

Delaware School-Based Wellness Centers Strategic Planning Committee Charter

- I. Name: Delaware School-Based Wellness Centers Strategic Planning Committee.
- II. Purpose: The purpose of the Delaware School-Based Wellness Centers Strategic Planning Committee (the Committee) is to advise the Division of Public Health (DPH) on matters related to school-based wellness centers including: (1) the adoption of minimum standards for the provision of high quality services in school-based wellness centers; (2) the selection criteria for expansion of high needs elementary schools at the rate of two per year, contingent on availability of funding; and (3) the development of a three year strategic plan designed to advance the integration of school-based wellness centers to ensure high quality health care services. The Committee regularly reviews the purpose to ensure alignment with legislatively mandated objectives, as such terms are defined in *HB 225 Section 364-3 (2019)*.

- III. Structure and Composition: DPH will serve as the public sector sponsor for the Committee and the designated 21 members shall be designated by DPH. The Committee shall be led by two co-chairs, determined by DPH. The co-chairs are part of the 21 designated members and one ex officio member composition of the Committee. Only members designated to the Committee by DPH have voting rights. The following outlines the composition of the Committee:

STRATEGIC PLANNING COMMITTEE

DPH shall designate no more than 21 members representing the diversity of Delaware's communities and population including but not limited to: professionals specializing in child and adolescent medical and behavioral health; including licensed nurse practitioners, physician's assistants, clinical social workers, psychologists; professionals specializing in primary and secondary education; professionals specializing in evaluation outcomes and data; professionals specializing in public health. The Committee will form three workgroups and appoint two to three executive sponsors for each workgroup. Executive sponsors will serve as liaisons on questions/clarifications that emerge through the workgroup deliberation process. These questions/clarifications along with progress updates will be reported to the Committee at each Committee meeting.

There will be one ex officio member representing DPH.

WORKGROUPS

The members of the workgroups will serve in a voluntary capacity. The workgroups will study technical or policy issues and provide feedback to the Committee. The three workgroups will be:

- (a) Infrastructure, Policy and Operations
- (b) Best Practices and Data
- (c) Finance and Sustainability

The workgroups will be led by two co-chairs who may or may not be executive sponsors. The workgroups may, when appropriate, actively solicit feedback and input from external stakeholders in order to achieve the best solution for any given set of requirements. Each workgroup will meet as needed and determined by the co-chairs to accomplish their charge.

DPH provides staffing support to the Committee, including project management, policy support, research activities, meeting planning and minutes, and writing.

The meetings are public and as such, non-voting members may attend as outlined in Delaware Title 29 §10004 Open Meetings.

- IV. Committee Vacancies: If a vacancy occurs during the term of a designated Committee member, the co-

chairs shall nominate a replacement. The former Committee member will continue to serve in their voting capacity until a replacement is identified. If a designated member is not able to continue serving, the Committee vacancy will decrease the quorum by one until a replacement member is designated.

- V. Member Terms: The term of the Committee is one year and as such each designated member is limited to a one-year term. The workgroups will meet for approximately 90 days, or when the co-chairs determine that the deliverables of the workgroup have been achieved. The workgroups may be extended if the deliverables have not been met, or if the Committee changes the activities that are to be conducted by the workgroup. A request to dissolve a workgroup will be made at a scheduled meeting of the Committee.
- VI. Termination of Membership: Members may be terminated for (a) unprofessional conduct, as determined by the co-chairs; (b) voluntarily choose to remove herself/himself/themself from the Committee; or (c) failure to attend at least one-half (1/2) of the meetings during any consecutive 12-month period. Failure to attend the minimum number of meetings will result in passive resignation. Notice of passive resignation will be issued to a designated member by the Committee, co-chairs and DPH. A member may seek an exemption from passive resignation by submitting a letter or email to the co-chairs that provides an explanation of the exceptional circumstances causing the non-compliance. Examples of exceptional circumstances may include, but are not limited to, conflicting professional responsibilities such as testifying in the general assembly or mandatory staff meetings but also could include illness or jury duty or other personal obligations. The Committee co-chairs and DPH will investigate, and if found appropriate, the member will be reinstated to the Committee at the discretion of the co-chairs.
- VII. Compensation: Members of the Committee and workgroups will serve in a voluntary capacity.
- VIII. Duties:
- (1) The Committee shall develop the strategic road map to expand school-based wellness centers across the state in elementary, middle, and high schools to create a continuum of care for youth that is integral to health and wellness as well as lifelong positive outcomes. The Committee will draft policy, infrastructure, accountability, and financing recommendations to improve the health and educational outcomes of students who receive services from school-based wellness centers by:
 - a. Providing input on the development of the three-year strategic plan
 - b. Developing a blueprint for expanding school-based wellness centers in Delaware to improve health and socio-emotional wellbeing of all students
 - c. Developing a toolkit and recommendations related to infrastructure and capacity needs across elementary, middle and high schools for expansion and operations
 - d. Supporting local community efforts to establish or expand school-based wellness center capacity in primary care, behavioral health, and oral health
 - e. Integrating school-based wellness centers into existing community-based systems of care for health and wellness of students including emerging patient centered models of care
 - f. Identifying the policy, financial and operational considerations in selecting up to two new high need elementary schools for inclusion and funding for school-based wellness centers
 - g. Reviewing and recommending revisions to best practice guidelines
 - h. Supporting the long-term sustainability of school-based wellness centers
 - i. Reviewing the collection and analysis of school-based wellness center data and making recommendations on best practices for the collection, analysis and reporting of the data

- j. Providing guidance on the development of findings and recommendations based on the data
 - k. Conducting other activities the Committee considers appropriate to meet its purpose
- (2) On or before June 30, 2021, the Committee shall report their findings and recommendations on improving the health and educational outcomes of students who receive services from school-based wellness centers to the Delaware Secretary of Health and Social Services, Division of Public Health, Delaware Department of Education.

IX. Meetings

- A. The Committee shall meet no fewer than eight times per calendar year.
- B. All meetings are subject to the Delaware Open Meetings Act.
 - 1. During open sessions, only Committee members (designated and ex officio) and identified DPH staff or representatives will participate. Public attendees may comment during times designated by the co-chairs.
 - 2. A session may be closed according to the provisions of the Delaware Open Meetings Act. The co-chairs will identify which Committee members and DPH staff and representatives will be in attendance.
 - 3. The public may be appointed to participate in workgroups at the discretion of the co-chairs.
- C. A quorum is required for all business deemed a priority by the co-chairs. This includes reviewing research findings, written testimony, reports developed by the Committee and other activities defined by the co-chairs. A quorum of the Committee shall consist of two-thirds (67%) of the designated members, including the co-chairs. A quorum shall be required for the affirmative transaction of official business of the Committee. A simple majority (i.e., 51%) for approval is required for administrative related items such as meeting minutes, project planning, policy and operations documents, and other administrative business. Ex officio responses to transactions are recorded. Public attendees may receive the opportunity to comment on Committee business and feedback may be recorded. Committee business may be voted for electronically in lieu of ability to convene in-person or by phone.
- D. The Committee will make every effort to develop recommendations based on consensus. However, if this proves challenging and the Committee must vote based on quorum, the Committee will commit to capturing the minority position and submit that perspective as part of the final report.
- E. Attendance policy: Members are required to attend, either in person and/or remotely (electronic and/or phone), for at least one-half of the meetings during any consecutive 12-month period. Certain circumstances, such as inclement weather, illness, and scheduling conflicts may be considered as attendance exemptions by the co-chairs (as described in Article III, Termination of Membership). Each Committee member may appoint one designee with decision-making authority on their behalf. Each Committee member should make every effort to attend each meeting but, if they were to have a scheduling conflict, they should send their designated proxy in their stead to fully act on their behalf at the meeting.
- F. Meeting minutes are recorded for all full Committee meetings. Approved meeting minutes and agendas will be publicly available.