Kansas Preparedness Healthcare Coalition Steering Committee Guidance Document

This document establishes the purpose, composition, duties and functional structure of the Kansas Preparedness Healthcare Coalition Steering Committee. This document is to serve as an administrative reference for conducting future Committee business.

Purpose of the HCC Steering Committee

The Kansas Preparedness Healthcare Coalition (HCC) Steering Committee, hereafter referred to as the Committee, is to serve as a body to guide, advise, recommend, and facilitate information sharing, concerning issues related to regional healthcare coalition activities at a statewide level, to the Kansas Department of Health and Environment (KDHE).

Composition of the HCC Steering Committee

The Committee is comprised of 14 - Core Members, 8 - At-Large Members and 4 - Ex Officio Members. All Committee Members shall serve on the committee until such time they either resign from the Committee, they are no longer affiliated with a Regional Coalition or their Coalition appoints another representative.

Core Members:

Core Members must be a current and active member of their respective Regional Coalition. Core Members (1 - public health and 1 - hospital representative) shall be selected by their respective Healthcare Coalition. Each Coalition shall be responsible for determining its selection process. The 7 – Health Care Coalitions represented are:

- Kansas City Kansas Healthcare Coalition
- North Central Kansas Healthcare Coalition
- North East Kansas Healthcare Coalition
- North West Kansas Healthcare Coalition
- South Central Kansas Healthcare Coalition
- South East Kansas Healthcare Coalition
- South West Hospital Emergency Response Team (SHERT) Healthcare Coalition
At-Large Members:

At-Large representatives must be a current and active member of their respective Regional Coalition and affiliated with their respective discipline. At-Large nominations shall be solicited and submitted by current HCC Steering Committee Members. Committee Members shall review all nominations and determine At-Large representatives by simple majority vote. Additional At-Large representatives associated with the organizations listed below or representing additional disciplines may be added to the Committee by simple majority vote.

At-Large Community Members shall include one individual from each of the following disciplines:

- Behavioral Health
- Coroner and Mortuary Services
- Emergency Management
- Emergency Medical Services and Trauma
- Kansas Sheriffs’ Association
- Kansas VOAD
- Long-Term Care
- Primary Care/Federally Qualified Health Center

Ex Officio Members:

Ex Officio Members shall be selected by their respective organization. At least one individual from each of the following disciplines shall serve as Ex Officio Members. Additional Ex-Officio organizations may be added to the Committee by the Chair and the KDHE Coalition Coordinator at any time.

- Kansas Association of Local Health Departments (KALHD)
- Kansas Department of Health and Environment (KDHE)
- Kansas Division of Emergency Management
- Kansas Hospital Education and Research Foundation (KHERF)

Duties of Steering Committee Members

Each Committee Member is responsible for:

- Providing input to KDHE, KHERF and KALHD.
- Acting as a sounding board during the planning stages for new projects and activities of the KDHE, KHERF, KALHD, and other committee members.
- Helping create engagement materials and other resources that can be utilized by each healthcare coalition.
- Participating on project-specific subcommittee(s) of interest.
- Communicating information from committee meetings to respective healthcare coalitions.
- Facilitating information sharing and networking.
- Representing stakeholders that do not directly sit on the steering committee.
Committee Business

The Committee shall function independently from the day-to-day operations of the Kansas Department of Health and Environment (KDHE), the Kansas Hospital Education and Research Foundation (KHERF), and the Kansas Association of Local Health Departments (KALHD).

At the first meeting the Committee shall elect a Chair and Vice-Chair for the purpose of leading Committee meetings. The Chair shall serve a one year term starting and concluding at the end of first meeting of the calendar year. The Vice Chair shall serve a two-year term: the first year as Vice Chair and the second as Chair. At the first meeting of the calendar year the Committee shall nominate and elect a Vice-Chair. The Committee may create other officers and sub committees as it deems necessary to conduct the business of the Committee.

The Chair shall be responsible for planning and setting the agenda of each Committee meeting; facilitating Committee meetings, and serving as the principal point of contact between KDHE and Committee members on issues related to Committee business. The Chair is to collaborate with the Vice Chair, KDHE Coalition Coordinator in developing the agenda and conducting Committee business.

The Vice-Chair shall perform the duties of the Chairperson in his/her absence. In the event of a resignation of the Chair, the Vice-Chair shall assume the duties of Chair and solicit nominations for a new Vice Chair. The new Chair serve in this position for the remainder of current and upcoming term. The new Vice Chair shall serve in this position for the remainder of the current term. In the event of a resignation of the Vice-Chair the current Chair shall solicit nominations from Committee Members to fill the vacancy for the remainder of the current term.

A quorum (51% of committee members) shall not be necessary to conduct regularly scheduled Committee meetings; however a simple majority of the Committee Members shall be required for all special meetings and all issues requiring a vote. A quorum may be achieved by Committee Members being physically present or joined electronically.

Voting is limited to Core and At-Large Members. Each Committee Member shall have one vote. Decisions put to a vote will be determined by simple majority or fifty (50) percent of votes cast plus one (1). Passage of changes to this Guidance document requires two-thirds (2/3) or greater approval of all voting members. In the absence of a voting member, a proxy may be designated to represent them, upon written notification to the Chair 24 hours prior to the start of the meeting.

If necessary and in absence of specific direction by this Guidance, Robert's Rules of Order shall govern how meetings shall be conducted, however, KDHE shall retain the final decision making authority on all matters.
Minutes shall be taken at all meetings by KDHE staff or a designated member. The minutes shall be distributed prior to the next scheduled meeting. The Committee shall be responsible for correcting and approving the minutes. KDHE staff shall also be responsible for maintaining an accurate contact list of Committee members.

Meeting Schedule and Location

The Committee shall meet on the last Monday of the month in January, April, July and October. The meeting scheduled can be altered by KDHE and / or the Chair as needed. All meetings shall be face to face and shall be held in Salina or another central KS location when possible to decrease the travel burden of committee members. The location, date and time of the next meeting will be confirmed prior to adjourning the current meeting.