

Southwest Healthcare Preparedness Coalition Advisory Board

Operating Policies and Procedures – Amended/Adopted January 23, 2019

Mission Statement: Prepare healthcare organizations for All-Hazard events.

Article I – General Responsibilities

General responsibilities of the Advisory Board shall include but not be limited to:

- A. Conduct meetings regularly with agendas and meeting minutes. Develop quarterly Southwest Healthcare Preparedness Coalition agendas.
- B. Engage all coalition members and partners in region.
- C. Review and approve budget and narrative.
- D. Review and approve Regional Plans.
- E. Provide emergency preparedness educational opportunities.
- F. Offer and assist in the coordination of regional emergency preparedness exercises.
- G. The Advisory Board shall follow Robert’s Rules of Order.

Article II - Advisory Board Membership and Meetings

Section I The Advisory Board shall consist of both voting and non-voting members. Terms for voting members shall be one year, with no term limits.

Nine voting Advisory Board Members will be appointed with one member from each of the core member types – Hospital, EMS, Public Health, and Emergency Management. The remaining five members shall be appointed from the membership at-large. All members shall represent their organization that resides within the 16 counties encompassing the Coalition.

Ex-officio members shall be non-voting members of the Coalition Advisory Board. Ex-officio members will represent: Regional Homeland Security & Emergency Management, Minnesota Department of Health Regional Epidemiology Representative, Public Health Preparedness Consultant, EMSRB, Healthcare Administration, Behavioral Health, Cross-Border Partners, and RHPCs.

Section II Voting members will be elected by the full Southwest Healthcare Preparedness Coalition at the beginning of each fiscal year. Vacancies during the year will be filled by recommendations from partners and advisory board members, with a majority vote of the Advisory Board.

Section III A minimum of 75% attendance by board members is expected for all advisory board meetings.

Section IV Advisory Board members are encouraged to participate in Coalition- or MDH-led workgroups.

Article III - Board Meetings

- Section I The board shall meet regularly at a time and location specified by a majority of the membership. Four meetings per year shall be held at a minimum. Attendance by virtual means is allowed (phone, computer).
- Section II Notice of meetings shall be made at least 3 days before the date of any special meeting by general mail, e-mail, fax, or phone.
- Section III A majority of the voting members shall constitute a quorum. However, if any vacancies exist by reason of death, resignation, or otherwise, a majority of the remaining voting members shall constitute a quorum for the conduct of business.
- Section IV Each voting member shall be entitled to cast one vote, regardless of method of attendance (virtual or in-person).

Article IV - Specific Responsibilities and General Orders of the Board

- Section I Minutes shall be recorded by an RHPC at each meeting and will be available for review. Minutes will reflect attendance.
- Section II All Southwest Healthcare Coalition expenditures shall be reviewed at each meeting or as needed.
- Section III Mileage reimbursement may be available to members at the current IRS rate.

Article V - Amendments to Operating Policies and Procedures

- Section I These operating policies and procedures may only be amended by a two-thirds vote. The proposed amendment(s) shall be presented for discussion and review at a regular or special meeting of the board, at least one meeting prior to the vote on the proposed amendment(s). Upon acceptance by the board, the amendment(s) shall be presented to the full membership at a regular or special meeting for final approval. Approval shall be made by a simple majority of the membership.

Attachment #1

Southwest Healthcare Preparedness Coalition

Voting members

| Name: | Facility: | Representing |
|------------------|---------------------------------------|--------------------------|
| Ann Jenson | SW MN EMS Corporation | EMS |
| Brad Hanson | Rice Memorial Hospital | Hospital |
| Chris Myers | MN Veterans Home | At-Large - Nursing Home |
| Dave McNab | Sanford Worthington Medical Center | At-Large - Hospital |
| Karen Ampe | Kandiyohi-Renville CHB | Public Health |
| Kristin Peterson | Sanford Luverne | At-Large - Hospital |
| Lyle Loge | ACMC | At-Large - Clinic |
| Casey Sievert | Pipestone County Emergency Management | Emergency Management |
| Matt Ledeboer | Lower Sioux Tribe | At-Large - Tribal Health |

Non-Voting

| | | |
|------------------|---|----------------------------|
| Greg Santa Maria | Cross border | Cross border |
| Isaac Triebold | MDH Epidemiology | SW Epi |
| Julie Johnson | MDH | PHPC |
| Mark Marcy | HSEM | SW RPC |
| John Maatz | Southwest Healthcare Preparedness Coalition | Healthcare Coalition- RHPC |
| | EMSRB | SW Rep. |
| | | Administration |