

State Health Improvement Plan

Coalition Governing Bylaws

SECTION 1 – Name and Membership

Name:

Section 1-1. The name of this coalition shall be the *State Health Improvement Plan Coalition*. Herein, this will be referred to as the *SHIP Coalition*.

Membership:

Section 1-2. Membership in the SHIP Coalition is open to any organization or individual with a vested interest, directly or indirectly, in Delaware's health. Participation in the SHIP Coalition is voluntary. The SHIP Coalition will address goals identified in recurring State Health Improvement Plans; as such, members of the coalition shall serve in this capacity continuously, taking part in each improvement plan, until such time as they decide their involvement is no longer beneficial to either party.

SECTION 2 – Mission

Mission:

Section 2-1. The mission of the SHIP Coalition is to continually address core health issues in the state of Delaware through a collaborative network of stakeholders dedicated to shared visions for the improvement of population health.

Section 2-2. State Health Improvement Plans for Delaware will be produced at least every (5) years. The process shall incorporate stakeholder input at every phase, starting with a statewide health assessment to identify need, followed by a planning phase, and culminating in an action cycle designed to address the objectives laid out in the planning phase.

SECTION 3 – Structure & Governance

Section 3-1. Delaware’s State Health Improvement Plan was initiated by the Delaware Department of Health and Social Services’ Division of Public Health. In 2014 the Division of Public Health partnered with the Delaware Public Health Institute to manage the initiative.

Section 3-2. On behalf of the Division of Public Health, the Delaware Public Health Institute will act as the primary facilitator for the work of the State Health Improvement Plan and the SHIP Coalition.

Section 3-3. In this capacity, the Delaware Public Health Institute will be responsible for administrative activities and coalition governance through a Delaware Public Health Institute board State Health Improvement Plan subcommittee, in addition to various support staff. This subcommittee is made up of individuals with extensive experience in the fields of public health and healthcare administration, and as a group will constitute the governing body of the coalition. They will meet once every quarter, convening in person or by telephone, and will maintain steady communication with the SHIP Coalition support staff to ensure the coalition’s continued progress and success.

Section 3-4. The Delaware Public Health Institute shall be responsible for, and have the authority to, form provisional and ad hoc committees as necessary. These committees may be formed to address any matter related to the State Health Improvement Plan’s continuation and success, such as a committee to design or improve the periodic health assessments necessary to informing changes in focus or strategy, among others.

Section 3-5. The overarching goals of the State Health Improvement Plan action phase are comprised of subsidiary strategies of a more narrow scope. Each strategy shall have a dedicated workgroup of voluntary stakeholders who shall be responsible for defining the objectives of each strategy, as well as aid in the implementation of the aforementioned objectives.

Section 3-6. Each strategy workgroup shall have a strategy leader, chosen from within the workgroup or by the coalition leadership, to manage the activities and objectives of the workgroups. Strategy leaders shall be responsible for holding and facilitating quarterly workgroup meetings and submitting reports to the Delaware Public Health Institute on changes

in strategy, accomplishments, and any activities associated with the implementation of the State Health Improvement Plan.

Section 3-7. In the event that a strategy leader is unable to organize or attend quarterly workgroup meetings there shall exist a deputy strategy leader to perform such duties in their absence. The deputy strategy leader will have the responsibilities of chairing whenever the strategy leader is not present. The deputy strategy leader will also assist in other responsibilities of the strategy leader. Each workgroup shall elect a deputy strategy leader for this purpose.

Section 3-8. In the event of a strategy leader who fails to perform his/her duties, the Delaware Public Health Institute will determine if action needs to be taken including, but not limited to, replacing the strategy leader. In the event that the strategy leader fails to meet his/her obligation, the deputy strategy leader will perform the duties of the strategy leader including those mentioned above.

Section 3-9. In the event that a strategy leader withdraws or fails to adequately perform his/her duties, and the deputy strategy leader is unable to take on such responsibilities, the Delaware Public Health Institute board subcommittee or support staff shall appoint an acting strategy leader until such time as the workgroup is able to meet to elect a new strategy leader.

SECTION 4 – Meetings

Section 4-1. Meetings of the broad coalition shall be held every six months. It shall be the responsibility of the Delaware Public Health Institute to give notices of the location, date and time of such meetings to each member of the SHIP Coalition at least one month prior to each of these meetings. The Delaware Public Health Institute shall prepare an agenda of business scheduled for deliberation prior to each meeting. The minutes from the previous meeting shall be included with each agenda. The agenda shall be distributed to the members of the SHIP Coalition one week prior to a scheduled meeting. In addition to providing a forum for stakeholders to share ideas and communicate opportunities with other coalition members, these meetings will be held to track the progress of the State Health Improvement Plan, consider new data sources, review newly collected data, consider changing assets and resources and to conduct additional data analysis.

Section 4-2. Workgroup meetings will be held on a quarterly basis, and it shall be the responsibility of the respective strategy leaders to organize and facilitate such meetings. The strategy leader shall prepare an agenda of business scheduled for deliberation prior to each meeting. The minutes from the previous meeting shall be included with each agenda. The agenda shall be distributed to the members of the workgroup and the Delaware Public Health Institute one week prior to a scheduled meeting. These meetings will be held to provide workgroups with the opportunity to coordinate efforts, evaluate strategy, and share accomplishments. The Delaware Public Health Institute shall exercise oversight over the organization of workgroup meetings.

Section 4-3. Special meetings may be called or requested by the Delaware Public Health Institute board subcommittee or support staff as they become necessary. It shall be the responsibility of the Delaware Public Health Institute to give notice of the location, date and time of such meetings to each SHIP Coalition member whose presence is requested at least two weeks prior to such meetings.

Section 4-4. An overview of coalition meetings shall be kept by the support staff of the Delaware Public Health Institute, and shared with the coalition subsequent to all meetings.

Section 4-5. Minutes of workgroup meetings shall be kept by a group member designated by the strategy leader, and shall be shared with the workgroup in addition to the support staff of the Delaware Public Health Institute subsequent to all meetings.

SECTION 5 – Support

Section 5-1. The Delaware Public Health Institute shall maintain membership information of the SHIP Coalition. This shall occur in conjunction with monthly communications to the SHIP Coalition updating members on all State Health Improvement Plan activities.

Section 5-2. The Delaware Public Health Institute shall oversee the development, documentation, and implementation of a process to conduct a state health assessment, followed by a revised State Health Improvement Plan, at least every (5) years. Stakeholder input will be solicited at the semiannual coalition events, and additionally through regular communications between such events.

Section 5-3. The Delaware Public Health Institute shall issue an annual report that addresses all progress made by the SHIP Coalition and all State Health Improvement Plan activities to date.

SECTION 6 – Governing Bylaws

Section 6-1. The adoption or amendment of these bylaws shall require a majority vote of the Delaware Public Health Institute board State Health Improvement Plan subcommittee. Amendments to the bylaws should be submitted at such meetings for consideration and shall be voted upon in the meeting immediately subsequent to the one at which the amendment was submitted.