

Southeast Minnesota Human Services Delivery Authority

Detailed Design Phase

Steering Committee Charter

Vision: Quality human services with great results!

Mission: The southeast Minnesota human services delivery authority is a visionary collection of counties united in delivering human services to all its residents by:

- Offering a full continuum of care with consistent high quality
- Emphasizing prevention and early intervention
- Emphasizing innovative, multi-county-wide use of a network of people and resources
- Partnering with clients and community providers
- Being accountable to citizens for effectiveness in care delivery and efficiency in the costs to serve

Rationale: To effectively and efficiently develop a multi-county entity, there must be a governing body that meets regularly to make decisions to set the direction of the development and implementation work.

Purpose: The steering committee is established to guide the counties of Dodge, Steele, and Waseca through the *Detailed Design Phase* for a multi-county human services delivery authority. The *Detailed Design Phase* includes the following components or others that may be identified at a later date:

- Establishing and carrying out the overall plan, schedule, and budget for the detailed design
- Refining the operating model to align with the three participating counties, including:
 - Organizational structure
 - Governance model
 - Funding model
- Mobilizing an interim director and transitional leadership team
- Completing the detailed design of the operating model
- Establishing the legal construct, such as a joint powers agreement, for the new delivery authority, and convening the governing body
- Executing a communications plan and change management plan
- Developing and executing a human resources transition plan
- Developing a final operational budget and detailed financial projections
- Developing and executing a provider contract transition plan
- Developing and executing a plan for administrative systems including financial and payroll
- Developing and executing a strategic plan for technology development, maintenance and transition
- Developing a facilities placement and use assessment and plan
- Developing performance metrics and collection/reporting processes
- Managing service delivery authority certification process and state changes required to support the new model

Steering committee sponsor: The steering committee is sponsored by the individual boards of commissioners for the participating counties of Dodge, Steele and Waseca¹.

Steering committee membership: The steering committee shall be comprised of up to three representatives appointed by each participating county's board of commissioners. The representation from each participating county shall include at least one commissioner and at least one county administrator/coordinator or human services director and may include an alternate, at each county board's discretion.

Authority & decision-making: The steering committee is delegated authority to expend the funding allocated for the *Detailed Design Phase*, with regular and final accounting of expenditures to be provided to participating counties.

Each participating county shall have one vote, with votes only taken of elected officials or their authorized designee.

The steering committee may establish subordinate committees.

The meetings of the steering committee will be held in the spirit of transparent communication, deliberation, consideration of options, and adherence to open meeting law.

The steering committee shall oversee the activities of an interim director and others hired or contracted for the purposes of supporting the detailed design and implementation of the human services delivery authority.

Deliverables and timelines: To enable continued timely implementation, the steering committee shall seek to complete the *Detailed Design Phase* and specified implementation actions by December 31, 2014.

Key dependencies: The successful, on-time, and on-budget completion of the *Detailed Design Phase* is dependent upon:

- Continued commitment by each participating county board to achieving the vision and mission
- Leadership and timely engagement by steering committee members
- Meaningful and timely engagement with other officials, affected department heads, and staff of participating counties.
- Effective, consistent communication with other officials, affected department heads, and staff of participating counties, representatives of bargaining units, and providers.
- Appointing, hiring or contracting with an interim director and administrative support at the outset, and the remainder of a transition leadership team with a plan and schedule recommended by the interim director and approved by the steering committee, to manage, conduct, track, and communicate the work required during this phase.

- Effective financial and project oversight by steering committee.
- Successful pursuit of grants and alternative funding sources.

ⁱ As established by a resolution adopted by the Board of Commissioners of each participating county during the months of June and July, 2013.