

Partner Charter

In accordance with the Fulton County Family Partnership Bylaws, this charter outlines the functions and responsibilities of the Partners, along with procedures aimed at the effective operation of this collaborative group and its committees. In addition, this charter details the relationship and communication flow between the Partners, the Community Collaborative Committee, and the Board of Directors.

Mission

The Partners is a collaborative group that meets regularly to support the mission of the Fulton County Family Partnership (FCFP). The FCFP is a not-for-profit corporation organized under the laws of the Commonwealth of Pennsylvania (PA). The mission of the FCFP is to promote a quality of life based on developing the fullest potential for children, families, and individuals through an integrated, collaborative, and comprehensive system of health, education, and human services in Fulton County, PA.

Purpose

The purpose of the Partner Meeting is to use a public health approach to develop a Community Action Plan. Partners may:

- Collect data in order to analyze community needs and gaps in services in the areas of Health and Human Services.
- Set priorities for action based on community strengths
- Define clear, measurable outcomes that can be tracked over time to show progress.
- Select tested effective programs, policies and practices.
- Evaluate progress toward desired outcomes.
- Continue the process of identification of gaps, priorities, outcomes, practices and evaluation.

Outcomes

Partner meeting outcomes will include:

- **Community Action Plan** – A community action plan is a broad-based prevention strategy. Partners will work with the Community Health Needs Assessment (CHNA) Priorities Committee to develop, update, implement, and evaluate the goals and objectives of the Community Action Plan.
- **Communication Plan** - The Partners will work with the Communications Committee to develop a communication plan to increase awareness and local commitment to the community vision, goals, and strategies.
- **Stakeholder Representation** - The Partners will continually assess meeting topics and membership to make sure that the right mix of stakeholders and qualified experts attend the meetings. In addition, Partners will ensure that representation on committees, subcommittees, focus groups, and work groups are appropriately staffed.
- **Community Resources, Programs, and Services** - Partners will collaborate with decision makers from health and human service organizations, local government, businesses, schools, churches, civic organizations, judicial system/law enforcement, and local residents to identify

existing services and to identify the need for new services. They will strive to make these services readily available and work to eliminate unnecessary duplication of services across the state, county, and local agencies.

- **Housing** - Partners will work with the Housing Committee to encourage collaboration networking and sharing of information between property owners, tenants and various state, county, and local agencies.
- **PAYS Analysis Report** - Partners will work with the PAYS Risk/Resource Committee to analyze the PAYS data and to create the PAYS Analysis Report.
- **Positive Youth Development** - Partners will work with the Youth Action Committee and the Youth Action Council to build positive youth leadership skills; promote a shared positive message across the county; bring PAYS data to the individual student bodies at the Fulton County school districts; to review PAYS data in order to identify risk and protective factors that are significant for students in our county.

Membership

Any member or organization in the community interested in promoting the mission of the Partners can become a member by completing an annual application and paying an annual membership fee. Membership is based on the calendar year and runs 1 January through 31 December. Membership fees may be waived on a case-by-case basis as determined by FCFP Executive Development Director. Partners who no longer wish to be part of this community collaborative group should submit a letter of resignation to the Community Mobilizer.

Voting

A quorum shall consist of a majority of the Partners present for the meeting. Any Partner may make motions and approve or dissent motions. Each Partner has one vote on any motions or decisions made at the Partner meetings. A majority of votes will carry the motion.

Conflicts of Interest and Confidentiality

It is the obligation of each Partner to act in the best interest of the Fulton County Family Partnership by identifying any potential conflict of interest to the Community Mobilizer. Members will be asked to abstain from voting on agenda items where such a conflict of interest exists. All Partner information will be treated confidentially, and will only be discussed for appropriate Partnership business.

Governance

The FCFP Board of Directors governs the Partners. This is accomplished through the Community Collaborative Committee (CCC), a committee of the FCFP Board of Directors, which serves as the primary communication channel between the Board of Directors and the Partners. In addition, the CCC serves as an Advisory group by providing direction, agenda items, meeting formats, and guest speakers for the Partner meetings.

Nominations to the CCC

You must be a Partner to serve on the CCC. Subject matter experts are welcome to participate in CCC meetings; however, CCC members must complete a Partner membership form and be familiar with the vision and mission of the Partners. CCC members are appointed by the Board of Directors or nominated by the Nominating Committee of the Partners. The Nominating Committee of the Partners will meet at least thirty days prior to their annual meeting in December to discuss the

nominations to the CCC. One source for potential CCC nominees is the completed Partner membership forms, where applicants have indicated the committees for which they have interest. The Nominating Committee will give emphasis to those who represent community strengths such as health, education, human service providers, churches, volunteer organizations and county categorical programs. In addition, the Nominating Committee may consider service recipients such as those living in poverty, the elderly, and those in recovery from substance use disorders, etc. The Chair of the Nominating Committee will present the slate of CCC nominations meeting for majority vote at the annual Partner in December. The Chair will then forward the slate of CCC nominations to the Board of Directors for final approval. The CCC shall consist of at least five and no more than ten members at any given time.

Meetings

Partner meetings are held on a monthly basis (normally the third Tuesday of each month), or as needed. Regular meeting dates are established at the beginning of the calendar year by the CCC and are publically advertised. Cancellations or changes to the meeting dates can be made after consultation with the CCC. Advance notice of cancellations shall be given to the Partner membership.

Annual meeting

The annual meeting of the Partners will be held in December of each year at a location designated at least two (2) weeks prior to the date of the meeting. The primary purpose of this annual meeting will be for FCFP to distribute the Annual Report, for Partners to network and share success stories, and for the nominating committee to present the slate of nominations for the CCC.

Special meetings of Fulton County Family Partnership may be held at the call of the President of the Board of Directors or upon petition of at least ten Partner members. Members will be notified of all special meetings at least three business days prior to the meeting.

Committees

Partners may take part in meeting discussions and serve on active committees. Members will assess and update standing committees and their membership at the beginning of each calendar year. Partner committees perform “staff work” that leverages the time and talents of members. Committees allow for follow-on work that may not have been accomplished during the time allotted at monthly meetings. Members who are interested in serving on committees should fill out the committee section on the Partner membership form. New committee members will serve from 1 January through 31 December, to coincide with the membership application. In addition to this annual assessment of standing committees and membership, Partners may identify the need for a new standing or adhoc committee at any time by a majority vote. Once identified, Partners will be solicited to staff the new committee. A committee shall consist of at least three members and each committee shall elect a chair by majority vote.

Standing Partner committees include:

- Housing Committee
- PA Youth Survey Risk/Resource Committee
- Community Health Needs Assessment
- Nominating Committee
- Youth Action Committee
- Communications Committee

Staff

The community mobilizer will facilitate the Partner meetings and is responsible for meeting logistics to include securing the meeting venue, distributing materials, resolving conflicts/issues, drafting and distributing minutes, and following up on action items.

Meeting Agenda:

- I. Call to Order
- II. Minutes from prior meeting
- III. Review of Partner Meeting Calendar
- IV. Old Business
- V. **New Business**
 - a. Relevant data
 - b. Relevant resources
 - c. Gaps needs
 - d. Discussion outcomes
- VI. Other Business
- VII. Adjournment

Approved by Partners on May 16, 2017.