

West Virginia Public Health Impact Task Force

OPERATING PROCEDURES & GUIDELINES

APPROVED 4.29.15

The following table outlines the manner in which the Public Health Impact Task Force (PHIT) (‘the Task Force’) will operate. The guidelines, once approved, are considered part of the operating procedures. Amendments may be made and incorporated, if recommended by the Task Force, to improve the operating procedures of the Task Force.

<i>Operational Focus Area</i>	<i>Guideline or Agreed Process</i>
1. General principles	<ul style="list-style-type: none"> • The purpose of the Task Force is rooted in the commitment to provide quality basic public health services to all citizens across the State through an effective and sustainable state and local governmental public health infrastructure. The work of the Task Force deserves the utmost objective and in-debt attention to reach outcomes that will be beneficial and lasting in West Virginia. The Task Force members include key partners that can and should help inform the work. Every Task Force member should commit the attention and time to engage fully in the work of the Task Force. • The Task Force should be a ‘role model’ group in carrying out its purpose and in building effective working relationships that will ensure successful outcomes. This includes being inclusive and transparent in its work and using effective problem-solving and decision-making processes in carrying out its mission. • Decisions shall be made only when a quorum is present. A quorum is defined as a majority (number larger than half of the total) of the Task Force membership. A majority vote in the affirmative of those present will constitute an approval. Decisions will be made by one of two ways. A voice vote by those in favor saying “aye” and those opposed saying “no” may be used or a roll call vote may be used to capture member responses of “yes” or “no” as the name is called. Any member may move for an exact count.
2. Administrative Support & technical assistance	<ul style="list-style-type: none"> • The Bureau for Public Health Center for Local Health (CLH) will coordinate technical assistance and support for the Task Force in partnership with West Virginia Local Health Inc.
3. Roles/expectation of Task Force members and others	<ul style="list-style-type: none"> • The Task Force was commissioned and will be chaired by West Virginia Bureau for Public Health Commissioner and State Health Officer Rahul Gupta, MD, MPH, FACP. • All Task Force members are requested to attend formal Task Force meetings, be prepared by reviewing appropriate advance material that may be distributed, fully participate in meetings including being proactive with open contributions, and promote the Task Force in a positive way and most importantly be committed to the Task Force’s purpose. • Task Force members who represent an association may identify a proxy to attend in the cases when the Task Force member is unable to attend. The

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	<p>name and contact information for the proxy shall be provided to the Center for Local Health. Association representatives are also responsible for reporting progress back to their members as well as bringing the perspective of their members to the Task Force.</p>
4. Task Force meeting agenda development	<ul style="list-style-type: none"> • An agenda will be used for each of the formal Task Force meetings. The agenda will be developed to support the overall charge and include topics and sessions related to the charge. Special topics may be added to the agenda based on needs or surfacing circumstances at the time of the meeting.
5. Task Force agenda items	<ul style="list-style-type: none"> • Task Force members wishing to have an item placed on the agenda should submit such items with appropriate background information to the attention of the Chair or designated person at least ten calendar days before the regular meeting. Task Force members presenting agenda items to the Chair should consider the following criteria for agenda items: <ul style="list-style-type: none"> ○ Address needs of system and state ○ Include scalable concepts ○ Should be germane to the work of the Task Force ○ Consideration given to any potential conflict of interest ○ Should address future expectations of system and state
6. Process for public input and comment	<ul style="list-style-type: none"> • The public will be provided with the opportunity to comment on the work of the Task Force. • Those present at a formal Task Force meeting may request to make public comments just prior to the meeting's ending. Each individual wishing to speak will have three minutes to address the Task Force. All comments during this time must be related to the agenda topics covered in the meeting. • The Task Force from time to time, based on its work activities or specific topic areas being addressed may hold focus groups or other events to gather specific feedback from non-Task Force members.
7. Task Force meeting frequency and set dates/time.	<ul style="list-style-type: none"> • The Task Force shall endeavor to adopt a meeting schedule for the timeframe of the work. • The date, time, place and agenda for all regularly scheduled and the date, time, place and purpose of all special meetings will be posted on the BPH and CLH website at http://www.dhhr.wv.gov/localhealth/Pages/default.aspx • Although the Task Force recognizes the value of in-person meetings, Task Force members may, as appropriate and fitting to the agenda, use electronic means (e.g., telephone, video) to participate in Task Force meetings or working group activities. • The Chair may call special meetings of the Task Force if there is need based on specific situations and/or when certain actions require a different time line beyond regular meetings. • From time to time, the Task Force may hold meetings in different parts of the State.
8. Ethics/conflict of interest guiding	<ul style="list-style-type: none"> • Task Force members are expected to adhere to all state ethic laws and requirements including signing the conflict-of-interest statement if required and requested by the WV Ethics Commission to do so. • All Task Force members are to offer disclosure on any matters before the

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	Task Force that appear to be a conflict of interest or personal interest which may influence discussions and/or decisions.
9. Open meeting policy	<ul style="list-style-type: none"> • All Task Force meetings will comply with state open meeting laws and requirements. The public will be provided with the opportunity to attend Task Force meetings. • The Task Force encourages constructive input from the public that helps the Task Force be most effective and fulfill its mission.
10. Task Force formal meeting minutes/notes – how these are to be done, kept, etc.	<ul style="list-style-type: none"> • The WV Department of Health and Human Resources, Bureau for Public Health, CLH will assure minutes are taken, approved and posted. • All Task Force working groups should ensure a record of key discussions and actions are maintained in a work plan, action register, or notes from meetings. These should be made available to Task Force members and the public. • An action register will be used to note follow-up actions for the Task Force, working groups or other entities. • Meeting notes will be made public by being posted on the West Virginia Bureau for Public Health, CLH website with a link on the Bureau for Public Health website. • As warranted, facilitation and technical assistance services will be made available to assist the Task Force in its work.
11. Media relations – who speaks for the Task Force to media, etc.	<ul style="list-style-type: none"> • Although the Task Force cannot restrict any Task Force member from making statements to the media or others related to the Task Force’s work, decisions or related topics, the expectation is that the Chair of the Task Force will be the official spokesperson for the Task Force. Any and all public statements or reactions to issues regarding the Task Force or its work requested of the Task Force shall be made by the Chair or someone the Chair has designated for a specific issue or situation. • Any other type statements by Task Force members should be prefaced as being personal opinions and not that of the Task Force as a whole.
12. Presentations or guests at Task Force meetings	<ul style="list-style-type: none"> • The Task Force will be prudent in its meeting time and fair in incorporating formal presentations and/or guests to meetings. • All requests for presentations or appearances before the Task Force should be agreed to by the Task Force ahead of time. When time is a consideration, the Task Force Chair will make the decision as to the appropriateness of presentations or guests before the Task Force.
13. Task Force discussion guidelines	<ul style="list-style-type: none"> • Issues discussed in Task Force meetings should be germane to the Task Force’s purpose and within the scope of the Task Force and its work.