

Nurse Family Partnership Community Advisory Board Operating Procedures

Guiding Principles:

The Nurse Family Partnership Community Advisory Board (hereinafter the “CAB”) is a collaboration of community partners who want to ensure the program’s success and growth in County and statewide. The Nurse Family Partnership CAB is at its best when every individual served by the NFP program- no matter their race, ethnicity, income, gender, sexual orientation, or gender identity - has an opportunity to reach his or her best health. The CAB will cultivate equity, diversity, and inclusion in leadership, membership, and service.

The CAB will seek to continually engage current and new stakeholders. Its primary roles are to provide advice and support on decisions affecting the implementation, program growth and sustainability over time in key areas such as:

- Enrollment, referrals, and referral assistance
- Continuity of care
- Expansion and sustainability
- Securing sustaining funding
- Engaging stakeholders and ambassadors
- Marketing and public relations
- Advocacy and legislative contact

The Community Advisory Board will also seek support from community partners who will:

- Serve as knowledgeable day-to-day advocates
- Support Nurse Family Partnership (NFP) community events
- Encourage referrals and referral assistance
- Support NFP awareness in County and statewide

Mission and Vision:

The CAB is committed to improving the socio-economic and health status of residents of County through creation of strong, self-sufficient family units. The vision of the CAB is to successfully support the County NFP program through providing leadership, community involvement, and maximizing available funding.

Membership:

The CAB will consist of a maximum number of 18 voting members. Members of CAB shall be representative of the following categories:

- Recognized community leaders
- Formal and informal neighborhood leaders

- Leaders in partner service organizations in health, education, work force development, and human services
- Local funding partners representing business, corporations, hospital foundations
- Representatives of major referral sources to NFP
- Representatives of faith-based organizations

The CAB will include the following non-voting permanent members: NFP Program Administrator and NFP Nurse Supervisor.

CAB members will be asked to serve a three-year term and may be eligible for successive consecutive three-year terms. A non-permanent CAB member may resign from the CAB at any time and is expected to provide 90-day notice of the resignation. Terms will run from January to December (Beginning January X, XXXX). When replacing a CAB member, the new CAB member will serve the remaining calendar months from the date of their election till the next January 1 at which time their term will be shown as a three-year term.

The functions and responsibilities of CAB members include:

- Attend NFP monthly meetings;
- May make at least one home visit during first 12 months with an NFP nurse home visitor;
- Actively link and mobilize community stakeholders, partners, funders, and volunteers to identify opportunities for resource development and collaborative funding to meet the identified needs of the NFP client base;
- Assist and advise efforts to continually keep NFP in the forefront of community awareness in order to encourage continued community support and interest in the program, its growth and development;
- Participate in an aggressive search for continued funding sources beyond the established funding structure to ensure the continued viability of the program;
- Monitor program progress and assist with communication to stakeholders regarding successes and progress;
- Review program outcomes, continuous quality improvement activities, and assist in the development of goals for future program growth and development;
- Discuss the general challenges and barriers to clients in meeting their goals and assist in the development and implementation of solutions to these barriers;
- Promote and discuss additional opportunities for community collaboration.
- Review and make recommendations on potential additional or replacement members;
- Support the nurse home visitors with encouragement and resources.
- Other roles and responsibilities may be assigned when becomes apparent and needed.

Meetings:

Meetings of the CAB will be held at 8:00a.m. – 9:00a.m. on the 1st Friday of each even month of the year. Committees of the CAB will meet on the odd months of the year as scheduled by the Chairperson of the Committee.

Officers:

Officers will assume office in January of each year.

The Chairperson of the CAB will be elected by a majority vote of the CAB for a 12-month term starting January X, XXXX. A Chairperson may serve only three consecutive 12-month terms. The Chairperson will preside over all meetings, including any telephone or electronic meetings. If the Chairperson is not available to preside over a meeting, the Vice-Chairperson will preside over the meeting. The Chairperson will prepare the agenda for meetings. The Chairperson may participate in all activities including voting on any matter before the CAB. The Chairperson is responsible for assuring committee assignments are made and appointing committee chairpersons. Either the Chairperson or the Vice-Chairperson will attend state NFP meetings as required.

The Vice-Chairperson will be elected by a majority vote of the CAB for a 12-month term. Consecutive terms of service will be permitted. The Vice-Chairperson will assume the responsibilities of the Chairperson in their absence. The Vice-Chairperson who is in office the year prior to the end of the term for the Chairperson will be elected Chairperson.

The Secretary will be elected by a majority vote of the CAB for a 12-month term. Consecutive terms of service will be permitted. The secretary will be responsible for the minutes of the CAB meetings and their distribution.

Committees:

The CAB may create any committee necessary to fulfill its purpose and complete its work. The following standing committees will meet as needed:

The Executive Committee consists of the Chairperson (Committee Chair), Vice-Chairperson, Program Administrator, Nurse Supervisor, and Secretary. The Executive Committee has the authority to act on behalf of the CAB when it is not feasible to have a full meeting of the CAB membership to conduct business that has an urgent need. This committee will review duties of the CAB, address special issues, and set direction for strategic planning. The Executive Committee will give notice to the CAB when it is planning to meet, and such notice will state the purpose of the meeting. The Executive Committee will publish minutes of its meetings to the CAB as soon as possible. The Executive Committee will be responsible for orientation of new CAB Members.

The Nominating Committee consists of the Committee Chair, and two other CAB members. This committee prepares a slate of officers and CAB nominees for approval by the CAB. The CAB will vote on the slate at the last meeting of the calendar year. The nominating committee is responsible for contacting nominees for service.

The Sustainability Committee consists of the Committee Chair, the Program Administrator, and at least three other CAB members. Other CAB members or community leaders will be invited to participate as needed. This committee assists in the development of goals for future program growth and development. The committee also will investigate funding opportunities and plan events that support sustainability.

The Referral Assistance Committee consists of the Committee Chair, the Nurse Supervisor, and representatives of organizations and agencies making direct referrals to the NFP program or receiving referrals for assistance from nurse home visitors. Representatives from the following may be included: County Health Department Family Planning Clinics, County Health Department WIC, Obstetrical Office Managers, County School, Interfaith Ministries, Housing Authority. The responsibilities of this committee include the following:

- Provide input into the sustainability of a sound referral and assistance system for the program
- Provide regular feedback on the referral and assistance system within their respective organizations;
- Be available to NFP staff for individual consultation about referral and assistance processes both incoming and outgoing;
- Perform periodic review of client refusal reports to determine needed improvements in program processes;
- Advise on improving participation rates in program;
- Review individual cases presented by the Nurse Supervisor who are in great need of services and
- Make recommendations for actions to be taken.

The Procedures Committee consists of the Committee Chair, and two other CAB members. This committee will review policies and procedures relating to CAB at least every two years and will make recommendations to be approved by the CAB.

Reports:

The NFP Program Administrator and the NFP Nurse Supervisor will assure that an annual report is distributed to stakeholders each year.

HIPAA:

During meetings HIPAA procedures will be followed to protect client privacy and information.

Adopted: November 6, 2012

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