

# MONTCALM HUMAN SERVICES COALITION

## OPERATING GUIDELINES

### I. NAME

Montcalm Human Services Coalition, hereafter referred to as the MHSC.

### II. MISSION

It is the mission of the MHSC to plan, promote, and coordinate activities which result in an accessible, effective, and comprehensive community service system.

The MHSC is the State endorsed Community Collaborative in Montcalm County.

### III. MEMBERSHIP

MHSC membership may consist of persons with decision- making authority representing the following organizations, disciplines, or systems.

- 8<sup>th</sup> Circuit Court
- Alpha Family Center
- Catholic Charities West Michigan
- Central Area Michigan Works Consortium
- Central Montcalm Public Schools
- Community Hope Counseling Center
- EightCAP, Inc.
- First Congregational Church- Greenville (Faith Community Representative)
- Goodwill Industries
- Great Start Montcalm
- Greenville Area Community Foundation
- Habitat for Humanity of Montcalm County
- Ionia Montcalm Department of Human Services
- Health Promotion – A Branch of Cherry Street Health Services
- Michigan State University Montcalm Extension
- Mid-Michigan District Health Department
- Montcalm Alliance
- Montcalm Area Health Center
- Montcalm Area Intermediate School District
- Montcalm Community College
- Montcalm County Administration
- Montcalm County Commission on Aging
- Montcalm County Board of Commissioners
- Montcalm County Prosecutor
- Montcalm County Sheriff Office
- North Kent Guidance Services
- Probate & Juvenile Court/ Family Division of Circuit Court

- Relief After Violent Encounter (RAVE) Ionia/Montcalm
- Spectrum Health United & Kelsey Hospitals
- The Montcalm Center for Behavioral Health
- United Way of Montcalm County

Other members may be added by majority vote of the MHSC.

A member may appoint an alternate designee when meeting attendance by the organization's Director is neither possible nor practical on a short-term basis. An alternate designation may also be made for continued service under certain circumstances with the group's approval. The designee should be fully authorized and prepared to represent, make decisions and commitments, and allocate resources on behalf of their organization.

Consistent, regular attendance by MHSC members is strongly encouraged. Membership may continue so long as the designated representative has good standing. When three consecutive meetings are missed, the member will be contacted regarding his/her continued interest. After the fourth absence, membership may be terminated by a majority vote.

As a group serving Montcalm's interest, MHSC membership implies certain responsibilities to fellow MHSC members and the County. The responsibilities of membership include:

- Meeting on a regular basis
- Identifying need areas, service delivery, and prevention planning issues based on available data
- Appointing workgroups to develop action plans in a specific area of concern
- Ensuring the coordination of planning and implementation
- Reviewing workgroup recommendations and action plans.
- Initiating appropriate implementation steps
- Acting as liaison to his/her respective organization as appropriate
- Participate in and/ or support in MHSC endorsed initiatives
- Appoint staff to workgroups as appropriate

#### **IV. CONFLICT OF INTEREST**

##### Definition

Having an interest, or incurring an obligation of any nature in a business/ transaction/ professional activity which is in substantial conflict with the proper discharge of one's duties in the best interest of one's employer, contractor (direct or indirect), or organization. In this case, the MHSC. This includes personal gain for the member or the member's organization, or giving an improper advantage to third parties in their dealings with the MHSC.

Or the having appearance of the aforementioned.

- By "Interest in" is meant: having a financial interest, either personal or organizational, or e.g., stocks or other forms of equity, or having a management, or policy making position (as opposed to advisory)
- By "Incurring an obligation" is meant: selecting a vendor of goods or services (procurement), or offering goods or services, or entering into a formal agreement
- By "In the best interest" is meant: in accordance with terms of employment, or other contractual obligations, or in accordance with prudent judgment.

Source: University at Stony Brook State University of New York Primer.  
<http://www.research.sunysb.edu/research/primer.html>

### Individual Member Commitment to Act in Good Faith

In accepting a position as an MHSC member, an individual makes a commitment to the MHSC to perform his or her duties honestly, responsibly and in good faith. The MHSC recognizes that those selected to serve may have diverse financial and professional interests. Nonetheless, this policy intends to make clear that an individual should not use his or her position with the MHSC for personal or professional gain and should exercise particular care that no detriment to the MHSC or its reputation results from conflicts between the individual's interests and those of the MHSC.

Source: [http://mghra.partners.org/conflict/code\\_coi.cfm#allmgh](http://mghra.partners.org/conflict/code_coi.cfm#allmgh)

### MHSC Business Strategies

MHSC business strategies (including planning and activities) will be conducted in a manner which minimize the risks of and reduce the appearance of member conflict of interest. As appropriate, strategies may include but are not limited to: agreement to compose, set guidelines, and charge committees to perform tasks such as proposal rating and recommendation development for final MHSC approval; abiding by established organizational service provider selection rules; soliciting non-MHSC generated proposals to assure comprehensive and equitable dissemination of information.

### Member Disclosure of Possible Conflict of Interest

A roster listing each MHSC member and organizations on whose boards they or immediate family members serve, are employed by, or have a business relationship with, will be maintained by the MHSC Staff. An MHSC member shall disclose any possible conflict of interest with respect to an issue to the other MHSC members prior to any MHSC action or discussion where the issue could become a matter of action.

Procedure for this disclosure will be:

1. Motion
2. Disclosure by any members who have conflicts
3. Discussion
4. Vote on conflicts (if necessary)
5. Vote on motion

### Abstentions

Once a disclosure is made, a person may voluntarily abstain, or the remaining MHSC members will determine if there is a potential conflict of interest. Should it be determined, that MHSC member involved shall abstain from voting and shall not participate in the discussions of the said business other than to provide information of a technical nature or answer specific questions that may be raised by other MHSC members. This shall not preclude the member's duty to warn the MHSC of critical information affecting the interest of the MHSC.

In cases where the MHSC members decide to award a grant or conduct other business of benefit to an organization, and one or more of the MHSC members abstains from voting as a

result of conflict of interest or the appearance thereof, such business and MHSC member(s) will be identified in the official minutes of the meeting.

## **V. OFFICERS**

Officers shall be Chairperson and Vice-Chairperson. When the Chairperson's term expires, the Vice-Chairperson shall assume the position, and a new Vice-Chair shall be elected. Nominations for officers shall be taken verbally at the August and September meetings, and a vote will be taken at the September meeting. The term length for office is one year starting at the October meeting.

As Chairperson, the officer's primary duties will include:

- Attending and presiding over meetings
- Working with the Community Development Coordinator to plan MHSC meetings, develop agendas, and plan meeting objectives
- Assigning Community Development Coordinator specific tasks that facilitate agreed upon objectives

As Vice- Chairperson, the officer's primary duties will include:

- Chairing meetings in the Chairperson's absence and
- Performing other regular Chairperson duties as necessary in the Chairperson's absence

## **VI. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the current Chairperson, current Vice Chairperson, the immediate past Chairperson, and all members acting as committee chairpersons during the term of their appointments.

The Executive Committee is charged with the responsibility to:

- Carry out business that must be accomplished between monthly MHSC meetings. Whenever possible, the Executive Committee should notify MHSC members of interim business decision items and solicit their input prior to a Executive Committee action. The Executive Committee shall report on any such actions at the next regularly scheduled monthly MHSC meeting.
- Develop the monthly meeting business agenda
- Oversee the expenditures of funds that fall within the jurisdiction of the MHSC
- Review and resolve disputes between or among members.
- Receive and make recommendations to the membership at regularly scheduled meeting for project/ grant endorsements, or use the MHSC's fast track approval process as needed.

## **VII. COMMUNITY DEVELOPMENT COORDINATOR**

The Community Development Coordinator serves as staff for the MHSC. This position's existence is dependent upon both MHSC members' ability to financially support its function and the willingness of a member agency to serve as fiduciary for payment for services.

To the extent possible, the Community Development Coordinator shall:

- Provide staff services to the MHSC and to designated workgroups
- Prepare background and descriptive materials to facilitate the investigation and research of prevention programs, issues, or problems areas
- Facilitate communication and networking between the MHSC and workgroups
- Provide technical assistance in all the MHSC operations including funding proposals
- Promote purposes of the MHSC and facilitate communication and networking with agencies and organizations throughout the County and
- Promote and work towards development of Collaborative Community Planning for prevention and treatment services in Montcalm County

These are examples of services which may be provided by the Coordinator. They are subject to annual review by the Executive Committee and are dependent upon financial support of the members.

## **VIII. WORKGROUPS**

The MHSC shall have mutually beneficial relationships with other Montcalm area groups and organizations. When appropriate, the MHSC shall have a written agreement defining that relationship.

Workgroups are charged by the MHSC to conduct and report on specific tasks in partnership with the MHSC. Workgroups can be issue or age-group specific and consist of representatives from appropriate community agencies, usually middle managers and service staff appointed by their directors. Workgroups are chaired and staffed by a lead agency.

Workgroups will have a charge detailing roles and responsibilities.

A workgroup may be charged to develop a plan based on the identified need using the following criteria:

- A definition of the problem and an in depth analysis of at-risk populations and risk conditions
- Review of existing delivery systems, prevention services and roles of community agencies and organizations
- A plan for the development and promotion of prevention services and relevant strategies
- An exploration of funding sources
- The formulation of a recommended plan of action for consideration by the MHSC

## **IX. MEETINGS**

MHSC meetings shall be held monthly at a place and time mutually agreed upon by the members.

## **X. PROPOSAL REVIEW PROCEDURES (TAKEN FROM DOCUMENT APPROVED IN JANUARY 2011)**

Purpose: The MHSC Proposal Review Process was established to create an equitable and accountable system for the review of local proposals submitted to funding entities. For the person requesting review (the Requestor), the process provides a structured, clear, and consistent resource for voluntary or mandated proposal reviews. For the MHSC members, the process contributes to their knowledge and understanding of the submissions and initiatives that are needed or being planned, and thus an enhanced ability to promote collaborative efforts.

### Steps in the Process:

1. Collaborate: Community partners are strongly encouraged to share potential grant opportunities with the MHSC before a request is submitted to inform them about the opportunity and provide adequate notice a request may be made.
2. The Requestor shall contact MHSC staff or visit MHSC website for a proposal review packet, and then return the completed application to the MHSC staff. Review your proposal using the criteria below.
3. The MHSC usually meets monthly on the first Wednesday. Proposals shall be reviewed at the next regular meeting after receipt unless the Fast Track review process is requested and necessary. The Fast Track process entails e-mailing the request to the membership for response; response time will generally be 2-3 working days. An application needs to be completed for both the regular and Fast Track process.
4. Follow-up correspondence will be sent to all Requestors with results, comments, or additional questions in a timely manner.

Types of Requests: There are three types of requests that can be made of the MHSC

1. Review- The Requestor asks the MHSC to review the application with the intent of MHSC acknowledgement that the proposal was examined or they may simply request feedback for their own improvement. The MHSC may/may not be asked to comment. There is no endorsement at this level.
2. Review and endorse- The Requestor asks that after MHSC review, the MHSC write a letter of support to endorse the application's concept and/or proposed plan.
3. Review, endorse, and commit- The Requestor asks the MHSC to review, endorse, and also commit resources as a partner in the application.

Accountability: This application process ensures accountability for both the Requestors and the MHSC as the information will be kept on file and that there will be follow up after the MHSC decision is made. The MHSC staff will be responsible to follow-up with Requestors. Examples of questions that should be addressed afterwards include: Was the grant awarded? What activities/learning resulted from it? If requested, was commitment from MHSC upheld?

### Other Information

- Community partners are strongly encouraged to share potential grant opportunities with the MHSC before a request is submitted- to inform them about the opportunity and provide adequate notice that a request may be made.
- The MHSC may issue multiple letters of support for the same grant initiative if proposals meet endorsement requirements.
- It is not necessary for an agency to be a member of the MHSC to receive a letter of support nor should membership in the MHSC be construed as an advantage in obtaining a letter of support.

- A member of the MHSC shall not vote on any request before the MHSC if that request for a letter of support involves his/her agency.
- In exceptional circumstances, the MHSC staff may authorize a letter if the request meets the criteria.

Criteria

One of the key concerns is to identify opportunities for collaboration and non-duplication of effort. To be endorsed, the reviewers should answer yes to the following questions. If there is consensus within the group that the proposal answers the majority of these satisfactorily, the proposal will receive MHSC support.

- Does the application impact Montcalm County?
- Was the MHSC informed of this grant opportunity prior to this request?
- Is there evidence of collaborative planning?
- Does the application demonstrate a clear understanding of the problem/need?
- Does the application include the information necessary to be able to determine that the services are an appropriate response to the identified need?
- Based on the application, does the Requestor demonstrate an understanding of existing local interventions and committees/groups in the community who are addressing (or can be accessed to address) the identified need?
- Is there an appropriate evaluation plan?

**XI. OPERATING GUIDELINE AMENDMENTS AND REVIEW**

These operating guidelines may be reviewed periodically and can be amended at any time provided a ten (10) day advance notice is given to the member of such proposed changes. Amendments become officially adopted by a simple majority vote of the MHSC membership present at the regularly scheduled monthly meeting when amendments are discussed.

**XII. PROCEDURES**

Business shall be conducted by the members present, regardless of the number of members at the meeting. Voting shall be conducted by members present, regardless of a quorum, so long as it is a regularly scheduled meeting. If there is a special meeting called, notice to all members must be provided ten days prior to the meeting.

When possible, all issues that require a vote will be listed in the agenda and distributed to all members at least one week before the meeting.

Roberts Rules of Order will be followed when conducting business.

The fiscal year of the organization will be October 1- September 30.

On an annual basis the MHSC will establish a calendar with timelines for vision, planning, and evaluation of programs.

Initial Operating Guidelines Approved:            October 25, 1994

Renewed validation with modifications:

- October 3, 1995
- October 1, 1996
- October 7, 2003
- December 7, 2004
- September 6, 2005
- March 7, 2006
- April 1, 2009
- May 5, 2010
- March 2, 2011
- January 4, 2012
- April 3, 2013