



## Maine Shared Community Health Needs Assessment CHARTER: November 2023

**Vision:** The Maine Shared Community Health Needs Assessment helps to turn data into action so that Maine will become the healthiest state in the US.

**Mission:** The Maine Shared Community Health Needs Assessment is a dynamic public private partnership that:

- Creates Shared Community Health Needs Assessment Reports,
- Engages and activates communities, and
- Supports data-driven health improvements for Maine people

### Steering Committee

**Statement of Purpose:** The Steering Committee is the governing body of the Maine Shared Community Health Needs Assessment (Maine Shared CHNA), and provides leadership for the creation of an efficient, integrated, and sustainable process to conduct triennial shared community health needs assessments and subsequent public health improvement plans, hospital implementation strategies, and strategic plans. In addition, this group provides stewardship of the resources made available through Central Maine Healthcare (CMHC), Maine Center for Disease Control and Prevention (Maine CDC), MaineGeneral Health (MGH), MaineHealth (MH), Northern Light Health (NLH), and the Maine Community Action Partnership (MeCAP) to: [a] strengthen Maine’s state and community health improvement efforts; [b] meet Treasury Department/Internal Revenue Service (IRS) community benefit reporting requirements for hospitals; [c] meet public health agencies’ Public Health Accreditation Board (PHAB); and [d] meet the Community Services Block Grant requirements.

**Scope of Authority:** In October 2023, a Memorandum of Understanding (MOU) formalized a non-binding agreement among the six signatory organizations. The Steering Committee makes decisions regarding: [a] project governance; [b] recommendations and/or deliverables from the Metrics and Community Engagement Committees and any other committees established within the Maine Shared CHNA; [c] data use policy and permissions and [d] strategic directions for the Maine Shared CHNA. This committee communicates with respective leadership from their organizations in fulfillment of the MOU. Additionally, this group oversees the work of the Maine Shared CHNA Program Manager.

### Membership/Participation:

- The Steering Committee is comprised of one voting representative from each of the Maine Shared CHNA Collaborative Members: CMHC, Maine CDC, MGH, MH, NLH, and MeCAP.
- Member organizations should be represented at all Steering Committee meetings. At least one additional representative from these organizations may attend meetings and have been designated to provide the organizational vote in the absence of the primary contact. When this is not possible, the voting representative from the absent organization will be contacted for feedback to be shared with the group.
- Each member organization has an equal vote in decision making. Decisions made by this group are made by consensus and when this is not possible, majority rules. Maine CDC recuses itself from voting on budget related items given their in-kind contributions to the collaborative.



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### **Metrics Committee**

**Statement of Purpose:** The Metrics Committee is charged with creating the following deliverables for approval by the Steering Committee for the Shared CHNA: [a] common set of population/community health indicators and measures (core and extended lists); [b] preliminary data analysis plan (to identify scope of work for Maine CDC and/or a Maine Shared CHNA contracted vendor); and [c] processes for reviewing indicators and measures regularly to stay abreast of research, updates to data sources, and current issues. The Committee is charged with staying on Maine Shared CHNA project timelines as approved by the Steering Committee.

**Scope of Authority:** Members of the Metrics Committee share their expertise with the group to create processes and deliverables for the Steering Committee to review and approve.

#### **Membership/Participation:**

- The Metrics Committee is open to any interested party with an investment in the Maine Shared CHNA mission, with an emphasis on authorities in health data, analysis and evaluation and consumers of health data. Recruitment is on-going.
- Committee members are expected to attend meetings regularly (or send a representative), provide input, and serve as liaisons to their organizations and constituencies. Members are asked to commit to these roles and responsibilities by providing an electronic signature to the Maine Shared CHNA program manager annually. (An email will be sent to someone to join the group after attending two committee meetings.)
- When someone is not able to attend a meeting, they should review previous meeting minutes sent out electronically or speak with someone from the group who attended to stay abreast of group activities and decisions.
- In situations where committee participants have shared materials in preparation for a meeting, come prepared to discuss these items.
- The group seeks to make recommendations through consensus. In situations that do not call for consensus or it cannot be achieved, divergent opinions will be noted and shared with the Steering Committee.
- If there is a person/organization that cannot commit to regular participation, but would like to be informed of committee actions, they may contact the Maine Shared Program Manager to be added to the interested parties list to receive meeting agendas and minutes.



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### Community Engagement Committee

**Statement of Purpose:** The Community Engagement Committee is charged with making recommendations for approval by the Steering Committee outlining a consistent and robust community engagement process. This process should outline: [a] a list of geographic and demographic communities; [b] a list of engagement methods best suited to reach each identified community; and [c] relationship building efforts with communities identified for engagement. The Committee will assist, as necessary, the contracted vendor in outlining and developing: [a] instruments and methods for identifying community needs and health priorities and [b] instruments and methods for identifying local, regional, or statewide assets and resources that may potentially address the significant health needs identified. The committee is charged with staying on Maine Shared CHNA project timelines as approved by the Steering Committee.

**Scope of Authority:** Members of the Community Engagement Committee share their expertise with the group to create lists of communities, methods, and instruments, with assistance from the contracted vendor, for the Steering Committee to review and approve.

#### Membership/Participation:

- Committee membership is open to any interested party with an investment in the Maine Shared CHNA mission. This could include, but is not limited to, governmental public health experts, healthcare employees with expertise in community benefit activities, academia, healthcare member organizations, and philanthropic, advocacy, non-profit, or ethnic-based community organizations who share their expertise with the group. Representatives from each signatory partner will also serve on the Committee. Recruitment is on-going.
- Committee members are expected to attend meetings regularly (or send a representative), provide input, and serve as liaisons to their organizations and constituencies. Members are asked to commit to these roles and responsibilities by providing an electronic signature to the Maine Shared CHNA program manager annually. (An email will be sent to someone to join the group after attending two committee meetings.)
- When someone is not able to attend a meeting, they should review previous meeting minutes sent electronically, or speak with someone from the group who attended to stay abreast of group activities and decisions.
- In situations where committee participants have shared materials in preparation for a meeting, come prepared to discuss these items.
- The group seeks to make recommendations through consensus. In situations that do not call for consensus or it cannot be achieved, divergent opinions will be noted and shared with the Steering Committee.
- If there is a person/organization that cannot commit to regular participation, but would like to be informed of committee actions, they may contact the Maine Shared CHNA Program Manager to be added to the interested parties list to receive meeting agendas and minutes.