

PUBLIC HEALTH IMPROVEMENT PARTNERSHIP

FOUNDATIONAL PUBLIC HEALTH SERVICES

Draft Roles & Responsibilities

The purpose of this document is to help all participants in the Foundational Public Health Services Project understand their own and each other's roles and responsibilities.

Policy Workgroup Co-Chairs

- As schedules allow, meet by phone monthly to prepare for the upcoming Policy Workgroup meetings.
- Review and approve meeting agenda and materials by phone or email prior to the agenda and materials being sent to Workgroup members.
- Participate as full Workgroup members in each meeting, as well as open and close each meeting.
- Lead subcommittee work if necessary.

Policy Workgroup Members

- Attend the 9 Policy Workgroup meetings and contribute constructively to group discussion. Consider and discuss issues from a system wide perspective, as well as that of individual stakeholders and organizations.
- Prepare for each meeting by reviewing meeting materials in advance and come ready to participate in discussions
- Understand and be able to articulate the project's purpose, and the Policy Workgroup's charge and responsibilities.
- Communicate and coordinate with your colleagues and constituent groups to (a) represent the group's perspective on key issues; and (b) convey information regarding the Policy Workgroup's findings and recommendations to stakeholders.
- Review and provide comments on draft work products as they are developed.
- Proactively contact Project Management Team with feedback, questions, and concerns.

Technical Group Advisors

Jennifer Tebaldi (DOH) and Barry Kling (Chelan-Douglas Health District); co-chairs of the FPHS Technical Workgroup

- Attend and participate Policy Workgroup meetings as ex-officio members.
- Act as liaisons to the Technical Workgroup* by ensuring questions and comments from Policy Workgroup meetings are accurately messaged to the Technical Workgroup.
- Support the Project Management Team in developing and reviewing agendas and materials for Technical and Policy Workgroup meetings.
- Present technical materials as needed.

Project Management Team

Department of Health: Karen Jensen, Marie Flake, Simana Dimitrova, and Drew Bouton
BERK: Fauna Larkin and Michael Hodgins

- Schedule Policy Workgroup meetings.
- Select locations, arrange facilities and snacks/meals for each meeting.
- Develop meeting materials in consultation with Policy and Technical Workgroups.
- Develop and manage Policy Workgroup website, including posting meeting schedules and materials from completed meetings.

BERK Consulting

- Draft agendas and supporting materials for each Policy Workgroup meeting.
 - Facilitate each Policy Workgroup meeting.
 - Present technical materials as needed.
 - Record meeting notes.
 - Draft meeting summaries in consultation with Project Management Team and Policy Workgroup Co-chairs.
 - Continue to facilitate the Technical Workgroup and provide analytic support.
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***Technical Workgroup Members**

A significant part of the Policy Workgroup process will be supported by the Technical Workgroup. Technical Workgroup members will not attend Policy Workgroup meetings, however they will:

- Provide technical guidance on analysis to respond to questions and comments raised by the Policy Workgroup.
- Continue cost estimating and funding need analysis work.