



COLORADO

North Central Region Healthcare Coalition

*Metro Foothills Healthcare
Coalition Chapter*

METRO FOOTHILLS HEALTHCARE COALITION CHAPTER OPERATIONAL STRUCTURE

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ADOPTED 03/1/2016
REVISED 12/20/2016
REVISED 05/05/2017
REVISED 03/15/2018
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OVERVIEW

The following operational structure outlines the Metro Foothills Healthcare Coalition (MFHCC) Chapter of the North Central Region Healthcare Coalition (NCR HCC).

SCHEDULE

The MFHCC Chapter meets at noon on the first Tuesday of every month, immediately followed by a time for workgroups to meet. The first MFHCC meeting was held on March 1, 2016.

MFHCC CHAPTER STRUCTURE

Co-Chairs

There will be one co-chair from Denver Public Health and one from Jefferson County Public Health.

Advisory Group

- At least two representatives from each discipline will participate (preferably one from each jurisdiction), and includes the MFHCC Chapter Representatives to NCR HCC Governance Board.
- Service will last for a minimum of one year, and may extend based on interest and availability.
- The primary purpose is to guide the direction of trainings and topics for the coming year, through strategic planning.
- Advisory Group meetings are typically held quarterly and in-person (with a call-in option), before the regularly scheduled monthly MFHCC Chapter meeting. Meetings are typically 30-45 minutes.
- The Minutes will be sent out to the Advisory Group via email.

MFHCC Chapter Meetings

The primary purpose of the MFHCC Chapter meeting is to:

- Offer workshops, trainings and exercises
- Provide opportunities for networking

- Collaborate on and share best practices and projects
- Facilitate information sharing within and across disciplines

Documentation:

- At each meeting, someone will be pre-designated to take meeting minutes.
- Following the meeting, the minutes and sign-in sheet, along with handouts, presentations, training materials, etc. will be posted to the NCR HCC website (<https://ncrhcc.org/chapters/metro>).

Meetings are 90 minutes in length. The meeting format is as follows:

1. Welcome & Introductions
2. Review Previous Action Items
3. Agency Updates
 - a. At each meeting, 15 minutes will be provided for agencies to share short, important announcements that relate to the whole group. Any topic that needs more in-depth discussion may be formed into a workgroup or presented as a future agenda topic.
4. Topics/Presentations/Trainings
 - a. Whenever possible, trainings and exercises will be held during the regularly scheduled monthly meeting in order to ensure optimal attendance. Additional trainings and exercises may be held outside of this time, or may replace the monthly meeting.
5. Upcoming Trainings and Events
6. Member Agency Spotlight
 - a. Beginning in January of 2017 and whenever possible, a member agency will be featured. This allows the MFHCC to learn more about its members, and provides the agency an opportunity to share its mission and programs and what support they could give or might need during an emergency.
7. NCR HCC Updates
 - a. The NCR HCC Planner will report on regional updates.
8. Workgroup Updates
 - a. Workgroup chairs will report on their workgroup's progress.
9. Review New Action Items
10. Networking
 - a. After each meeting, time is provided for member networking and/or workgroup meetings.

Workgroups

- Assumptions:
 - There may be several workgroups in place at once.
 - Each workgroup will identify a chair to facilitate the discussion. This individual will report the developments from each workgroup at the subsequent MFHCC Chapter monthly meeting.
 - Someone will be assigned at each workgroup meeting to take the meeting minutes. The minutes will be sent to the workgroup via email.
 - Some workgroups meet monthly, whereas others may just meet 1-3 times.
 - Length of workgroup meetings will vary, but generally last 30-45 minutes.
 - Workgroups will have the flexibility to hold their meeting immediately after the MFHCC Chapter meeting, reschedule for a different time, or communicate via electronic or other means.
- Current Workgroups:
 - NCR HCC Ancillary Healthcare Workgroup (meets immediately following the monthly MFHCC Chapter meeting, 1:45-2:45pm)
 - Combined EMS Planning & Preparedness Meeting (meets every other month)

SOCIAL NETWORKING EVENTS

The MFHCC Chapter will host after-hours social networking events. This may include gatherings such as the Disaster Book Club, which meets to discuss books related to emergencies.

LOCATION OF MEETINGS

The MFHCC Chapter will meet primarily at the Jefferson County Public Health Parfet Building at 645 Parfet Street in Lakewood. This meeting place is the most central location to accommodate Broomfield, Clear Creek, Denver, Gilpin, and Jefferson agencies. Meetings may occasionally rotate between different locations and facilities.

SITUATIONAL AWARENESS & EMERGENCY SUPPORT

While the Metro Foothills Healthcare Coalition Chapter does not function as a response organization, during incidents we gather and share appropriate situation awareness information with our member agencies. Additionally, during an incident the Metro Foothills Healthcare Coalition Chapter members are encouraged to work together to share resources and support (when it is appropriate), and that coordination can be initiated through the Metro Foothills Healthcare Coalition Chapter Co-Chairs.