

Southeast Minnesota Human Services Delivery Authority

Steering Committee Charter

Vision: A flexible multi-county partnership providing 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 citizens 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 consumers 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, Mower, Steele, and Waseca through the first of three phases of implementation of a multi-county human services (and possibly, public health) delivery authority. The Mobilize Phase includes:

- Revising the operating model and business case based on participating counties, including:
 - Organizational structure
 - Governance model
 - Funding model
- Establishing and confirming funding for the next phase, Cross-Functional Detailed Design
- Confirming and convening a governing body
- Mobilizing program management

- Mobilizing communications and change management approach
- Developing plan and schedule for Cross-Functional Detailed Design phase

Steering committee sponsor: The steering committee is sponsored by the individual boards of commissioners for the participating countiesⁱ.

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.

Authority & decision-making: The steering committee is delegated authority to expend the funding allocated for the Mobilize 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 meetings of the steering committee will be held in the spirit of transparent communication, deliberation, consideration of options, and adherence to open meeting law.

Deliverables and timelines: To enable continued timely implementation, the steering committee shall seek to complete the Mobilize Phase within three months of beginning.

Key dependencies: The successful completion of the Mobilize Phase is dependent upon:

- Leadership with continued timely engagement of steering committee members and participating county board commitment to achieving the vision and mission.
- Effective, consistent communication *with* other officials and staff of participating counties, including representatives of bargaining units, and providers.
- Hiring or contracting with a project manager to manage and track the work required during this phase, and to assure that effective, consistent communication is occurring.

ⁱ As established by resolution adopted by the Board of Commissioners of each participating county during the month of September 2012.