

Operating Guidelines

Adopted 12/20/95

Revisions Adopted 1/29/97, 1/27/99,
12/15/04, 2/22/06, 1/23/08, 05/26/10

ARTICLE I - NAME

The name of the organization shall be the "Health and Human Services Council of Midland County", hereafter referred to as the HHSC, which the State recognizes as the Community Collaborative for Midland County.

ARTICLE II - MISSION

The Health and Human Services Council shall promote the welfare of the community through systems level planning, collaboration, and promotion of health and human services with an emphasis on demonstrated effectiveness and prevention.

ARTICLE III - Membership

The membership of the HHSC shall consist of the Chief Executive Officers or their delegates of the entities listed below, plus community representatives as herein described:

Community Mental Health for Central Michigan
Midland County Board of Commissioners
Midland County Educational Service Agency
Midland County Health Department
Midland County Probate Court
Midland County Prosecutor's Office
Midland County Public School District
Midland County Office of the Sheriff
City of Midland Police Department
MidMichigan Medical Center
Michigan Department of Human Services – Midland County
Region VII Area Agency on Aging
United Way of Midland County
Up to 12 at-large community members recommending two are consumers. The maximum membership of the council shall be 25 members.

Members of the HHSC shall possess:

- * A willingness and commitment to attend and participate in at least 50% of the monthly Council meetings, usually numbering 10 meetings per year.
- * A willingness and commitment to either participate in or assign staff to the committees of the HHSC.
- * A dedication to a vision of improving the lives of the citizens of our communities.
- * An ability to work as part of a team.
- * A willingness and commitment to bring issues that have an impact on the community in multiple ways to the agenda of the HHSC.

Membership on the HHSC shall continue as long as a person retains their position as the designated representative of their agency or a constituent group. In the event that vacancies occur on the HHSC, the chairperson will notify the Executive Committee, which shall identify a replacement for the vacancy. For at-large members the selected person would fulfill the unexpired term.

ARTICLE IV - VOTING

Each member shall have one vote. A simple majority of the voting members present shall be required on all issues coming before the HHSC. Members of the HHSC or committees of the HHSC shall abstain from voting when a conflict of interest is present.

ARTICLE V - CONFLICT OF INTEREST

Conflict of interest describes situations in which a member (or organization a member represents) stands to gain benefit (usually financial) from participation in government decision-making.

Type #1: A conflict of interest occurs when a member knowingly takes action or makes a statement intended to influence the conduct of the HHSC in such a way as to confer any financial benefit on the member, or on any organization she/he represents or is employed by, or has significant interest in.

Type #2: A member who also serves as a director, trustee, or salaried employee, or otherwise materially benefits from association with any agency which may seek funding which requires the review and/or approval of the HHSC is deemed to have "interest" in said agency.

Interest Disclosure Each member of the HHSC shall disclose any and all client or personal affiliations with agencies that may apply to be a service provider under funds that require HHSC review, comment and/or approval.

Conflict of Interest Challenge: Any member may challenge another member of the HHSC as having a potential conflict of interest on any matter that requires official vote or approval by the HHSC. The HHSC shall review the challenge and may require the challenged individual to abstain from voting.

ARTICLE VI - MEETINGS

Regular meetings of the HHSC shall be held monthly unless there are insufficient agenda items to warrant a meeting as judged by the Chairperson. Meetings may be called by the chairperson, or two other members.

ARTICLE VII - OFFICERS

- A. Officers of the HHSC shall consist of a Chairperson, a Vice-Chairperson and a Secretary.
- B. These officers shall be elected by a majority vote of the members present and will serve one year from the date of election. A member may be elected to serve as Chairperson for two consecutive terms after which time a new Chairperson shall be elected.

ARTICLE VIII - ELECTIONS

Elections shall be held in November each year, with terms to begin the following January. At-large members are to be divided into 3 groups with new members' elected/re-elected every year by Council. A balanced rotation will be maintained with newly elected at-large members beginning a three year term. At-large members may be re-nominated at the end of their term.

ARTICLE IX - OFFICERS DUTIES

The Chairperson shall:

1. Serve as a leader of the organization.
2. Preside at meetings of the organization.
3. Appoint standing committee chairpersons and ad hoc committees.
4. Ensure that there is an agenda for each meeting.

The Vice-Chairperson shall:

1. Serve as leader of the organization in the absence of the Chairperson.
2. Preside at meetings of the organization in the Chairperson's absence.
3. Assume responsibilities of the Chairperson if the Chairperson cannot continue duties.

The Secretary shall:

1. Maintain a record of the actions and decisions for each meeting of the HHSC.
2. Assist the Chairperson in distributing meeting minutes, agendas and other similar business of the HHSC.
3. Serve as a member of the CHAI Committee and preside at meetings in the Chairperson's absence.

ARTICLE X - COMMITTEES

A. Executive Committee

The executive committee shall be comprised of the three officers of the Council, the chairs of the other standing committees, and the immediate past chair of the Council. The minimum membership will be six. The council will add additional at large members to meet this requirement. Additional members may be added as deemed beneficial by the committee with membership not to exceed eight. The executive committee shall meet prior to the regular monthly Council meetings to review any issues or correspondence brought to the attention of

the Council & to set the agenda for the upcoming meeting. The committee will recommend to the Council on issues of organizational structure, operations, membership, and relationships with other community organizations. Every new member will receive an orientation by the committee. The committee is responsible for ensuring adequate and appropriate representation on standing committees. The executive committee may act on behalf of the council on issues that require an immediate response with a majority of members present using the consensus model for decision making prescribed in the operating guidelines

B. Community Health Assessment & Improvement Committee (CHAI)

The committee shall be responsible for developing and evaluating assessments of community need; developing plans to meet those needs; and recommending implementation steps to the Council. The committee will receive and evaluate reports of work groups and report its findings to the Council. The committee shall review and recommend to the Council all requests for information about health & human service needs & priorities and all requests for plan or program authorization or reauthorization. CHAI will review and approve or reject submissions of all studies and surveys submitted to the council for its publication/posting.

C. Communications Committee

The committee shall be responsible for developing a public communications plan. It shall recommend on all issues of public communications to the Council, including, among others, publications, public forums, press conferences, and public education. An internal communication plan will be maintained including new member orientation and a periodic presentation of the mission and vision of the council.

D. Ad Hoc Committees

Ad Hoc Committees may be appointed by the Chairperson to meet the needs of the HHSC as they are identified.

ARTICLE XI - CHANGES IN THE OPERATING GUIDELINES

Recommendations to change or amend these guidelines may be made by any member of the HHSC. Such changes or amendments may be approved at the same meeting they are recommended if passed by a 2/3 vote of members present.

ARTICLE XII- PROCEDURES

- A. Consensus: The HHSC values the recognition of, and respect for every group member's ideas, opinions and suggestions. Therefore, the HHSC shall operate under a consensus model for decision-making. The consensus model:
1. Requires that each member of the group agree on the point being discussed before it becomes an actual part of the group decision.
 2. Recognizes that not every point will meet with everyone's complete approval.
 3. Recognizes that unanimity is not the goal. It is not necessary that every person be satisfied, but that at least every person's ideas are thoroughly reviewed. This facilitates reaching a

decision that is supported by all members.

- B. Robert's Rules of Order shall be followed in all cases where consensus is not effective, and where Robert's Rules of Order do not conflict with the HHSC's operating standards.
- C. Conflict: The HHSC values and encourages the injection of new perspectives. The HHSC recognizes that in collaborative decision-making, areas of conflict and disagreement may arise. The HHSC believes that who is right or wrong is not of concern. The exchange of perspectives and points of view--not the selling of--is the issue. Therefore, the HHSC shall address areas of conflict and disagreement by implementation of the Skillful Discussions model:
 - 1. Areas of Conflict and Disagreement shall be addressed within the HHSC meeting by:
 - a. Exploring impasses.
 - 1. Identifying the areas of agreement.
 - 2. Clarifying the points of disagreement.
 - Exploring the Facts: What is the data and what does it tell us?
 - b. Reaching group consensus that the HHSC can move ahead on the areas of agreement.
 - c. Continuing to address the points of disagreement as the project develops.
 - 2. When areas of conflict and disagreement cannot be resolved or impede the process within the HHSC, the assistance of a consultant or mediator may be obtained.