Community Health Needs Standing Committee
Meeting Agenda
April 21, 2023 at 11:30 AM
Cove Community Center – Conference Room
12525 Lake Ave, Lakewood, OH 44107

I. Review and approve committee bylaws

II. Discuss leadership
   a. Appoint a committee chair and vice chair

III. CHNA Action Item Work Plan
   a. Review Education and Health Care Access and Quality sections

IV. Discuss committee name

V. Set agenda for May 2 meeting

VI. Discuss standing meeting date

BYLAWS OF THE COMMUNITY HEALTH NEEDS STANDING COMMITTEE

Definitions. For purposes of these bylaws, the terms set forth below shall have the following meanings:

City. City of Lakewood

City Council. Lakewood City Council

City Department. Lakewood City Department

Mayor. Mayor of Lakewood

Resolution No. 2023- 09. It is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements. Approved March 8, 2023.

Article I – Name

The name of this organization shall be Community Health Needs Standing Committee, hereinafter referred to as "the Committee."

Article II – Purpose

The purpose of the Committee is to support the development and implementation of actions related to identified health needs as well as the consideration of future opportunities for community partnerships, programming, and other initiatives to build and sustain a culture of health action in Lakewood.

Section 1. The duties of the Committee are:
1) To advise and recommend actions to City Council, the Mayor, and other public and private entities related to health needs within the City;
2) To promote the general improvement of partnerships, programs, and other initiatives related to health needs within the City; and
3) To encourage education and investment in health needs and to identify opportunities for action.

Section 2. The Committee shall have the following authority:
1) To adopt bylaws and other governing roles or regulations, to be reviewed annually, deemed necessary to facilitate its purpose and function;
2) To initiate, plan, direct, and coordinate community-wide efforts related to its purpose and duties;
3) To advise and make recommendations to Council, the Mayor, and the private sector regarding measures which it deems necessary to achieve its purpose and to meet its duties.
4) To call on subject -matter experts to advise on matters when useful.

Section 3. The Committee may request that the City Administration enter into agreements with other public or private entities when deemed necessary to carry out its duties.

Section 4. The Committee shall provide an annual report of activities to Council, the Mayor, and other public and private entities related to identified health needs within the City.

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Article III – Membership

Section 1. The Committee shall be initially composed of seven core organizational members, with additional stakeholder organizations participating as necessary. The following constitute the core members with each entity having one named member.
1) Department of Planning & Development
2) Department of Human Services
3) Healthy Lakewood Foundation
4) Three Arches Foundation
5) City Council – Chair of the Health and Human Services Committee
6) Lakewood City Schools – Community and District Activities
7) Lakewood City Schools – Student Services

Section 2. Subsequent appointments will be coordinated and confirmed by the core members. The Committee will extend an offer of appointment to a desired organization, which will then provide their designated representative. Once confirmed, the appointees shall serve a two-year term and are eligible for reappointment.

Section 3. The Committee shall have the flexibility to alter or expand the composition of member stakeholder organizations when deemed appropriate. Changes to the composition of the Committee shall be nominated from the membership at large and considered regarding the purpose, anticipated contribution, and duration of, the nominated change. Any change to Committee membership requires approval of a majority of active representatives. At no time shall the Committee exceed 21 total members.

Section 4. All appointments beyond the initial seven core organizational members shall be made to provide representation, subject matter expertise, and resources to address identified health needs within one or more of the social determinants of health (SDOH) as follows:
1) Economic Stability.
2) Education Access and Quality
3) Health Care Access and Quality.
4) Neighborhood and Built Environment.
5) Social and Community Context.

Section 5. City Department representatives shall be responsible for ensuring routine staff and clerical functions of the Committee, including issuing public notices and keeping minutes.

Article IV – Officers

Section 1. The officers of the Committee shall be a Chair and Vice Chair chosen from its membership. Vacancies in office shall be filled by vote at the next regular meeting of the Committee after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There shall be no limit on the number of terms an individual may serve as an officer.

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Section 3. The Chair shall preside over all meetings of the Committee. The Vice Chair shall assume and perform the duties and functions of the Chair in their absence.

Article V – Meetings

Section 1. The annual meeting of the Committee shall be held at such time after the close of the calendar year as is necessary to report on activity for the prior year, but not after the end of the month of March.

Section 2. A simple majority of current members shall constitute a quorum for the transaction of business at any regular meeting.

Section 3. The Chair shall be responsible for establishing and distributing the meeting agenda. Minutes will be taken by a City Department representative or designee.

Section 4. Robert's Rules of Order shall prevail at all Committee meetings.

Section 5. Protocols for public meetings are governed by the Open Meetings Act and Public Records Act.

Article VI – Amendments

These bylaws will be reviewed annually and may be amended at any time by a two-thirds vote of the members. Amendment(s) shall be presented to members for review and consideration at least seven days prior to the meeting at which the amendment shall be voted upon.

Article VII – Dissolution

The Committee shall continue until such time as the core membership, the Mayor, and/or City Council deems it no longer necessary to carry out its stated duties. At such time, a formal recommendation to stand down the Committee shall be forwarded and introduced to Council for consideration and action as necessary.

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