

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 workgroup priorities include Behavioral Health, Chronic Disease Prevention and Wellness, and Family Health and Resiliency all which have a focus on health literacy and health equity. 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 share local and relevant reports and data findings through the “Health of Harford County Presentation” with members at the Annual LHIC meeting.
 - Data may also be presented in the form of a presentation during bi-monthly workgroup meetings.
- 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 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

- 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.
- Each organization will designate at least one representative at their respective bi-monthly workgroup meeting
- At least one organization or community member must represent historically excluded or marginalized populations

Organizational partners include:

Organization	Sector Represented	Historically excluded or marginalized populations? Y/N
Achieve Behavioral Health	Behavioral Health Provider	N
Addiction Connections Resource	Behavioral Health Provider	N
AETNA	Health Insurance	Y
Alzheimer's Association	Community Based Organization	N
Arena Club	Local Business	N
ARS Treatment Centers	Behavioral Health Provider	N
Ashley Addiction Treatment	Behavioral Health Provider	N
ATI Physical Therapy, St. Margaret's Health Ministry	Faith Based	N
Bel Air Police Department	Local Government	N
Bergand Group	Behavioral Health Provider	N
Brantwood	Behavioral Health Provider	Y
CareFirst	Health Insurance	Y
Carol Deel & Associates	Behavioral Health Provider	N
Chestnut Grove AME Church	Faith Based	Y

Community College of Baltimore County	Higher Education	N
Harford County Residents	Community Members	Y
Office on Mental Health Core Service Agency	Local Behavioral Health Authority	N
Department of Defense	Local Government	N
Department of Emergency Services	Local Government	N
Department of Juvenile Services	Local Government	N
Harford County Detention Center	Local Government	N
District Court of Harford County	Local Government	N
Department of Social Services	Local Government	N
EMRC Group	Behavioral Health Provider	N
Epi Center	Community Based Organization	Y
Girls on the Run	Community Based Organization	Y
Habitat for Humanity	Community Based Organization	Y
Hannah's Hope	Community Based Organization	Y
Harbor of Grace Recovery	Behavioral Health Provider	N
Harford County Council	Local Government	N
Harford County Government	Local Government	N
Harford County Health Department	Local Health Department	Y
Harford County Library	Local Government	N
Harford County Office on Aging	Local Government	N
Harford County Public Schools	School System	N
Harford County Sheriff's Office	Local Government	N
Harford County Transit	Local Government	Y
Healthy Harford	Community Based Organization	Y
Homecoming Project	Behavioral Health Provider	N
Horowitz Center	Higher Education	N
Inner County Outreach, Inc.	Community Based Organization	Y
Intrepid counseling LLC	Behavioral Health Provider	N

Johns Hopkins	Higher Education	Y
Judy Center	Community Based Organization	Y
Kaufman Cancer Center	Medical	Y
Klein ShopRite	Community Based Organization	N
LASO's	Community Based Organization	Y
Legal Resource Center for Public Health Policy	Higher Education/ Legislation	N
Leukemia & Lymphoma Society	Community Based Organization	Y
Maryland Circuit Court	Local Government	N
Maryland Commitment to Veterans	Community Based Organization	N
Maryland Wellness	Behavioral Health Provider	N
MedMark Treatment Centers	Behavioral Health Provider	N
MedStar	Medical	Y
Mosaic Group	Behavioral Health Provider	N
Mount Zion Methodist Church	Faith Based	Y
MSI	Medical	N
National Coalition of 100 Black Women	Community Based Organization	Y
New Day Wellness and Recovery Center	Behavioral Health Provider	N
Office of Drug Control Policy	Local Government	N
OIC Counseling Services	Behavioral Health Provider	N
Opioid Operational Command Center	Local Government	N
People Inspiring People	Community Based Organization	N
Phoenix	Behavioral Health Provider	N
Pyramid Healthcare	Behavioral Health Provider	N
Harford County Parks & Recreation	Local Government	N
Riverside Treatment	Behavioral Health Provider	N
Rooted Willow Community	Behavioral Health Provider	N

Sanchez Pediatrics	Medical	N
Seedco	Health Insurance	Y
Serenity LLC	Behavioral Health Provider	N
Sinai Hospital of Baltimore	Medical	N
SPIN Inc.	Community Based Organization	Y
Springboard Community Services	Community Based Organization	Y
St. Margaret	Faith Based	Y
Town of Bel Air	Local Government	N
Towson University	Higher Education	N
UM Upper Chesapeake Health	Medical	Y
Upper Bay Counseling	Behavioral Health Provider	N
Veni Vidi Vici	Behavioral Health Provider	N
Voices of Hope	Community Based Organization	Y
Walden	Behavioral Health Provider	N
Wellspan	Behavioral Health Provider	N
Y of Central MD	Community Based Organization	Y

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: Director of Population Health, 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 minutes, 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.
- G. All bi-monthly and annual meetings are open to the public and any interested individual who would like to attend meetings can complete LHIC Interest Form: <https://forms.gle/8ZxHQvKHovi1BhFC8>

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 AND SUSTAINABILITY

The LHIC organizations will work together to establish funding streams to sustain collaborative work. Members will work together to pursue funding and will assist organizations in applications, requests for funding, workplans, and reports. The main sources of financial support will come from outside sources through the following avenues:

- Grant funds
- Awards
- Partnerships from local businesses and community groups

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

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