Montana Western Regional Healthcare Coalition Bylaws

[Year]

**BYLAWS**

**ARTICLE I: DEFINITION, NAME & GEOGRAPHICAL AREA**

**Section 1: Definition**

1. A Healthcare Coalition (HCC) is defined as a group of individual healthcare organizations that operate within a Multi-Agency Coordination (MAC) System and specified geographic area(s). The HCC agrees to work together to enhance their response to emergencies or disasters. The HCC is composed of relatively independent organizations that voluntarily coordinate their preparedness, response, and recovery planning
2. The HCC does not conduct command or control of emergency operations.

**Section 2: Title**

1. The name of this organization shall be the Montana Western Regional Healthcare Coalition (WRHCC).

**Section 3: Mission**

1. The mission of the WRHCC is to provide a collaborative structure for regional healthcare organizations, providers, and their partners to facilitate all-hazards disaster and emergency preparedness, response, and recovery through coordinated planning, training, and exercise opportunities.

**Section 4: Vision**

1. The vision of the WRHCC is to guide, refine, and coordinate activities of its healthcare members in an effort to aide preparation and management for any emergency, ensuring a safer region and state for all of its residents and visitors.

**Section 5: Boundaries**

1. Boundaries are defined by Executive Committee members with approval by the Advisory Council.

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1. The WRHCC’s geographical area includes the following counties: Lincoln, Flathead, Sanders, Lake, Mineral, Missoula, Ravalli, Granite, Powell, Deer Lodge, Silver Bow, Beaverhead, Madison and the Confederated Salish and Kootenai Tribes of the Flathead Nation**.**

**Section 6: Roles within Boundaries**

1. The role of the WRHCC is to communicate and coordinate and not replace or interfere with official command and control structure authorized by state and local emergency management. This includes planning, organizing and equipping, training, exercises and evaluation. This includes coordinated plans to guide decisions regarding healthcare support.
2. The WRHCC will:
3. Facilitate more effective, efficient and timely situational awareness and coordination of resources, resulting in an overall improved healthcare emergency response.
4. Provide a forum for the healthcare community to interact with one another and with other response agencies at a county, region, and state level to promote emergency preparedness.
5. Foster communications between local, regional, and state entities on community-wide emergency planning and response.
6. Facilitate collaborative planning to ensure a strong and resilient healthcare system for response and recovery to an incident-driven medical surge.
7. Coordinate disaster related surge training for healthcare responders.
8. Improve healthcare response capabilities through coordinated exercise and evaluation.
9. Issue grants and offer training and exercise opportunities to WRHCC members.
10. Local Emergency Management will coordinate Emergency Support Function #8 (ESF-8 Public Health and Medical Services) related activities between responding agencies and the State Emergency Response Coordination Center.

**ARTICLE II: EXECUTIVE COMMITTEE**

**Section 1: Definition and Roles**

1. The Executive Committee must include representatives from hospitals, long-term care, home care, emergency medical services, public health departments, and emergency management. The Executive Committee can also include representatives from hospice, psychiatric residential treatment, surgery centers, urgent care, primary care, rehabilitation, community health, transplant centers, rural health clinics, federally qualified health centers, organ procurement, end stage renal disease facilities, and other healthcare agencies.
2. The Executive Committee will contain a maximum of 15 members and attempt to keep the maximum number at all times.
3. The Executive Committee will function as the governing body of the WRHCC. This includes approving or rejecting grant applications and determining annual budgets.
4. The Executive Committee must maintain a Preparedness Plan, Response Plan, and Recovery Plan based on a Hazard Vulnerability Assessments (HVA) and other HPP deliverables for their respective region.

**Section 2: Officers**

1. The Executive Committee shall appoint the following positions from current active Committee members by majority vote:
2. Chairperson:
3. The Chairperson shall provide the direction and leadership of the Regional Coalition. He or she presides at meetings and prepares the agenda, signs any instrument which the WRHCC is authorized to sign or execute, and in general performs the duties incidental to the office and other such duties as prescribed by the WRHCC. The Chairperson will represent their region on the HCC State Advisory Council.
4. Co-Chair
5. The Co-Chair will assist the Chairperson in providing the direction and leadership of the WRHCC. The Co-Chair will serve in the absence of the Chairperson and assume the position of the Chairperson if unable to complete the term of office.
6. Secretary
7. Secretary duties will be a performed by HPP staff. HPP will provide meeting minutes, coordinate with WRHCC Chairperson, and provide an annual report of activities of the previous year during 1st quarter meetings. The Secretary will maintain WRHCC membership roster.
8. Treasurer
9. The Treasurer shall complete quarterly financial reports before meetings and ensure reimbursement forms and other expenditure expense are properly completed for submission to HPP. Additionally, the Treasurer shall audit all financial transactions and ensure they reconcile with the Fiduciary monthly reports provided by MHA.

**Section 3: Election of Officers**

1. Any Executive Committee member in good standing can be nominated to be an officer. To be in good standing, a member must have attended 75 percent of all meetings. Nominations must be made to the WRHCC by March 31 and can be emailed to HPP.

1. If an appointment is contested, a blind vote will be conducted by the WRHCC membership for the final officer election at the Regional Meetings. For those attending the meeting via teleconference, Survey Monkey will be provided to maintain the blind vote principle.
2. Newly elected officers shall be announced by May 31 to allow a proper transition period of fiscal and other pragmatic responsibilities.

**Section 4: Length of Service**

1. The Chairperson will serve a three (3) year term with the Co-Chair filling the Chairperson position the following third (3) year term.
2. The Co-Chair will serve a term as Co-Chair for one and half (1.5) years and then move into the Chairperson position for an additional one (1) year term for a total of three (2.5) years.
3. The Secretary will serve a term of one (1) year and can remain in that position if voted upon by the WRHCC Membership.
4. The Treasurer will serve a term of one (1) year and can remain in that position if voted upon by the WHRCC Membership.
5. Terms shall commence on July 1st and will end on June 30th.

**Section 5: Removal of Regional Coalition Executive Members**

1. WRHCC members can request the removal of an Executive Committee member. Examples of removal include non-attendance of Executive Committee meetings, misuse of funds, theft, etc. Upon a 2/3 vote of the Executive Committee, the member may be removed, and the State Advisory Council will be notified of the final decision through written documentation.

**Section 6: Member Vacancies**

1. In the event of a vacancy of an Executive Committee position, for any reason, the Executive Committee along with the HPP office will seek another representative from that organization type.

**Section 7: Conflict of Interest**

1. An Executive Committee member who has a direct personal interest in any matter placed before the WRHCC shall disclose his or her interest prior to any discussion of that matter.  The disclosure shall become a part of the record of the WRHCC official proceedings.  The conflicted member shall refrain from further participation in any action relating to the matter. The conflicted member shall also abstain from voting on funding requests on the matter.

**Section 8: Meetings**

1. Executive Committee meetings will be open to the public with meeting announcements being published on the state website at least forty-eight (48) hours prior the WRHCC meeting.
2. Executive Committee meetings will be scheduled quarterly at a minimum.
3. Agendas for all meetings of the Executive Committee shall be provided within five (5) business days prior to the meetings.
4. Minutes will be recorded at each meeting by the Secretary and distributed prior to the next meeting.
5. Meetings will be held at locations convenient for Executive Committee members. Electronic (virtual) meetings are allowed, if available.
6. Emergency meetings may be convened at the request of an Executive Committee Member or the Montana Healthcare Preparedness Program made to the Chairperson provided that written notice is given to all active members with as much notice as possible to the proposed meeting stipulating the time, place, and objective of the meeting. No business may be transacted at an emergency meeting except that which is specified in the notice. A quorum must be available for any business to be binding.

**ARTICLE III: COALITION MEMBERSHIP**

**Section 1: Membership**

1. Membership to the WHRCC is open to all healthcare agencies and organizations within the regional geographic area that agree to work collaboratively on healthcare disaster and emergency preparedness and response activities while adhering to the MT DPHHS Hospital Preparedness Program/Public Health Emergency Preparedness (HPP/PHEP) Cooperative Agreement.

**Section 2: Eligible Organizations for Membership**

1. Eligible organizations include representatives from hospitals, long-term care, home care, emergency medical services, public health departments, emergency management, hospice, psychiatric residential treatment, surgery centers, urgent care, primary care, rehabilitation, community health, transplant centers, rural health clinics, federally qualified health centers, organ procurement, end stage renal disease facilities, and other healthcare agencies.

**Section 3: Membership Roster**

1. A membership roster of current organizations shall be maintained and updated by the WRHCC and provided to the HPP. The roster will be an agenda item at WRHCC Executive Committee meetings to check for accuracy. The roster will be updated and attached to meeting minutes.

**Section 4: Membership Responsibilities**

1. Attend biannual meeting in person or virtually. Absences from the meetings may be excused with proper reason provided to the Executive Committee. Requests for excused absences must be submitted to the HPP Office.
2. Participate in collaborative regional preparedness planning on behalf of their representative sector.
3. Participate in the development of regional surge capacity plans, inter-organizational agreements, and collaborative emergency response plans.
4. Contribute to meeting WRHCC priorities, goals, and contractual deliverables.
5. Approved organizations will have a single representation and vote on questions and issues placed before the membership.
6. Recruitment of other healthcare organizations to participate in the WRHCC.
7. React to regional emergencies and disasters in collaboration with other members as in accordance with the Montana Mutual Aid document.

1. Participate in sub-committees and workgroups as requested by members or individuals and organized under the umbrella of the WRHCC. These sub-committees and workgroups may exist and function temporarily or long-term, as needed.
2. Participate in training and exercises.

**Section 5: Meeting Rules**

1. Meetings will be held following Roberts Rules of Order (current edition) and shall be used to guide the conduct of WRHCC meetings.

**Section 6: Bylaws Review and Amendment**

1. Bylaws will be reviewed annually and may be revised as needed. Bylaws, or portions of, can only be altered, amended, or repealed by the affirmative attending two thirds (2/3) majority vote of the WRHCC members.

**ARTICLE IV: FUNDING AND GRANTS**

**Section 1: Funding**

1. Primary funding for the WRHCC comes through the US Department of Health and Human Services (HHS), Assistant Secretary for Prevention and Response’s Hospital Preparedness Program (ASPR‐HPP).
2. The HPP program will allocate funds to the WRHCC via the fiduciary agent, MHA, with the primary goal of developing collaborative system‐wide health and medical disaster preparedness, response, and recovery planning capabilities.
3. This budget can be changed with majority vote by the Executive Committee.

**Section 2: Grants**

1. To be eligible for grant funding, organizations must have a signed Letter of Commitment (LOC) ensuring executive involvement (**See Attachment 1**) and follow the outlined WRHCC Grant Guidelines (**see Attachment 2**).
2. Approved grants must only be used for the benefit of the entire WRHCC.
3. Grants cannot be used directly by a Public Health Department or Disaster and Emergency Services (DES). They are partner agencies eligible for their own grant programs.
4. Any precedence of allowable or disallowable grants set by another Montana RHCC should be considered.
5. If by March 31st, there is still grant money available with no foreseeable regional projects to spend the money, then remaining funds can become fungible. In this reference, fungibility relates to the remaining monies becoming interchangeable with other RHCCs. The region receiving the funds must have regional projects, unfunded grants, or the monies can be used for a statewide venture

**Section 3: Grant Approvals**

1. Each Executive Committee member shall receive the grant application one (1) week prior to the next Executive Committee meeting. Each Executive Committee member shall have one vote.
2. The Chairperson will refrain from voting unless there is a tie, and then he or she will be the final and deciding vote.
3. Approval shall be determined by a simple majority of the Executive Committee.

**Section 4: Fiduciary Agent**

1. The Fiduciary Agent for the WRHCC is the Montana Hospital Association (MHA).
2. Montana DPHHS will move HPP monies to MHA by September 30 of each year.
3. The CDC model of distribution will be used. Half of the total amount will be divided equally into four shares with the remaining half distributed by the region’s population percentage.
4. Any approved expenditures must be signed off by the Executive Committee Chairperson, and Co-chair than sent to Montana HPP for validation before proceeding to MHA.

**ARTICLE V: STATE OF MONTANA HEALTHCARE PREPAREDNESS PROGRAM**

1. Serve in an advisory role to the Executive Committee.
2. Facilitate WRHCC meetings.
3. Provide consultative and informed input into key decisions and ensure integrated planning similar to that of a multi-agency coordinating group.
4. Serve as workgroup facilitators during WRHCC planning sessions and activities.
5. Assemble, finalize, and submit all administrative documentation as required to appropriate agencies per Federal funding requirements (e.g., grants and plans).
6. Assist in the coordination of exercises, evaluations and training at the local, regional, and state level.
7. Receive grant funding requests from the WRHCC members and submit all WRHCC approved expenditures for payment as defined by the fiduciary contract.

**RECORD OF CHANGE:**

* First draft: January 2017
* Second draft: June 2017
* Third draft: August 2017
* Final: September 2017
* Revised: July 2018
* Revised: November 2018
* Revised: January 2019
* Revised: August 2019

**SIGNATURE PAGE**

WE, THE UNDERSIGNED MEMBERS OF THE MONTANA WESTERN REGIONAL HEALTHCARE COALITION EXECUTIVE COMMITTEE, HAVE **APPROVED** THE BY-LAWS.

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Michelle Kimball (Chair) Date

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Robert Nelson (Co-Chair) Date

**ACCEPTED AND APPROVED ON BEHALF OF THE**

**STATE OF MONTANA HEALTHCARE PREPAREDNESS PROGRAM**

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Don McGiboney, Cindee McKee Date

**Attachment 1**

**Montana Regional Healthcare Coalition  
Letter of Commitment**

By signing this letter of commitment and participating in the Montana Hospital Preparedness Program FY19/20. Awards this facility will:

1. Utilize award funds in accordance with federal guidelines and will maintain files of all purchases that will be available upon request during site visits from a representative of the Montana Healthcare Preparedness Program (HPP) office.
2. Participating in the Annual Coalition Surge Test (CST), if tasked.
   * Must submit documentation of executive participation in AAR’s and Hot-Wash after an exercise.
3. Participating in Semi-Annual Redundant communication exercises initiated by the MT HPP Office.
4. Implementing and maintaining the 11 components of the National Incident Management Systems (NIMS).
5. Participating in HAvBED as initiated by the MT HPP Office.
   * Healthcare facilities that have bed capacity must participate in this exercise
6. Participating in Montana Healthcare Mutual Aid System (MHMAS) Exercises as initiated by the MT HPP Office.
7. Participating in sharing Essential Elements of Information (EEI)

<https://PHEP.formstack.com/forms/system_status_report_hics_251>

1. Submit a copy of your facilities Evacuation Plan to the MT HPP Office by June 30, 2020.
2. Submit a copy of your facilities Mass Casualty/Surge Plan to the MT HPP Office by June 30, 2020.
3. Hospitals must ensure that they are prepared to receive, stabilize, and manage pediatric patients. More information can be obtained at <http://dphhs.mt.gov/publichealth/emsts/emsc>
4. Hospitals must collaborate with local Public Health to develop policies and procedures for implementing Facility Closed Point of Dispensing (POD) and provide copies to the MT HPP Office.
5. Attend Local Emergency Planning Committee (LEPC) meetings or local Emergency Support Function (ESF)-8 meetings.
6. Incorporate Access and Functional needs populations into the facility Emergency Operations Plan (EOP) to include Family Reunification procedures utilizing emPOWER data and Social Vulnerability index provided by the MT HPP Office every 6 months.
7. Participating in Regional Healthcare Coalition Meetings as scheduled.
8. Share upcoming exercises with the MT HPP Office.
9. Develop, maintain, and improve understanding of Infection Prevention Program.
10. Submit an End of Year Report by July 30, 2020.

**Attachment 1 (continued)**

**FY 2019/2020 Hospital Preparedness Program**

**Letter of Commitment**

**We understand that participation in the Montana Hospital Preparedness Program FY2019/20 Awards requires participation in the above listed grant deliverables.**

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CEO/Administrator Name Printed

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**(Signature)**  **(DATE)**

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Facility Emergency Planner Name Printed

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**(Signature)**  **(DATE)**

**Attachment 2**

**Western Regional Healthcare Grant Guidelines**

**Instructions for WRHCC grant applications:**

Grant project period is from July 1, 2019 to June 30, 2020.

Grant Applications must be submitted no later than March 31, 2020, although there are no guarantees grant monies will still be available.

All approved grant monies must be obligated by June 30th. If not, grant monies can be requested to be returned to issue to other grant applications. Extensions can be offered on a case by case basis.

Grants Applications are applicable to the following organization categories:

Hospitals, Ambulatory Surgical Centers (ASCs), Hospices, Psychiatric Residential Treatment Facilities (PRTFs), All-Inclusive Care for the Elderly (PACE), Transplant Centers, Long-Term Care (LTC) Facilities, Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), Hospice, Home Health Agencies (HHAs), Comprehensive Outpatient Rehabilitation Facilities (CORFs), Critical Access Hospitals (CAHs), Clinics, Rehabilitation Agencies, Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services, Community Mental Health Centers (CMHCs),Organ Procurement Organizations (OPOs), Rural Health Clinics (RHCs) and Federally Qualified Health Centers (FQHCs), End-Stage Renal Disease (ESRD) Facilities, and Emergency Medical Services (EMS).

* The following are proposed initiatives and focus areas from the Office of the Assistant Secretary for Preparedness and Response (ASPR). If your grant request touches on one or several of the initiatives, there is a better chance of approval. 
  + Medical Surge
  + Patient Transportation
  + Evacuation Plans
  + Coordinating Medical Resources
  + Health Surveillance
  + Information Sharing
  + Building Situational Awareness
  + Improved Alerting and Communication
  + Bed Availability
  + Patient Tracking
  + Networking Opportunities with Stakeholders

**Attachment 2 (continued)**

**Grants Applications must provide a benefit to all within the RHCC**.

The following are **not** allowed: salaries, motorized vehicles, furniture, research, clinical care, reimbursement of previous year purchases, publicity, lobbying, construction, back-filling staff, staff clothing, animals, living quarters, single facility benefit, nor supplanting other federally required activities.

**No profit can be made by a requesting facility through an RHCC grant.**

**No trainings can be offered that are available at no cost elsewhere.**

**\*Items purchased with RHCC grant monies are coalition assets and if available and reasonable, are to be loaned to requesting facilities.**

**If your facility CEO has not already signed the Montana Regional Healthcare Coalition Letter of Commitment (LOC), that will need to be accomplished before grant submission.**

**Please email Cindee McKee @ cindee.mckee@mtha.org to request a copy of the LOC prior to submitting grant and attach on the final page of the grant application.**

***Any awards should be to develop activities that clearly integrate and enhance preparedness activities with the overall effect of making healthcare systems function in more efficient, resilient, and coordinated manner. As a final reminder, these funds are to be used to supplement and develop, not supplant, current resources supporting healthcare preparedness*.**