

Mission: To identify community health assets and issues in Charlotte County, set actionable strategies for priority health objectives, and monitor progress toward those objectives.

Purpose: To improve quality of life for all Charlotte County residents.

Vision: Charlotte County will be a vibrant, resilient community where all will be active, safe, and prosperous.

Membership/Roles:

Healthy Charlotte is comprised of representatives from agencies throughout Charlotte County, Florida, as well as private citizens. This group acknowledges that collaborative initiatives to address the social determinants of health (SDOHs) are the most effective way of reducing health disparities and improving quality of life.

CHAIRPERSON

The Chairperson is elected by majority of the Healthy Charlotte Stakeholders and shall preside at all meetings of Healthy Charlotte. At each meeting, the Chairperson shall submit such recommendations and information as she/he may consider proper concerning the business affairs and policies of Healthy Charlotte.

Term Limit: 3 years, elected from existing active Healthy Charlotte Stakeholder members; January 1-December 31.

VICE-CHAIRPERSON

The Vice-Chairperson is elected by majority of the Healthy Charlotte Stakeholders and shall perform the duties of the Chairperson in the absence, incapacity, resignation, removal, or death of the Chairperson until such time as Healthy Charlotte shall elect a new Chairperson.

Term Limit: 3 years, elected from existing active Healthy Charlotte Stakeholder members; January 1-December 31.

HEALTHY CHARLOTTE LIAISON

The Healthy Charlotte/CHIP Coordinator (*primary Department of Health representative*) shall serve as the Healthy Charlotte Liaison, keep the records of Healthy Charlotte meetings, including all votes, keep a record of the proceedings in SharePoint, and schedule all Healthy Charlotte meetings.

Primary Duties:

- Lead meetings
- Identify evidence-based initiatives and/or best practices for identified priorities
- Track next steps and action items
- Develop progress reports
- Provide administrative support, to include: agendas, minutes, and scheduling meetings

An alternate may be designated to perform the duties of the Healthy Charlotte Liaison.

Stakeholder Member Role:

- Determine priority health issue from Steering Committee recommendations.
- Determine initiative(s) from Steering Committee recommendations.
- Provide feedback to Steering Committee and Task Force(s) based on progress reports.
- Elect Healthy Charlotte Chair and Vice-Chair positions.

Steering Committee Member Role:

- Review and identify top priority health issues in Charlotte County to present to Stakeholders.
- Review and identify top evidence-based initiatives to present to Stakeholders.
- Establish and participate in Task Force(s).
- Identify and recruit Task Force members for chosen initiatives.
- Monitor progress on initiatives and provide support to Task Forces.
- Provide progress report to Stakeholders twice a year.

Task Force Member Role (as needed):

- Develop action plan and timeline for identified initiative.
- Implement action plan.
- Monitor and identify barriers/factors for success and will report back to Steering Committee.

Meeting Schedule and Process:

- Frequency of Steering Committee meetings: quarterly meetings.
- Frequency of Stakeholder meetings: twice a year.
- Taskforce meetings will convene on an ad-hoc basis.

Measures of Success:

- To collectively achieve positive results for 80% of CHIP objectives by the completion of the CHIP.
- Accomplishments communicated biannually at the Healthy Charlotte Stakeholders Meeting.
- In collaboration with community partners, every 5 years a Community Health and Needs Assessment (CHNA) will be conducted and utilized to inform the Community Health Improvement Plan (CHIP).