

# TILLAMOOK COUNTY WELLNESS ADVISORY COMMITTEE CHARTER

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Adopted January 4, 2024

## I. PURPOSE

Tillamook County Wellness (TCW), a program of Tillamook County Public Health, is ESTABLISHED by the Board of Commissioners (BOC) of Tillamook County to carry out certain population health improvement activities, separately or in conjunction with the Board of Commissioners. TCW is led by an all-volunteer group of BOC-appointed advisory members who guide community efforts to improve health in Tillamook County. The Wellness Advisory Committee and its subcommittees provide the BOC with community input regarding chronic disease prevention and health improvement approaches delivered throughout the county.

## II. MISSION & VISION STATEMENT

Tillamook County communities will be places where: 1) Healthful choices are the norm; 2) Creating a healthy community is the responsibility of the community and not just the individual; 3) All health services care for the whole person; and 4) Individuals feel empowered by their community to engage in healthful lifestyles.

## IV. RESPONSIBILITIES

As a program of Tillamook County Public Health, which is integrated with Tillamook County Community Health Center (TCCHC), TCW Advisory Committee is governed by the authority of TCCHC. Through a Partnership Agreement, day-to-day leadership and management responsibility rests with the TCW Core Operations Team, which consists of representatives from TCCHC, Adventist Health Tillamook, and OHSU. Together, the Advisory Committee and members of the Core Operations Team comprise the leadership and technical support for TCW.

Activities and responsibilities of the Wellness Advisory Committee include:

- Accountability: Adherence to framework, overarching decision-making, relevant resource utilization, sustainability, community representation in terms of diversity, inclusion, and equity, chronicling and archiving history
- Expertise: understanding community health needs, data and limitations, effective evidence-informed implementation practices, contribution of individual/organizational expertise
- Leadership: secure and leverage resources and funding, mobilize funding, empower partners, generate social connections, build public will, share accomplishments with appropriate audiences, recognize contributions of coalition partners
- Innovation: Continue to create and hold space for innovation, cultivate fresh perspective through continued outreach and collaboration
- Policy: guide, advance and advocate for policy changes at all levels
- Evaluation: process and outcomes, internal and external, establish and publish shared measurement outcomes

### Wellness Advisory Authorities

1. TCW Advisory Committee will establish long-term strategic planning, which will include periodic updating of mission, goals and plans, as appropriate, and evaluate progress in meeting its annual and long-term goals.
2. TCW Advisory Committee will serve as the Steering Committee for the triennial Community Health Needs Assessment (CHNA), assisting with data collection, focus groups and key informant interviews to elicit top health priorities.

3. TCW Advisory Committee will provide guidance, expertise and advocacy for the Community Health Improvement Plan (CHIP) activities that address CHNA priority areas and which may fall outside of the Tillamook County Wellness framework.
4. TCW Advisory Committee will establish general policies and procedures for TCW that are consistent with County Health Center operations and applicable grants management requirements, including, but not limited to:
  - Board member selection and dismissal procedures;
  - Quality improvement system;
  - Fee schedules for services, when applicable;
  - Financial policies that assure accountability for partner resources;
  - Fulfillment of deliverables and other reporting requirements;
  - Avoidance of conflict of interest.
5. The TCW Advisory Committee will periodically review the performance of coalition committees against planned goals.
6. The TCW Advisory Committee will evaluate coalition activities to assure compliance with applicable federal, state and local laws and regulations as well as the coalition framework.
7. The TCW Advisory Committee will assure coalition activities adhere to best practices and/or align with vetted, evidence-informed sources.

## V. MEMBERSHIP

The Wellness Advisory Committee shall have at least nine (9) and a maximum of twenty-one (21) voting members. The Committee may choose to include Core Operations Team members and staff as ex-officio, non-voting members.

Committee members are expected to attend (or have a designated, consistent and approved alternate proxy attend), each regularly scheduled meeting. Advisory Committee members are encouraged to actively participate in one (1) Committee, work group and/or special project.

## VI. NOMINATIONS

The Advisory Committee will solicit interested persons to fill vacancies using a process assuring: compliance with its charter, member diversity representative of the community, and maintenance of relevant skills and abilities, while affording any interested community member consideration. The Advisory Committee will approve nominations by consensus vote.

## VII. ROLES

The BOC liaison will open meetings when possible. Meeting facilitation will be performed by members of the Core Operations Team. The TCW Coordinator will ensure that an agenda is distributed prior to each regular meeting, including public meeting notices.

## VIII. TERM OF COMMITMENT

Council members will be appointed by Board of Commissioners to serve one-year terms, starting January 1 and ending December 31 of the same year.

## IX. REMOVAL OF COUNCIL MEMBER

Any member may be removed when deemed in the best interest of the Advisory Committee or Health Center. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal, and a reasonable opportunity to appear and be heard at a meeting of the Wellness Advisory Committee. A member may be removed pursuant to this section by consensus vote.

If three consecutive meetings are missed without prior communication, or four within six months, the member will automatically be given consideration for removal. In all cases the Core Operations Team will provide a recommendation and the committee will vote on member removal.

A member may apply for a leave of absence for any reason for up to nine months from the Committee. Requests for leave will be acted on by the Advisory Committee. Extensions are not granted.

## X. MEETINGS

Regular and special meetings shall be open to the public. Meeting notice will comply with Oregon statutes governing public agency meetings.

The Committee will meet monthly, or at a minimum of 9 times per year. Where geography or other circumstances make monthly, in-person participation in meetings burdensome or not possible, meetings may be conducted virtually or other means of electronic communication where all parties can both listen and speak to all other parties. If phone or electronic communication is not available as an alternative on the scheduled meeting date, then communication about the meeting will occur when electronic and telephonic communication becomes available.

Minutes will be reviewed and approved by the Committee at subsequent Committee meetings by consensus vote. The Committee will decide on the format of minutes.

Special meetings may be called at any time by:

- a. The Core Operations Team
- b. By any member with a signed petition of a majority of members;
- c. In response to a request by the County.

The Coordinator shall convene a meeting within one (1) week of such request. Minutes of special meetings shall be kept, and all members will be informed in a timely manner of any decisions or recommendations made in such special meetings.

Executive sessions may be called during any regular or special meeting, in congruence with Oregon public meeting law. Reasons for executive session are limited by public meeting law. Decisions will not be made during executive session.

A Quorum for purposes of meeting will consist of the majority of current membership present but not less than 8 total members. The Committee may act by consensus vote of a majority of members present and voting at a meeting at which a quorum is present. Alternate (proxy) votes will be accepted for members with a named alternate approved by the BOC.

Attendance by electronic means (e.g., video conference, conference call) is permitted as long as members are able to communicate effectively.

## XI. COMMITTEES

The Advisory Committee shall designate Action Committees and work groups as appropriate. Additional ad hoc committees, including a Nominating Committee, may be established, as needed, and may consist of additional individuals from the community chosen for their knowledge and concern about a specific issue or field of endeavor.

Coalition Action Committees will draft and follow separate charters or work plans.

## XV. NOMINATING COMMITTEE

The Advisory Committee may periodically create a nominating committee to carry out the work of managing the solicitation and election of members and officers. In the absence of a Nominating Committee, the Core Operations Team will assume these responsibilities.

## XVI. OTHER AD HOC COMMITTEES

Other ad-hoc Committees may be established as needed and may consist of additional individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field of endeavor. Once an ad-hoc Committee has completed assigned tasks, it shall cease to exist.

## XVII. PARLIAMENTARY AUTHORITY

The Advisory Committee agrees to follow the ground rules established and recorded at its inception. Meetings will be conducted without formal observances (i.e. Robert's Rules of Order Revised) but carried out in a professional, organized and efficient manner. The Committee will use the "Fist-to-Five" decision-making tool in conjunction with consensus voting. In the event there is only one dissenting vote, the BOC liaison may make the final decision.

## XVIII. CONFLICT OF INTEREST

Advisory Committee Members are required to follow the code of ethics set forth in ORS 244.040 and are prohibited from engaging in Actual Conflicts of Interest and must declare Potential Conflicts of Interest as those terms are defined in ORS 244.020. Members are to refrain from:

- Using her/his/their appointment in any way to obtain financial gain for the member, a person in the member's household or relative, or for any business with which the member or a person in the member's household or relative is associated.
- Taking any action on behalf of the Committee, the effect of which would be a financial gain or loss to the member or a person in the member's household or relative.

No member of the Committee shall participate in any discussion or debate or vote in a situation where an actual conflict of interest exists for that member, a person in the member's household or relative. The member must immediately declare the conflict orally to the Coordinator and explain the nature of the conflict. Both the declaration and the nature of the conflict must be noted in the minutes of the next scheduled meeting.

When a potential conflict of interest exists, a member must immediately declare the conflict of interest to the Coordinator and explain the nature of the conflict prior to participating in any discussion, debate or vote on the issue at committee or Committee level. Both the declaration and the nature of the conflict must be noted in the minutes of the next scheduled meeting.

Any Committee member may challenge any other member as having a conflict of interest. It shall be the responsibility of the Chair to identify any conflict of interest, either by declaration or challenge.

## **XIX. COMPENSATION**

No salary shall be paid to a member for his/her service as a member of the Committee. Certain limited reimbursement of Committee members may be permitted as follows:

- Reasonable expenses actually incurred by reason of Committee member participation in coalition activities

## **XX. AMENDMENT**

The charter may be repealed or amended, or a new charter may be adopted at any meeting of the Committee at which a quorum is present, by consensus vote. At least fourteen days written notice must be given to each member of the intention to amend, repeal, or adopt a new charter, including the proposed change. Proposed changes will also be provided the BOC chair

with the same notice period. Charter amendments approved by the Committee must comply with the authority granted in this Charter, County policies, state law and federal laws and regulations regarding Section 330 Community Health Center program or shall be deemed unenforceable and void. If any part of this agreement is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

Charter changes which are inconsistent with County policy, or charter changes which alter the assignment of governance activities between the Committee and the BOC, are subject to approval of the BOC.