

# **Operating Principles Eastern Panhandle Health and Human Services Collaborative**

The Eastern Panhandle Health and Human Services Collaborative serves Berkeley, Jefferson, and Morgan counties West Virginia by bringing together a broad cross section of the community to mobilize and resource groups to create sustained change in the community. The Health and Human Services Collaborative is comprised of Work Groups and a Steering Committee that together identify and achieve community solutions through an annual Work Plan with specific goals and objectives. The Collaborative strives to ensure all parts of the community are represented on the work groups that develop and implement this Work Plan.

## **A. Work Plan**

The Collaborative Work Plan serves as the guide for all Collaborative activities during the year. The Work Plan is based upon needs defined by members of the Collaborative and provides a mechanism for examining what can be accomplished when resources are effectively shared.

Each year, at an annual meeting, Collaborative Members will determine and prioritize community needs. The most highly prioritized needs will be addressed by Work Groups during the following year. Members of the Work Group write the work plan to tackle their specified issue. The Work Plans for each Work Group together comprise the Collaborative Work Plan

## **B. Organizational Structure**

**1. Work Groups Composition.** Members of the Collaborative are expected to serve on a Work Group of their choice. Diversity in the work groups is encouraged to maintain enough variety so that different strategies are examined to better meet the needs of those not represented. The Work Groups are encouraged to collaborate with entities located within the community in order to coordinate services, share resources more effectively, and solve local problems. Any effective Work Group has the following characteristics:

- Membership is tailored to the goals and objectives in the Work Plan.
- A Work Group consists of at least five people that represent different communities, agencies, age groups, service providers, and representatives of services recipients. Because the Work Group is addressing community issues, the community should be represented.
- A Work Group Chair elected by the Work Group.

## **2. Responsibilities of the Work Group:**

- Develops, modifies, and implements the annual Work Plan.
- Defines resources, including timelines, leadership, dollars, strategies, activities, etc. to meet goals.
- Recruits additional members to assure diversity.
- Carries out activities of the Work Plan.
- Meets on a regular basis as defined by members.

## **3. Responsibilities of a Work Group Member:**

- Brings expertise, experience, and/or resources to the Work Group to share and build upon in order to improve the services for the community.
- Maintains an open mind about how to improve the service.
- Puts aside any turf issues, acting as a representative of the community rather than as an advocate for one's own organization.
- Attends meetings as regularly as possible and informs the Work Group Chair when he/she will be absent.

## **4. Responsibilities of a Work Group Chair:**

- Conducts Work Group meetings.
- Develops agendas for meetings.
- Reports monthly on the Work Plan progress to the Eastern Panhandle Health and Human Services Steering Committee through minutes, announcements, etc
- Sits on the Collaborative Steering Committee.
- Provides adequate direction in the pursuit of problem solving.
- Assures that minutes are recorded for each meeting.
- Sends reminders or calls Work Group Members to remind them of upcoming meetings.

## **5. Role and Responsibilities of the Eastern Panhandle Health and Human Steering Committee:**

- Convenes quarterly meetings of the entire Collaborative (including members of all Work Groups).
- Facilitates the development of Work Plans.
- Reviews progress on Work Plans.
- Helps identify and secure available resources to meet the needs identified by the Work Groups.
- Gathers data and information to assist Collaborative in defining community needs.
- Convenes quarterly meetings.
- Assists Work Group Chairs with meeting logistics, such as meeting space and time, identifying appropriate Work Group Members, etc.

## **6. Meetings**

- The Collaborative membership, including Work Group Members and Steering Committee Members, will meet quarterly for the purpose of reviewing progress on the Work Plans, identifying common needs of work groups, identifying other key issues and resources in the community, and defining the priority issues of the group.
- The Steering Committee will meet monthly.
- The Work Groups will meet regularly as defined by the groups.