



METRO FOOTHILLS HEALTHCARE COALITION OPERATIONAL STRUCTURE

CREATED 02/25/2016

ADOPTED 03/1/2016

REVISED 12/20/2016

REVISED 05/05/2017

OVERVIEW

The following operational structure outlines the Metro Foothills Healthcare Coalition (MFHCC) model.

SCHEDULE

The MFHCC 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.

Month	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	Cancelled July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
Meeting	Advisory Group Meeting	MFHCC Meeting	MFHCC Meeting	Advisory Group Meeting	MFHCC Meeting	MFHCC Meeting		MFHCC Meeting	MFHCC Meeting	Advisory Group Meeting	MFHCC Meeting	MFHCC Meeting
	MFHCC Meeting	Workgroups	Workgroups	MFHCC Meeting	Workgroups	Workgroups		Workgroups	Workgroups	MFHCC Meeting	Workgroups	Workgroups
	Workgroups	Workgroups		Workgroups				Workgroups		Workgroups	Workgroups	

MFHCC 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).
- Service will last for a minimum of one year, and may extend based on interest and availability.
- The primary purpose is to discuss the current MFHCC structure and activities and identify any concerns, gaps or areas of success. This group will also guide the direction of trainings and topics for the coming year.
- Advisory Group meetings are typically held quarterly and in-person (with a call-in option), before the regularly scheduled monthly MFHCC meeting. Meetings are typically 30-45 minutes.
- The Minutes will be sent out to the Advisory Group via email.

MFHCC Meetings

The primary purpose of the MFHCC 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 the meeting minutes.
- Following the meeting, the minutes and sign-in sheet, along with handouts, presentations, training materials, etc. will be sent out to the MFHCC via email and posted to the MFHCC website (<https://metrofoothillshcc.com/>).

Meetings are 90 minutes. 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. Workgroup Updates
 - a. Workgroup chairs will report on their workgroup's progress.
8. Review New Action Items
9. Networking
 - a. After each meeting, time is provided for member networking.

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 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.
 - Most workgroups will meet 1-3 times total.
 - 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 meeting, reschedule for a different time, or communicate via electronic or other means.
- Current and Potential Workgroups:
 - Public Health Emergency Dispensing Exercise (PHED EX) Planning Workgroup
 - EMS Workgroup (meets during NCR EMS Meeting)
 - Communication Plan Workgroup
 - ESF-8 Planning Workgroup: ESF 8 partners could meet, as needed, to discuss jurisdiction-specific planning. For example Jeffco ESF 8 partners can meet separately from Denver ESF 8 partners.
 - Others as needed

Social Networking Event

The MFHCC will host a quarterly, after-hours social networking event.

LOCATION OF MEETINGS

The MFHCC 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.