

Guidelines for Governance of Minnesota Coalition for Targeted Home Visiting

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Guidelines for Governance of Minnesota Coalition for Targeted Home Visiting

1. Description

The Minnesota Coalition for Targeted Home Visiting (the Coalition) is a strategic tool in advancing the availability, quality, and impact of targeted home visiting in Minnesota through practice, policy, training, programs and research. Given the value placed on the Coalition, these guidelines are intended to provide a shared understanding of the purpose and role of the Coalition, its various types of partners and how we will conduct our shared work. The Coalition operates with support of its fiscal host Lifetrack. Lifetrack views collaboration and shared work through a coalition of organizations critical to the field.

2. Purpose

To ensure systems, supports and resources are in place so that Minnesota communities can successfully provide quality targeted home visiting services and programs to expectant families and families/caregivers with children up to age five.

3. Guiding Principles

- The Coalition will act only when it is in the best interest of the field.
- The Coalition will not take on any work that one partner or collaborator can do on its own.
- Focus on the needs of the families we serve, families who would benefit from these services, and our collaborative approach to building the field of targeted home visiting.
- Respect diverse viewpoints and the need to balance collaborator differences.
- Seek input on issues and policies from Coalition partners, collaborators and stakeholders.
- All Coalition activities will operate in compliance with Lifetrack policies and procedures.

4. Vision

All Minnesota families of children age prenatal to five who are at risk for poor mental health, physical health, social, and educational outcomes will have access to home visiting services to help them succeed in school and in life. Services will be voluntary, high-quality, outcome-focused, and tailored to the resources in each community.

5. Coalition Objectives

- Establish a Coalition of organizations that mobilize in support of high-quality targeted home visiting services and programs and communities throughout Minnesota.
- Advocate for policies and resources that support systems, communities, organizations and professionals to ensure access to quality, culturally responsive targeted home visiting services and programs.
- Persuade the public, beneficiaries and stakeholders about the value of targeted home visiting services and programs in the development of babies, young children and their families in order to promote individual and collective action.
- Advocate for and enable systems to align support for practitioners, organizations and communities in the delivery of accessible, culturally responsive, quality targeted home visiting services.
- Identify or create opportunities to build capacity of practitioners and/or programs to deliver high quality targeted home visiting services.

6. Coalition Functions

- Coordinates statewide and local efforts that support high-quality targeted home visiting services and programs in Minnesota.
- Monitors, informs and educates Coalition partners, collaborators and stakeholders of current local, state and national issues and policy discussions related to targeted home visiting services and programs.
- Establishes and maintains a forum for state and local Coalition partners, collaborators and stakeholders to discuss policy issues that expand, provide resources for and improve the quality targeted home visiting services and program in Minnesota.
- Position, align and support Coalition goals within greater early childhood community.
- Serves as a communication hub on issues related to targeted home visiting services and programs, providing a listserv, e-newsletter and website to all partners, collaborators and stakeholders.
- Connects and convenes Coalition partners, collaborators, and stakeholders around issues and concerns of common interest.
- Supports and disseminates research on best practices.

7. Process of Conducting Coalition Business

The Minnesota Coalition for Targeted Home Visiting relies on Lifetrack and the Coalition's partners, collaborators, stakeholders and staff to accomplish its collective work.

- **Collaborators** of the Coalition include agencies and organizations that participate in the activities and initiatives of the Coalition, including receiving information from the Listserv to coming to events and meetings, to participating in Coalition sponsored events.
- **Partners** provide monetary support for the collaborative work of the Coalition and its efforts.
- **Stakeholders** include decision-makers, champions and “influencers” who can affect the future of the field and the Coalition’s work, which includes other coalitions and networks supporting like goals.
- **Lifetrack** provides the fiscal home, staff and consultants for the Coalition. Staff and consultants manage, facilitate and lead the collective work of the Coalition.

8. Coalition Structure

The following structure for the Coalition ensures voice and influence in setting the strategic direction of the field.

Minnesota Coalition for Targeted Home Visiting shall include the following structural components:

- **Executive Team** shall be the primary leadership body of the alliance and provide input and feedback on strategic direction for the collaborative work of the Coalition.
- **Coalition Staff and Consultants** conduct the work of the Coalition of behalf of the Collaborators, Partners, Stakeholders and fiscal host.
- **Coalition Co-Chairs** provides external leadership for collaborative work of the Coalition.
- **Committees, Taskforces and Initiatives** shall carry out their charge and are composed of Coalition partners, collaborators and stakeholders.

8.1. Executive Team

The Executive Team is the primary leadership body of the Coalition who provides input and feedback on strategic direction for the collaborative work of the Coalition.

8.1.1. Responsibilities of the Executive Team

- Carry out the mission and vision of the Coalition; advise on the Coalition’s structure and policies as it relates to our shared work.
- Develop and implement a strategic plan to guide the work of the Coalition.
- Provide recommendations to the Coordinator, consultants and staff on Coalition purpose, objectives and functions.
- Provide direction to the Committees, Taskforces and Initiatives of the Coalition as well as the full Coalition on the work and functions of the Coalition; and establish new committees and task forces as needed.
- Determine the Coalition’s positions and activities regarding targeted home visiting services and programs; inform Coalition collaborators and stakeholders.
- Vote on nominations for new Executive Team members.
- Serve on/provide liaison to at least one committee and initiative annually.

- Promote Minnesota Coalition for Targeted Home Visiting and seek to expand involvement in the Coalition.
- Assist in recruitment and approval of new collaborators.
- Communicate concerns, issues and ideas to/from coalition collaborators to/from the Executive Team and Coalition Staff and Consultants.
- Attend monthly Executive Team meetings with at least 75% attendance per fiscal year.

8.1.2. Membership

The Executive Team includes at least 8, but no more than 12 Coalition staff and consultants, collaborators, partners and stakeholders. These individuals are in positions within their organizations to assist with systems change both within and outside of their own organizations. Collaborators and partners may include:

- Local Public Health Association (LPHA),
- Metro Alliance for Healthy Families (MAHF),
- Nonprofit providers of targeted home visiting services
- Statewide or regional organizations,
- State agencies, including the Departments of Health, Education and Human Services, and
- Other stakeholders may be added upon the agreement of 75% of the Executive Team.

8.1.3. Nominations, Appointments & Terms

Nominations for new Executive Team members may come from current Executive Team members, Coalition Staff and Consultants, or Coalition Collaborators and Stakeholders. Nominations will be accepted throughout the year and will be announced in the quarterly newsletter. When positions are open, the Executive Team will vote on these nominations after announced to Coalition Collaborators and Stakeholders. When there are no open positions, these nominations will remain on a list of future candidates for consideration and voted upon when opening occur.

Appointments. Individuals may be appointed to represent public organizations or associations and then nominate them for the Executive Team. These individuals would represent the needs of both the appointing organization and the Coalition.

Terms for Executive Team members are two years, based on calendar year. When new Executive Team members join mid year their term will be adjusted to end at the end of the second year. Executive Team members may serve for up to three terms. To renew a term on the Executive Team, individuals will announce their intention to renew and then proceed through the voting process outlined above.

8.2. Coalition Staff and Consultants

The Coalition staff and consultants include Lifetrack's Senior Director of Educational Services as staff; the Coalition Coordinator as a consultant; and all other staff or consultants paid to provide leadership and work for the Coalition.

8.2.1. Responsibilities of Coalition Staff and Consultants

- Conduct work of the Coalition on behalf of the collaborators, partners, stakeholders and fiscal host.
- Act as a representative for the collective work of the Coalition.
- Assist in the recruitment of new collaborators, partners and stakeholders.
- Staff committees, taskforces and initiatives of the Coalition.
- Work with Lifetrack to assure work of the Coalition is in compliance with its fiscal host.

8.3. Coalition Co-Chairs

The Coalition Co-Chairs provides external leadership for collaborative work of Coalition.

8.3.1. Responsibilities of the Coalition Co-Chairs

- Attend standing committees regularly.
- Act as a representative for the collective work of the Coalition.
- Recruit committee and task force members as needed.
- Assist in the recruitment of new collaborators, partners and stakeholders.
- Attend Executive Team meetings.
- Support performance reviews of Coalition Staff, Coordinator, and Consultants.
- Work with Lifetrack to assure work of the Coalition is in compliance with its fiscal host.

8.3.2. Membership of the Coalition Co-Chairs

Co-Chairs will represent local public health and either a representative from the nonprofit community or philanthropic community. The intent is to have representatives with differing perspectives co-chairing the Coalition.

8.4. Committees, Taskforces and Initiatives

Committees, Taskforces and Initiatives shall carry out their charge and are comprised of Coalition collaborators, partners and stakeholders.

8.4.1. Creation of Committees, Taskforces or Initiatives

Committees, taskforces and initiatives may be established by the Executive Team to carry out the work of the Coalition. The committees, taskforces and initiatives make recommendations through the Executive Team for support and/or action by the statewide Coalition.

8.4.2. Committees, Taskforces and Initiatives Defined

Committees are established to work toward the broad goals of the Coalition. The committees of the Coalition at this time are named Policy and Quality.

Taskforces are time-limited groups that are charged with a specific short-term task on behalf of the Coalition.

Initiatives are segments of the collaborative work around a specific goal(s)/objective(s) of the Coalition.

8.4.3. Committee Purpose and Responsibility Policy (Legislative) Committee

The policy committee works to enhance the existing policies, procedures and resources for targeted home visiting services and programs and to increase access to these services. The Coalition Coordinator, or Consultant, chairs the policy committee. The Coalition Coordinator is responsible for staffing the meetings and reporting back on items that require action or support from the statewide Coalition through the Executive Committee. Its responsibilities include:

- Monitor and inform collaborators, partners and stakeholders of current local, state and national issues and policy discussions related to targeted home visiting services and programs.
- Educate and advocate on issues and legislation pertaining to targeted home visiting services and programs to the Executive Team, Coalition collaborators and stakeholders.
- Offer forums for Coalition collaborators to discuss policy issues and to craft recommendations to address these issues.
- On a regular basis, survey Coalition collaborators to assess emerging and important policy issues.

Quality (Practice Matters) Committee

The quality committee focuses on systems-level strategies for improving the overall quality of targeted home visiting services and programs. The committee is chaired by a Coalition Consultant who is responsible for staffing the meetings and reporting back on items that require action or support from the statewide Coalition through the Executive Team. Its responsibilities include:

- Convene systems-level stakeholders to discuss and develop strategies to support and enhance quality-targeted home visiting programs and practice.
- Promote quality programming and practice expertise as key strategies for ensuring quality targeted home visiting services.
 - Identify, disseminate research and tools, and provide training to effectively improve quality practice.
 - On a regular basis survey Coalition collaborators to assess emerging and important issues or practices to improve quality.
 - Offer a forum for Coalition partners, collaborators and stakeholders to discuss elements of quality.
 - Provide information to Coalition collaborators on promising practices.

8.5. Collaborators Committees

Committees led by collaborators, partners and stakeholders that work in partnership with the statewide Coalition. This includes local, regional and statewide groups that convene around similar goals of the statewide Coalition.

The Executive Team will approve Staff and/or Consultant time, and representation, on Collaborator committees, task forces, networks or coalitions.

9. Participation in the Coalition

9.1. Collaborators and Stakeholders Participation

Collaborators and stakeholders of the Coalition include individuals, agencies and organizations who participate in any activity of the Coalition, including receiving information from the Listserv, responding to surveys, attending events or meetings, participating on Coalition Committees, or participating in quarterly Coalition Meetings. Participation in the Coalition is voluntary. People and/or organizations can request to participate or be invited by other Coalition Collaborators, staff and consultants or stakeholders.

9.2. Decision-making Process

Collaborators and stakeholders will use the Coalition purpose, guiding principles and vision to guide decision-making related to recommendations by committees, task forces and/or Executive Team. The Coalition aims to make decisions that benefit families and communities, not the organizations or structures that support these services. Decision-making will be done by consensus whenever possible. The following steps outline the decision-making process for each committee, task force and/or team:

Step 1: Discussion

Step 2: Proposal

Step 3: Test for Consensus and Identify any Unsatisfied Concerns

Step 4: Collaboratively Modify the Proposal or Address Concerns

Step 5: Assess the Degree of Support

Step 6: Finalize the Decision OR Circle Back to Step 1 or 3

9.2.1 Decisions by Coalition as a Whole

The Coalition as a whole will review and approve the Governance Guideline. These guidelines will be reviewed every two years by the Coalition.

The Coalition as a whole will review and approve the Strategic Plan or Direction of the Coalition. The Strategic Plan or direction will be reviewed every three years by the Coalition.

10. Communications

10.1. Listserv and website

Electronic communications, specifically through e-mails, e-newsletters and website, will be used to notify Coalition partners, collaborators and stakeholders of relevant news and updates related to the Coalition's work.

10.2. Meeting Notices

Meeting notices will be distributed electronically through e-mail, the e-newsletter and website. Paper notices may be made available if resources are available.

11. Role of Lifetrack

Lifetrack will employ all Coalition staff and consultants, provide oversight of Coalition Coordinator, and fully execute all contracts and grants of the Coalition. Under the general authority of Lifetrack, the Coalition operates under the direction of the Executive Team, which includes the Lifetrack's Senior Director of Education Services. Lifetrack is responsible for ensuring that all grant and contract deliverables are met along with all reporting requirements. No advocacy activities of the Coalition will conflict with Lifetrack's programming or own advocacy goals.

11.1. Branding and Visual Identity

The Coalition will recognize Lifetrack as its fiscal host on its website. The Coalition will maintain a web address independent of Lifetrack and have access to its web resources if needed. The Coalition may develop and maintain an identity independent of Lifetrack with resources specific to the Coalition.

11.2. Resource Development

Lifetrack is responsible for identifying, securing and managing the resources for the Coalition from support of its contracted employees.

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