



SE MINNESOTA
DISASTER HEALTH COALITION
Enhancing Regional Preparedness, Response and Recovery

Advisory Committee Charter

Committee Leaders: Chair, Vice Chair, Secretary		
Committee Formation Date: October 2012	Projected End Date: NA	
<p>Purpose The Advisory Committee will provide guidance for disaster preparedness initiatives in the SE Minnesota Region and will work on behalf of the SE Minnesota Disaster Health Coalition and its mission. The overall purpose of the Advisory Committee is to serve as regional ambassadors of the SE Minnesota Disaster Health Coalition.</p> <p>The drivers of this work include:</p> <p>Primary Drivers:</p> <ul style="list-style-type: none"> - Community and organization needs identified by assessments, including exercises - Statutes/Regulations - Recommendations from regional workgroups/committees <p>Secondary Drivers:</p> <ul style="list-style-type: none"> - Grants – Hospital Preparedness Program (HPP), Public Health Emergency Preparedness (PHEP), Homeland Security Grant Program (HSGP) - Accreditation requirements 		
<p>Advisory Committee Membership These disciplines will be represented on the Advisory Committee. The number after the workgroup name is the number of seats that discipline has on the Advisory Committee:</p> <ul style="list-style-type: none"> • Hospitals – 3 (1 - Mayo Clinic, 1 - Mayo Clinic Health System, 1- Non-Mayo Clinic Hospital) • Public Health Agencies - 2 • Long Term Care – 2 (1 - Skilled Nursing Facility; 1- Other) • Community Based Health Provider – 1 • Emergency Management Organization (Region 1 Emergency Management Joint Powers Board) – 2 • EMS (including inter-facility and other non-EMS patient transport systems) (Southeast MN Emergency Medical Services) - 2 • Southeastern MN VOAD (Volunteer Organizations Active in Disasters) – 1 • Behavioral Health Services - 1 • Home Health Care Agencies/Hospice – 1 <p><i>Ex-Officio Members</i></p> <ul style="list-style-type: none"> • Advisory Committee Secretary (Regional Healthcare Preparedness Coordinator provided by the fiscal agent) • MN Region 1 Homeland Security & Emergency Management Coordinator • EMS Regulatory Board Specialist • MDH Regional Public Health Preparedness Consultant (PHPC) 		

- SE EMS Program Director

Rules

- Appointments to the Advisory Committee will be designated by the Primary Workgroups to fill their allotted seats on the Advisory Committee.
 - Primary or back-up member must participate in 50% of meetings in a one year period or a request will be sent for a replacement member.
- Primary and secondary workgroups will bring agenda items, reports, and recommendations to the Advisory Committee on behalf of other regional workgroups, partners and stakeholders.
- Advisory Committee leadership includes a Chair, Vice-Chair, and Secretary. Leadership roles are elected for a two-year term. Nominations are solicited beginning October of the election year, with a vote occurring in December of the election year and assumption of duties in the following January. Typically, the Vice-Chair will ascend to the Chair role.

Authority

- The Advisory Committee will be responsible for *endorsing* regional proposals, developed products/templates, and other preparedness activities. These recommendations will come through primary and secondary workgroups.
- The Advisory Committee will have a voice to either endorse or not endorse fiscal expenditure proposals and forward those recommendations to the Fiscal Agent where final HPP fiscal decisions are made.
- Robert’s Rules of Order to govern procedures (essentially a motion, support, discussion, and vote)
- One representative from each of the four primary disciplines (EMS, EM, Hospitals, and Public Health) shall be a quorum
- Approval of a motion among 51% of the voting members present (assuming quorum established)
- Leadership roles include Chair, Vice Chair, and a Secretary (ex-officio member)

Objectives

- Serve as the main coordinating entity for the SEMN Disaster Health Coalition.
- Develop and maintain a Coalition strategic and operational plan (aka, Emergency Preparedness Plan).
- Review and endorse cooperative agreement/grant fiscal expenditures.
- Review and endorse regional plans/guidelines and recommendations submitted by workgroups.
- Review and endorse Workgroup/Project Team Charters.
- Serve as the guiding committee for regional planning, training and exercise initiatives.

Projected Time Requirements

The team will meet monthly, virtually or face-to-face, for approximately two hours. There is an estimated time commitment of approximately two-four hours of project work outside of the meetings per month. The Chair, or in absence of the Chair the Vice-Chair, reserves the right to:

- cancel meeting when there are no significant agenda topics for discussion/decision
- in lieu of a formal meeting, provide an email update when topics are informational only
- call special meetings when needed to support timely discussion/decisions

Compensation

Committee members do not receive compensation for participation.

Operations

Primary and Secondary workgroups will report back to Advisory Committee through an Advisory Committee Sponsor. Reference document: SEMN Disaster Health Coalition Charter

Approved by:

SEMN Disaster Health Coalition Advisory Committee

Date: 12/18/2018

Next Review Date: 12/31/2020

