

**Los Angeles County**  
**Community Prevention and Population Health Task Force Charter: Mission, Responsibilities & Membership**

**Introduction: Community Health Planning to Improve Population Health and Health Equity**

On August 11, 2015, the Los Angeles County Board of Supervisors approved the development of a Health Agency, which would serve as an umbrella to integrate services across the Departments of Health Services, Public Health and Mental Health. As part of this Board motion, Supervisor Mark Ridley-Thomas made an amendment that created a Community Prevention and Population Health Task Force (Task Force) to report to the Board of Supervisors with priority recommendations to promote health, equity, and community well-being in Los Angeles County.

Parts of our Los Angeles County community continue to experience significantly worse health than others. Narrowing health disparities, and achieving healthy communities with healthy people, requires solutions to address the “positive” root causes of good health, including community safety, quality education, a self-sufficient income, and safe, quality, affordable housing. The Task Force’s recommendations and other activities will play a key role in identifying actions, resources, policies, and programs that can promote healthy and equitable communities.

In addition, the Task Force will oversee the Department of Public Health’s ongoing County-wide community health planning efforts to improve the population health for all Los Angeles County community members, with a particular focus on guiding the development and implementation of the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP). The CHA is a comprehensive report that describes the health status and health behaviors of people in Los Angeles County, as well as the neighborhood conditions (the social and physical environment) that contribute to health. The CHIP is a 5-year strategic plan for the Department of Public Health (DPH) and community stakeholders to collectively improve the health of all residents. Its implementation involves partners from different sectors, such as health, education, housing, transportation, and business, and diverse organizations, such as government agencies, community-based organizations, and foundations.

**A. Mission of the Community Prevention and Population Health Task Force:**

- Report to the Board of Supervisors with priority recommendations to promote health, equity, and community well-being in Los Angeles County with a focus on population health improvement.
- Make recommendations to the Board of Supervisors, the Health Agency, and DPH on public health priorities, initiatives and practices that will achieve health equity and healthy communities.

- Serve as the advisory body to the Health Agency’s Center for Health Equity (CHE).
- Provide leadership and strategic direction for community health planning in Los Angeles County, which includes the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and other strategic efforts to promote strong population health.

**B. Responsibilities of the Task Force**

1. Provide big-picture oversight of health equity and population health efforts in Los Angeles County and identify new opportunities to advance community well-being, while bearing in mind the interconnection of many issues that influence health.
2. Develop a yearly work plan that may include, but is not limited to: commentary for pending issues before the Board of Supervisors, Health Agency, and DPH through letters and other forums; partner with Board of Supervisors’ offices to draft motions for consideration by the Board; hold briefings for the Board of Supervisors on public health priorities; and organize community meetings among key stakeholders to get input on critical issues.
3. Advise the Health Agency’s Center for Health Equity (CHE) on health equity priorities and the Task Force's vision for the future direction of the CHE.
4. Prioritize CHIP strategies, provide input into CHIP implementation plans, evaluate progress made implementing the CHIP, revise the CHIP as needed, including the addition or deletion of strategies, and provide guidance on the development of new CHAs and CHIPs.
5. Create strategic partnerships between the CHIP and other key plans and initiatives in Los Angeles County with similar goals, such as nonprofit hospitals’ health improvement planning efforts, and the Department of Mental Health’s Health Neighborhoods initiative, which aims to improve coordination of services for behavioral and personal health and address social determinants of health, such as poor housing and poverty.
6. Ensure the process to develop and implement the CHA and CHIP continues as a strong partnership with community stakeholders.

**C. Responsibilities of the Task Force Members**

*Attendance at meetings*

1. Attend all meetings, which will be held on a regular basis.
2. Attend all meetings without substitution to provide continuity to the Task Force meetings, as each Task Force member is a voting member.
3. Be available for one-on-one periodic telephone or email consultation between meetings with Task Force staff.

#### *Decision-making*

4. Commit to a decision-making process that aims to make decisions by consensus of the Task Force members who are in attendance at the meetings. If consensus is not reached, Task Force decisions will be made by majority vote. A quorum of Task Force members (13 members when the Task Force has 25 members) must be present at a meeting to make decisions.

#### *Recommendations to DPH for CHIP multi-stakeholder workgroups*

5. The Task Force will recommend to DPH the formation of new CHIP multi-stakeholder workgroups to address key public health priorities identified by Task Force members and by stakeholders participating in community health planning efforts (e.g. the Community Health Assessment and the Community Health Improvement Plan).
6. Recommend to DPH key partners with issue expertise to participate in particular CHIP multi-stakeholder workgroups. Task Force members are encouraged, but not required, to participate in a CHIP workgroup.

#### *Communication with communities*

7. Report back to the communities, organizations, alliances, or coalitions represented to ensure that constituencies stay informed of the Task Force's work and to allow members to stay informed about constituency public health priorities.

### **D. Qualifications of Task Force Members**

1. Members are appointed for their deep knowledge and experience in their respective fields and their commitment to the Task Force's mission to create the community conditions that foster good health.
2. Members should have recognized experience in at least one of the key fields that advances the work of public health.
3. Members are expected to have strong partnership skills, including the ability to consider different perspectives, a desire to promote public health policies and systems change that impact areas outside the specific focus of their organizational affiliation(s), and the ability to work collaboratively and cooperatively.
4. Members must either reside or work in Los Angeles County.

### **E. Structure of Task Force**

#### *Co-Chairs*

1. The Task Force will be led by two Co-Chairs to be selected by vote of at least a quorum of the entire Task Force membership. The Co-Chairs' term will be limited to one 2-year term. A Co-Chair's term may be less than 2 years if the Co-Chair's Task Force membership term ends prior to the end of the Co-Chair's term and the Co-Chair is not re-appointed to the Task Force. Members can nominate themselves for these leadership roles or be nominated by another member of the Task Force.

2. Co-Chairs should have skills to: develop agendas that move the Task Force forward on its priority areas; facilitate meetings effectively, allowing for the full participation of members; and maintain an atmosphere of collaboration and cooperation among Task Force members.
3. A Co-Chair may resign after submitting a written resignation to their Co-chair and the Task Force members.
4. If a Co-Chair resigns or their Task Force membership term expires without their re-appointment, the Task Force shall nominate and vote on a successor Co-Chair at a regularly scheduled meeting of a quorum of its members.

#### **F. Size of Task Force and Member Terms**

1. The Task Force will consist of a minimum of 18 and not more than 25 members.
2. A Task Force member will serve 2-year terms with a maximum of three 2-year terms.
3. Task Force membership will consist of public health stakeholders who represent diversity, including but not limited to subject matter, gender, race/ethnic, and geographic diversity. To ensure geographic diversity, each of the five Supervisors shall appoint three Task Force members to represent his/her district.
4. A Task Force member's 2-year term starts on the day after the previous two-year term.

#### **G. Selection of Task Force Members**

1. The members of the Task Force will be appointed through two processes: 1. Appointments by each Supervisor and 2. A self-nomination application process.
2. Each Supervisor may appoint up to three Task Force members who meet the general membership qualifications listed above for a total of up to 15 appointments by the Board of Supervisors.
3. In addition, community stakeholders can nominate themselves to serve on the Task Force. Up to ten (10) Task Force members may be selected from the self-nomination application process. Prospective members must complete the nomination application forms and submit them to DPH (see #5 below). These persons may or may not be official representatives of their employing organizations.
4. To encourage a variety of experiences and opinions on the Task Force, effort will be made to avoid appointing more than one member from the same organization. It is allowable, under certain circumstances, for up to three persons to be employed by the same organization to serve on the Task Force at the same time.
5. In order to select up to ten individuals from the self-nomination application process, DPH staff will set up a Nominating Committee comprised of internal (DPH) and external (non-County) representatives who will review all nomination application forms, which shall include the applicant's resume and professional references to assess whether the applicant meets the general membership qualifications, has committed to the responsibilities of Task Force membership, and will bring the needed expertise, experience and diversity, as stated on the Task Force nomination form and in the Task

Force “Mission, Responsibilities & Membership” sections of the Charter.

6. Vacancies can be filled at any time during the year. Task Force members can begin their terms at any time during the year pending Board approval.

#### **H. Resignation of Task Force Members**

1. A Task Force member may resign after submitting a written resignation to the Co-Chairs of the Task Force.
2. Missing three consecutive meetings will lead to an automatic resignation, unless the Task Force member has extenuating circumstances such as a protracted illness or family emergency and communicates the need for an absence to the Co-chairs or to DPH staff.

#### **I. Staff Support for the Task Force**

1. Staff from the DPH will provide leadership and support to the Task Force with a particular focus on organizational planning and coordination, technical assistance, document development (e.g. drafts of Task Force recommendations, CHAs, and CHIPs), relationship-building with key partners, and administrative support for the Task Force (e.g. scheduling meetings, note-taking).
2. Staff will collaborate closely with the Task Force Co-Chairs to manage the overall work of the Task Force, plan meetings, and make strategic agendas.

#### **J. Amendments to the Task Force Charter**

1. Proposed changes to the Task Force Charter may be added to a Task Force meeting agenda for discussion and approval by the Task Force. Any changes to the Task Force Charter may only be made by the vote of a supermajority or 60% of a quorum of the Task Force membership at a regularly scheduled Task Force Meeting.

#### **K. Tasks for Future Task Force Members**

There are a number of issues that the Task force once formed may decide to address:

1. Development of a Charter to further describe the operations of the Task Force
2. Involvement of community members and youth in Task Force activities
3. Consideration of revisions to the mission statement
4. Creation of additional leadership positions on the Task Force