by participating in the community health improvement process, including assessment, improvement planning, and support for policy, systems and environmental changes need to address health-related trends, emerging threats, and community concerns.
3. Review and comment on regional health profiles based on needs assessments and provide input on regional health priorities and plans for improvement.
4. Coordinate, sponsor and participate in various forums on public health issues.
5. Encourage the development and coordination of appropriate community and public health services within the GNPHR.
6. Advise the Greater Nashua PHAC in matters concerning the nature, scope, and extent of community and public health concerns and responses.

EXECUTIVE RESPONSIBILITIES

Member of the Greater Nashua PHAC Executive Committee shall:

1. Assist in developing structure and procedures to assure efficient council functions and communication.
2. Attend at least 50% of the meetings.
3. Prepare by reviewing meeting packets and advance consideration of questions and discussion points.
4. Provide representation in Standing Committees or Task Forces, as needed.
5. Assume leadership through Council participation and communication with constituents.
6. Engage and recruit new members and partners to public health network workgroups.
7. Declare any potential conflicts of interest.
8. Support initiatives adopted by the Greater Nashua PHAC.

MEMBERSHIP

A. COMPOSITION OF THE GREATER NASHUA PHAC EXECUTIVE COMMITTEE

The Executive Committee of the Greater Nashua PHAC is comprised of representatives of organizations that partner with the Greater Nashua Public Health Network (GNPHN). Executive Committee members shall be authorized to represent and act on behalf of their employer/affiliated organization. Members should be knowledgeable community representatives. All reasonable efforts shall be made to ensure that the membership is broadly representative of the demographic and public health system characteristics in the GNPHR.

The Greater Nashua PHAC Executive Committee shall be comprised of no less than 10 members.

The Greater Nashua PHAC Executive Committee shall include at least one representative from each of the following sectors:

- ✓ Municipal government
- ✓ Acute Care Hospital
- ✓ School Administrative Unit (SAU)
- ✓ DPHS-designated community health center
- ✓ NH Department of Health and Human Services (NH DHHS) - designated community mental health center
- ✓ City of Nashua Division of Public Health and Community Services
- ✓ Regional Substance Misuse Prevention Leadership Team
- ✓ Business
- ✓ Cultural and faith-based organizations
- ✓ Social service program
- ✓ Housing and sheltering program

Representatives from other sectors or individual entities shall be included as appropriate. Composition of the Greater Nashua PHAC Executive Committee should reflect, to the extent possible, the geographic and organizational diversity of the region.

MEETING SCHEDULE

The Greater Nashua PHAC Executive Committee will schedule meetings quarterly, and should meet now less than two times per year.

DECISION-MAKING

The Greater Nashua PHAC Executive Committee agrees to support regional programs or funding opportunities (including grant proposal submissions) aligning with the GNPHR's Community Health Improvement Plan (CHIP). The Executive Committee gives the PHAC Co-Facilitation Team the authority to provide documentation of official PHAC support of such opportunities as requested by funders and/or other partners. The PHAC Co-Facilitation Team will provide the Executive Committee with a copy this documentation via email within three (3) business days.

In the event that official PHAC support is requested for a program/initiative that is *not* clearly aligned with the CHIP, the Executive Committee will be notified by the PHAC Co-Facilitation Team according to the process below. Decision-making will be by consensus.

1. The Co-Facilitation Team will notify the Executive Committee via email requiring a return receipt. This email will include:
 - ✓ A detailed summary of the program/funding opportunity;
 - ✓ A method for voting;
 - ✓ A deadline for Executive Committee member responses; and,
 - ✓ Logistics (date, time, web link and access details) for a web meeting/conference call within 3 business days to allow Executive Committee members to discuss the opportunity further if needed.
2. The Co-Facilitation Team will share the outcome of any vote with the Executive Committee via email within one business day of the deadline provided in the original email.

COMMITTEES

STANDING COMMITTEES

To maximize the function and efficiency of the Greater Nashua PHAC Executive committee, standing committees will be established and charged with responsibilities consistent with the PHAC's Objectives and Functions. The standing committees will be responsible for conducting the planning and research necessary to make well-informed decisions, for assisting entities contracted to deliver regional public health services by NH DHHS, and for disseminating information to key stakeholders and the community at large. Updates from standing committees will be provided to the PHAC Executive Committee. The Greater Nashua PHAC Executive Committee may provide standing committees with recommendations for action based upon community assessments or other planning initiatives.

At minimum, standing committees will be established to address: 1) Regional Public Health Emergency Preparedness; and 2) Substance Misuse Prevention and related Health Promotion. Additional standing committees may be established to address specific health issues or system functions as determined by the PHAC. Standing Committees will include representation from Greater Nashua PHAC partners. Standing committees shall meet as frequently as necessary to accomplish the work of that committee. Each committee will develop a charter outlining the committee's purpose, meeting schedule, roles, responsibilities, and members.

The Greater Nashua PHAC Executive Committee will support its standing committees by:

- Considering and acting on policy issues presented by the standing committees;
- Facilitating collaborations and partnerships between standing committees and other relevant stakeholders;
- Promoting the accomplishments of the standing committees; and
- Assisting in engagement and recruitment, when requested by a standing committee, of members for that committee.

AD HOC COMMITTEES AND TASK FORCES

The Greater Nashua PHAC Executive Committee may establish other ad hoc committees or task forces to address priority public health matters and perform other certain duties for a specified length of time or task.

ADMINISTRATION

COORDINATING ORGANIZATION (CITY OF NASHUA DIVISION OF PUBLIC HEALTH AND COMMUNITY SERVICES)

The organization contracted by NH DHHS to coordinate the Regional Public Health Network shall support the functions of the PHAC and carry out such other duties related to the Council as described in agreements entered into with the NH DHHS. Such duties include, but are not limited to, assistance with recruiting and orienting new Greater Nashua PHAC Executive Committee members, assuring effective communication and coordination between and among standing committees and other committees established by the PHAC, and serving as administrative and fiscal agent of the Council to the extent applicable.

PHAC Co-FACILITATION TEAM

Greater Nashua PHAC meetings shall be coordinated and facilitated by members of the PHAC Co-Facilitation Team. The following staff of PHAC Co-Facilitation Team include:

- ✓ Public Health Network Strategist
- ✓ Outside agency/organization TBD annually (PHAC Co-Chair)

The PHAC Co-Facilitation Team shall:

- ✓ Plan, coordinate and facilitate all PHAC meetings;
- ✓ Maintain PHAC meeting summaries;
- ✓ Maintain updated PHAC membership lists; and
- ✓ Coordinate an Annual Meeting of the GNPHN.

COORDINATING ORGANIZATION STAFF

Coordinating Organization Staff persons shall be responsible for documenting and maintaining records of the councils' actions and coordinating activities, including: taking minutes at meetings; sending out meeting announcements and agenda; finalizing meeting location and logistics; distributing meeting minutes, tracking expenses and completing other required NH DHHS fiscal and programmatic reports and paperwork. Staff will assist with preparation of plans, and materials, and other such coordination, planning, and administrative duties that support the work of the Council. Coordinating Organization Staff can serve as official spokespersons of the Greater Nashua PHAC.

CONFLICT OF INTEREST

DEFINITION

A PHAC member is deemed to have a conflict of interest when he/she (or a relative or business associate) has one or more of the following relationships existing with a program or competing program under consideration:

- ✓ Ownership or financial interest;
- ✓ Director, trustee or, officer;
- ✓ Employee; or
- ✓ Provider of goods or services, material or other substantial interest which might inhibit objective decisions.

In addition to specific relationships to a program under consideration, members may find themselves in conflict when discussing other matters.

DECLARATION PROCEDURE

Members who have a conflict of interest on a specific issue before the PHAC shall so state before discussion of the issue in question. PHAC members may participate in discussions relating to issues for which a conflict has been declared, provided they state their potential conflict of interest prior to the discussion.

Nothing shall prohibit PHAC members from further declaring a conflict of interest or discussion on an issue when they believe that such activity might constitute or give the appearance of constituting a conflict of interest.

ADOPTION

The Greater Nashua PHAC Executive Committee shall be organized by these principles adopted by consensus of members present. These Guiding Principles may be amended or revised by consensus of the Greater Nashua PHAC Executive Committee, provided notice of the amendment or revision is given in writing at least ten (10) days prior to the meeting.

This document was approved and adopted December 2, 2015 by the Greater Nashua PHAC Executive Committee.