

## North Central Accountable Community of Health Coalition for Health Improvement Charter

### Background

Coalitions for Health Improvement (CHI) were formed in 2014 in each public health jurisdiction (Okanogan, Grant and Chelan-Douglas) to engage a wide variety of provider partners and stakeholders in the work of the NCACH. Coalitions for Health Improvement originally provided input regarding the formation an ACH in this region, and development of the NCACH Leadership Council. They were utilized to distribute information about Design Grants and upcoming State Innovation Model Transformation efforts. In April 2017, the NCACH Governing Board determined that the CHIs should be NCACH's primary means for community-level input and representation in NCACH's work. This was made an explicit part of the recently-adopted NCACH By-Laws. Charters and membership standards should be established for the Coalitions, as well as formalized processes for the Coalitions to provide input on NCACH activities to the Governing Board.

The NCACH Board approved at the June 2017 board meeting a Board Member position for each NCACH CHI.

### Charge

The mission of the **Chelan-Douglas** Coalition for Health Improvement ("Coalition") is to foster authentic community engagement and create an ongoing pathway for gathering input from diverse groups of community members for the work of the North Central Accountable Community of Health (NCACH). Coalition members will advise the Governing Board on issues directly related to NCACH's mission and activities, including needs assessments and local health data; community health improvement plans and priorities; health improvement initiatives; project planning and selection; and delivery system transformation. Input from each Coalition, from the voting member on the NCACH Governing Board and through other means, will be utilized in the decision making process of the Governing Board, and any decision and direction approved by the Governing Board will be shared with the Coalition from the Coalition Governing Board Member.

### Composition

The **Chelan-Douglas** Coalition for Health Improvement is open to all residents in **Chelan-Douglas Counties**. Membership from the following sectors is encouraged but not limited to:

- Medical Provider Organizations (Behavioral Healthcare Providers, Medical Clinics, Hospitals, and other health providers)
- Local Health Jurisdictions
- Medicaid Beneficiaries
- Community Based Organizations
- Community partners such as transportation, housing, employment services, education, criminal justice, and financial assistance
- Tribal members and providers serving tribal populations

Community members who are interested in becoming a member of the Coalition should contact [To be Determined]. Members will need to meet the minimum qualifications outlined below and sign the membership agreement form. There is no term limit for membership in the coalition. A voting member of the Coalition is defined as an individual who has signed the CHI membership form and

attended at least 50% of Coalition meetings in a rolling calendar year. Not meeting the minimum requirements for membership could result in the loss of membership status for the Coalition Member.

The CHI's voting member of the NCACH Governing Board will be elected to a two year term by majority vote of CHI voting members at a regular CHI meeting. Any vacancies that may occur in the CHI positions will be filled in the same way.

Coalition Leadership will be composed of the Coalition Board Member, contracted staff support, and any additional members who have received approval from the Coalition membership at a public meeting of the Coalition.

### **Meetings**

The Coalition for Health Improvement will meet no less than on a quarterly basis, but may meet more frequently as needed. All meetings will have an option to participate via teleconference for those unable to attend in person. The Coalition Chair and contracted support staff will develop the agenda. Notes for all meetings will be sent to NCACH staff within 2 weeks of each meeting. All meeting materials (agendas, notes, presentations, etc.) will be posted by contracted support staff on the NCACH website ([www.ncach.org](http://www.ncach.org)) under the **Chelan-Douglas** Coalition for Health Improvement page

### **Key Responsibilities**

1. Form a local leadership group who is responsible for planning meetings, agendas, and relevant material for Coalition meetings.
2. Actively educate community partners about the work of the NCACH and let them know how members can engage in NCACH projects.
3. Convene a broad base of on-the-ground stakeholders and community partners to gather data and input on needs assessments and local health data; community health improvement plans and priorities; health improvement initiatives; project planning and selection; and delivery system transformation that the Governing Board can incorporate in their decision making process.
4. As directed by the Governing Board, create workgroups to assist in the implementation of Demonstration project initiatives.
5. Conduct open public meetings and upload all documents to the NCACH website within two weeks of each meeting.

### **Authority**

The Coalition for Health Improvement will serve in an advisory capacity to the Governing Board by providing local input on the direction of Medicaid Demonstration activities and regional projects.

The Coalition will have one voting Board Member on the NCACH Governing Board that is proposed by the Coalition and approved by the NCACH Governing Board. The leadership group of the Coalition will take nominations for Coalition Board Member from its members. At a regularly scheduled of the Coalition, members will elect a Board Member by simple majority of voting members present at the meeting.

If the Coalition does not meet the key responsibilities as outlined in this charter, the Coalition Leadership commits to meet with Governing Board members on a regular basis to address identified issues. The Coalition recognizes that oversight of the Coalition's work is the responsibility of the Governing Board.

### **Funding for Work**

The North Central Accountable Community of Health will provide funding for the work of the Coalition through a contract held by an organization residing within the Local Health Jurisdiction of the Coalition. This funding and the deliverables that are required will be set forth in the contract between the Governing Board and the contracted organization.

The Coalition will be able to request additional funding for work pertaining to the Demonstration that is above the key responsibilities of this charter and deliverables of the contracted organization. To request additional dollars, the Coalition will vote on the funding request at a Coalition meeting and the Coalition Board member will present the requested amount at the following meeting of the Governing Board.

### **Procedural Policies**

#### **Conflicts**

No one may profit financially from membership in the Coalition by sales or solicitation at meetings or workshops. Participants will disclose any actual or potential conflicts of interest to the membership or other designee.

#### **Decision Making**

Coalition business shall be conducted based on the philosophy of mutual respect. Coalition recommendations to the board will be voted on by voting members of the Coalition by simple majority rules. Coalition members attending the meeting either in person or by teleconference will be entitled to one vote.

#### **Coalition Membership**

1. Coalition Members agree to regularly attend scheduled meetings and actively participate in the work of the Coalition. Minimum requirement is defined as attending at least 50% of rolling calendar year meetings.
2. Coalition Members will sign a Membership Agreement (attachment A)

**North Central Accountable Community of Health  
Coalition for Health Improvement Charter  
(Attachment A)**

**Membership Agreement Page**

I acknowledge by my signature of this membership agreement that I have read, understood, and agreed to follow the guidelines and policies outlined in the North Central Accountable Community of Health Coalition for Health Improvement Charter.

I understand that continued membership in the Coalition is contingent on following the minimum requirements of membership that are outlined in the Charter. Not meeting the minimum requirements for membership could result in the loss of my membership status in the Coalition.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_