

COMMUNITY HEALTH IMPROVEMENT ROUNDTABLE

I. INTRODUCTION

The Community Health Improvement Roundtable (CHIR) is a coalition of community organizations and members that work to improve health outcomes, reduce health disparities, and build a healthy and informed community in Calvert County, Maryland.

The vision of the CHIR is that all residents of Calvert County will have access to health care and that health opportunities will be equitable for all.

The mission of the Community Health Improvement Roundtable is to provide all residents of Calvert County with an awareness, resources, and equal access to healthcare programs and services that are available in the Calvert County community.

The CHIR sets public health priorities for the community and addresses these priorities through programs and coordinated efforts with state, county and local organizations/stakeholders. The CHIR develops strategic action plans, setting goals and objectives for priority areas identified from the tri-annual Community Health Needs Assessment and additional priority needs as they arise.

II. PURPOSE

The purpose of this document is to illustrate the goals, structure and governance of the CHIR, and responsibilities that comply with being a representative on the CHIR.

III. GOALS

The overarching goals of the CHIR are:

- To address the priority health needs in Calvert County, Maryland identified by the most current cycle of the Community Health Needs Assessment (CHNA)
- To assist in the process for collecting data regarding the CHNA
- To promote efficient and effective use of resources available to county organizations and residents to address the existing and emerging health needs and promote health improvements in Calvert County
- To increase productivity and collaboration towards common health outcomes for Calvert County residents, and to understand the roles that of the CHIR members and Organizational Partners in achieving these outcomes.

IV. ORGANIZATIONAL PARTNERS AND RESPONSIBILITIES

Section 4.1 Organizational Partner Qualification

Any organization in the Calvert County community that has an interest in supporting the CHIR purpose and goals in a collaborative process to improve the health of our local communities. Requests to join the CHIR as a community partner will be reviewed and decided upon by the CHIR Steering Committee.

Section 4.2 Organizational Partners

- Each Organization will designate at least one representative at each quarterly meeting
- Guest organizations that are invited to a quarterly meeting are expected to provide one or more representatives, if invitation is accepted

Section 4.3 Organizational Partner Expectations

A. CHIR Organizational Partners will:

- Support the purpose and collaborative process of the CHIR
- Attend, or send an organizational representative(s), to each quarterly improvement roundtable meeting. See Attachment A for list of representatives from Organizational Partners.
- Support the process of the tri-annual community health needs assessment conducted by Calvert Health Medical Center
- Participate in community health improvement planning and goal setting and actions
- Incorporate CHIR improvement strategies, as feasible, into their organization strategic plan and/or goals
- Share information about how CHIR strategies are being implemented locally (within their own organizations and/or a collaborative relationship with another organization, if applicable)

B. Partnership Terms

- The term of the organizational partner is indefinite unless withdrawn by the organizational partner
- Each organizational partner reserves the right to resign their membership at any time

v. Officers and Decision Making

Section 5.1 Governing Structure

- ##### A. The governing structure of the Community Health Improvement Roundtable is as follows:
- There will be CHIR designated officers, a designated Steering Committee and designated subcommittees.
 - The CHIR, its Steering Committee, and subcommittees will have regularly scheduled meetings.

Section 5.2 Steering Committee

- A. The CHIR officers will sit on the Steering Committee, which will meet on a regular basis to oversee the structure, management, and work of the CHIR in between quarterly meetings. This includes setting the annual meeting schedule and agendas, review and revision of bylaws and membership, review of CHNA priorities and programs to address community needs. The Steering Committee is responsible for assuring an agenda is prepared for each meeting and is distributed at least a week prior to the meeting.
- B. Co-chairs: The Director of Community Wellness at CalvertHealth Medical Center, and the County Health Officer from the Calvert County Health Department.
Duties of the Co-Chairs: The Co-Chairs will preside at Steering Committee meetings, CHIR quarterly meetings, and any other special meetings called by the CHIR.
- C. Secretary/Coordinator: Community Wellness Coordinator at CalvertHealth Medical Center
Duties of the Secretary/Coordinator: The Secretary/Coordinator shall keep attendance records, minutes and recordings of all meetings and proceedings of the CHIR. The Secretary or designee will distribute or make available meeting minutes or other recordings within a week following each meeting. The Secretary/Coordinator shall be responsible for scheduling meetings of the CHIR, including reserving a meeting room, ordering refreshments, and assuring AV support (if needed). The Coordinator will send out meeting invitations via email, and may be asked to assist with distributing follow up information after each meeting. The Coordinator will oversee the creation and distribution of any meeting materials (print or electronic), and will serve as the archivist for meeting meetings, reference material, etc.
- D. Subcommittee and other community initiatives representatives: The following will serve on the CHIR Steering Committee to represent the subcommittees and other community initiatives: Director, Health promotions for the Calvert County Health Department; Manager of CommunityWellness, CalvertHealth Medical Center; Chair, Local Behavioral Health Authority.

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If any of the members of the CHIR Steering Committee is unable to fulfill the duties of the office, the Co-Chairs will appoint a member of the Steering Committee to fulfill the role. If either of the Co-Chairs is unable to fulfill the duties of the office, the remaining Co-Chair will appoint a member of the Steering Committee to fulfill the role.

VI. Meetings

Section 6.1 Regularly Scheduled Meetings

- A. CHIR will meet quarterly, unless otherwise scheduled
- B. Listed organizations are expected to send at least one representative to each meeting
 - o Guests that are invited may vary at each quarterly meeting.
- C. Additional Meeting may be called by the Co-Chairs as needed.

- D. Meetings are scheduled for a fiscal year (July-June).
- E. For regularly scheduled meetings, members will be given notice via email of the schedule for the coming fiscal year at least 3 months prior to the start of the fiscal year.
- F. For additional meetings, members will be notified via email at least a week in advance.

Section 6.2 Voting and Decision Making

- A. At least 50% of the voting membership must be present to constitute a quorum needed for decision making.
- B. Each Organizational Partner, regardless of the number of attendees, is entitled to one vote, as long as their organizational partnership is current.
- C. The outcome on votes/decision making shall be determined by a simple majority of those voting
- D. In the event of a tie, the CalvertHealth Executive Leadership representative will have the deciding vote, following consultation with the CalvertHealth Executive Leadership team.

VII. CHIR

Section 7.1 CHIR Responsibilities

The CHIR is governed by two co-chairs: The Director of Community Wellness at CalvertHealth Medical Center, and the County Health Officer from the Calvert County Health Department.

- The CHIR shall act for the partnership between meetings of the coalition
- The CHIR is comprised of the designated representative(s) for each organizational partner expressed in section 4.2.
- The CHIR will set and monitor annual goals for the collective health improvement of the community. These goals will be based on the most recent CHNA conducted for the community. The CHIR will create action plans and timelines for each goal, and identify resources to achieve the goal. Goals set for the year will be monitored at each quarterly meeting, and action plans and timelines may be adjusted as needed during those meetings.
- The CHIR will review the established subcommittees or task forces on a quarterly basis to determine their necessity
- The CHIR will make decisions through a voting process indicated in section 6.2

VIII. SUBCOMMITTEE'S

Section 8.1 Definition of a Subcommittee

A committee that is composed of a smaller group of representatives, as identified and established by the CHIR Steering Committee to focus on a specific task. Subcommittees may be standing or ad hoc.

Section 8.2 Subcommittee Responsibilities

- The CHIR Steering Committee will establish a subcommittee(s) as needed to accomplish specific health improvement needs or goal
- The membership of each subcommittee will include community and organizational representatives with two co-chairs from different organizations to serve as leaders and represent the subcommittee at the quarterly meetings.
- At least yearly, the subcommittee(s) will be reviewed by the CHIR Steering Committee and if the subcommittee(s) is not needed any more, then CHIR Steering Committee will discontinue the need for the subcommittee
- Minutes will be kept of all subcommittee meetings and proceedings.
- Subcommittee(s) will present any updates on their progress at the quarterly CHIR meetings.

IX. RECORDS

The CHIR records are written by the secretary (or designee) for the CHIR Steering Committee and will be stored on the HealthyCalvert.org website. The records include the following:

- Meeting Agenda
- Meeting Minutes
- Handouts
- Community announcements and event flyers
- Goals, action plans, timelines, and status reports

X. REVISIONS AND REVIEW

The By-Laws will be reviewed on a yearly basis.

Modifications to these bylaws may be proposed:

- By the CHIR Steering Committee
- Via motion at a meeting of the CHIR
- Via email correspondence and electronical review of CHIR members.

After proposing a modification to the bylaws, the modification will be voted on and accepted or rejected following discussion and a majority vote of the CHIR members, according to Section 5.3 – Voting and Decision Making

Attachment A

Community Health Improvement Roundtable Organizational Partners & Member Information

Community Health Improvement Roundtable Organization Partners		
Organizational Partner	Title	Department
CalvertHealth 100 Hospital Road Prince Frederick, MD 20678	Vice President, Human Resources	Human Resources
	Director, Education & Training & Community Wellness	Community Wellness
	Manager, Community Wellness	Community Wellness
	Office Coordinator	Community Wellness
	Vice President, Corporate Communication & Philanthropy	PR & Marketing
	Director of PR & Marketing	PR & Marketing
	Director, Behavioral Health	Behavioral Health
	Pastoral Care Coordinator	Spiritual Care
Ad Hoc Members from CalvertHealth	Director Financial Planning & Reimbursement	Finance
	Director, Pharmacy	Pharmacy
	Director, Integrated Care Management	Integrated Care Management

<p>Calvert County Health Department P.O Box 980 Prince Frederick, MD 20678</p>	Health Officer	Calvert County Health Department
	Physician Liaison	Community Health
	Supervisor	Health Promotions
	Director of Nursing	Nursing
	Director, Local Behavioral Health Authority	Behavioral Health
	Director, Behavioral Health Clinic	Behavioral Health
	Director, Health Equity	Health Equity/Minority Health
<p>Calvert Alliance Against Substance Abuse 30 Duke St Ste 104 Prince Frederick, MD 20678</p>	Coordinator	Calvert Alliance Against Substance Abuse
<p>Calvert County Government Office on Aging 450 W. Dares Beach Road Prince Frederick, MD 20678</p>	Division Chief	Office On Aging
	Program Manager	Office On Aging
<p>The ARC of Southern Maryland 355 W. Dares Beach Road Prince Frederick, MD 20678</p>	Chief Executive Officer	ARC

United Way of Southern Maryland P.O Box 2141 La Plata, MD 20646	President/CEO	CCUW
	Director of Community Impact	CCUW
Calvert County Public Schools 1305 Dares Beach Road Prince Frederick, MD 20678	Supervisor of Student Services	Calvert County Public Schools
	Director of Student Services	Calvert County Public Schools
	Mental Health coordinator	Calvert County Public Schools
Calvert County Sheriff's Office 30 Church Street Prince Frederick, MD 20678	School Liaison	Calvert County Sheriff's Office
	Community Liaison	Calvert County Sheriff's Office
Calvert County Department Social Services 200 Duke Street Prince Frederick, MD 20678	Social Workers	Department Social Services
Calvert County Family Network P.O Box 1098 Prince Frederick, MD 20678	Director	Calvert County Family Network

Hospice of the Chesapeake 238 Merrimac Court Prince Frederick, MD 20678	Communication and Volunteer Manager	Hospice
Calvert County Parks and Rec 175 Main Street Prince Frederick, MD 20678	Director	Calvert County Parks & Rec
Calvert County Library 850 Costley Way Prince Frederick, MD 50678	Public Relations Coordinator	Library
	Library Director	Library