

Harford County Local Health Improvement Coalition Bylaws

I. INTRODUCTION

The Harford County Local Health Improvement Coalition (LHIC) 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 Harford County, Maryland. The Management plan addresses the intentions of the LHIC to address all facets regarding health needs and access.

The vision of the LHIC is to improve health outcomes and access to care to achieve health equity.

The LHIC sets public health priorities for the community and addresses these priorities through programs and coordinated efforts with state, county and local organizations/stakeholders. The LHIC develops a Community Health Improvement Plan (CHIP) that outlines strategic action and sets goals and objectives for priority areas identified from the 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 Harford County LHIC, and responsibilities that comply with being a representative on the LHIC.

III. GOALS

The overarching goals of the LHIC are:

- To address the priority health needs in Harford 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 health needs and promote health improvements in Harford County.
- To increase productivity and collaboration towards common health outcomes for Harford County residents, and to understand the roles that of the LHIC members and Organizational Partners in achieving these outcomes.

IV. ORGANIZATIONAL PARTNERS AND RESPONSIBILITIES

Section 4.1 Organizational Partner Qualification

Any organization in the Harford County community that has an interest in supporting the LHIC purpose and goals in a collaborative process to improve the health of our local communities.

Section 4.2 Organizational Partners

- Each Organization will designate at least one representative at each bi-monthly meeting
- Organizational partners include:
 - Harford County Health Department
 - University of Maryland Upper Chesapeake Health System
 - Harford County Government (all offices)
 - Healthy Harford
 - Harford County Public Schools
 - Harford County Sherriff's Office
 - Harford County Department of Social Services
 - Harford Community Action Agency
 - Harford County Housing & Community Development
 - Local Addictions Authority
 - Harford County Office on Mental Health/ Core Service Agency
 - Inner County Outreach
 - Harford County Community College
 - University of Maryland Legal Resource Center
 - Y in Central Maryland
 - Aberdeen Proving Ground
 - LASSOS, Inc.
 - Harford County Council
- Guest organizations that are invited to a bi-monthly meeting are expected to provide one or more representatives, if invitation is accepted. The LHIC as a whole will meet annually together in the Fall.

Section 4.3 Organizational Partner Expectations

- A. LHIC Organizational Partners will:
- Support the purpose and collaborative process of the LHIC
 - Attend, or send an organizational representative(s), to each bi-monthly improvement meeting.
 - Support the process of the tri-annual community health needs assessment conducted by the Harford County Health Department and University of Maryland Upper Chesapeake Health System.

- Participate in community health improvement planning, goal setting, and actions.
- Incorporate LHIC improvement strategies, as feasible, into their organization strategic plan and/or goals.
- Share information about how LHIC 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 Harford County Local Health Improvement Coalition is as follows:

- There will be a LHIC Steering Committee and designated subcommittees.
- The LHIC Steering Committee will have designated officers and regularly scheduled meetings.

Section 5.2 Officers and Duties of the LHIC Steering Committee

A. The LHIC is governed by two co-chairs: The County Health Officer from the Harford County Health Department and a representative from University of Maryland Upper Chesapeake

Duties of the Co-Chairs: The Co-Chairs will set the annual meeting schedule, and shall preside at LHIC Steering Committee bi-monthly meetings, and any other special meetings called by the LHIC. The Co-Chairs are responsible for preparing an agenda for each meeting, and assuring that the agenda is distributed at least a week prior to the meeting.

B. Secretary: Health Policy Analyst, Harford County Health Department

- Duties of the Secretary: The Secretary shall keep attendance records, minutes and recordings of all meetings and proceedings of the LHIC Steering Committee. The Secretary or designee will distribute or make available meeting minutes or other recordings within a week of each meeting.

C. Coordinator: Health Policy Analyst, Harford County Health Department

- Duties of the Coordinator: The Coordinator shall be responsible for scheduling meetings of the LHIC, including reserving a meeting room, ordering refreshments, and assuring AV support (if needed). The Coordinator will send out meeting invitations via email, and may 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. If either the Secretary or Coordinator 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.

Section 5.3 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 County Health Officer will have the deciding vote, following consultation with the chairman of the Board of Health.

VI. Meetings

Section 6.1 Regularly Scheduled Meetings

- A. LHIC Steering Committee 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 bi-monthly meeting.
- C. Additional Meetings may be called by the Chair or Vice-Chair as needed.
- D. Meetings are scheduled for a fiscal year (July-June).
- o Some work groups may decide to not meet during summer months.
- 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. Meetings will also be posted on the www.harfordcountyhealth.com website.
- F. For additional meetings, members will be notified via email at least a week in advance.

VII. LHIC Steering Committee

Section 7.1 LHIC Steering Committee Responsibilities

- The LHIC Steering Committee shall act for the partnership between meetings of the coalition
- The LHIC steering committee is comprised of the designated representative(s) for each organizational partner expressed in section 4.2.
- The LHIC steering committee has the authority to identify and establish subcommittees or a task force, as needed to fulfill the local health improvement process
- The LHIC Steering Committee 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 LHIC Steering Committee will create action plans and timelines for each goal, and identify resources to achieve

the goal to form the CHIP. Goals set for the year will be monitored at each bi-monthly meeting, and action plans and timelines may be adjusted as needed during those meetings.

- The LHIC steering committee will review the established subcommittees or task forces on a quarterly basis to determine their necessity
- The LHIC steering committee will make decisions through a voting process indicated in section 5.3

VIII. SUBCOMMITTEE'S

Section 6.1 Definition of a Subcommittee

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

Section 6.2 Subcommittee Responsibilities

- The LHIC Steering Committee will establish a subcommittee(s) as needed to accomplish specific health improvement needs or goal
- The Chair and membership of each subcommittee will be decided by the LHIC Steering Committee.
- At each bi-monthly meeting, the subcommittee(s) will be reviewed by the LHIC Steering Committee and the subcommittee(s) will present any updates on their progress
 - If the subcommittee(s) is not needed any more, then LHIC Steering Committee will discontinue the need for the subcommittee
- Minutes will be kept of all subcommittee meetings and proceedings. The meeting recorder will be determined by the subcommittee Chair. Meeting minutes will be sent to the LHIC Steering Committee Coordinator for archiving.

IX. RECORDS

The LHIC records are written by the secretary (or designee) for the LHIC Steering Committee and will be emailed out to members. The records include the following:

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

X. SOURCES OF FINANCIAL SUPPORT

The main sources of financial support will come from outside sources through the following avenues:

- Grant funds
- Awards

XI. REVISIONS AND REVIEW

Modifications to these bylaws may be proposed:

- Via motion at a meeting of the LHIC Steering Committee
- Via email correspondence and electronic review of LHIC Steering Committee members.

After proposing a modification to the bylaws, the modification may be voted on and accepted following discussion and a majority vote of the LHIC Steering Committee members, according to Section 5.3 – Voting and Decision Making

Adopted: April 30, 2021