

Charter

I. Introduction

Addressing the Social Determinants of Health (SDOH) in communities and Health Related Social Needs (HRSN) of individuals is essential to improving the health and well-being of New Mexicans.

This charter represents a framework for the New Mexico Social Determinants of Health Collaborative (Collaborative), guiding its efforts to address social determinants of health, promote health equity, and improve outcomes for all individuals in New Mexico.

II. Vision

All people in New Mexico live in communities with equitable access to the conditions they need to thrive.

III. Mission

Bringing together community, healthcare, social service agencies, philanthropy, business, and government, including local, state, and tribal government and agencies, across New Mexico to collaborate to reach shared goals; build relationships; coordinate resource referrals and improve navigation among resource services; share data; make shared investments; and champion policies in our communities to improve health outcomes.

IV. Collaborative Goals

1. Develop shared outcome measures, monitor progress, and share data on local resources and initiatives to prioritize investments and improve outcomes across state and local agencies, health systems, and community-based organizations.
2. Lead the development and implementation of a community-driven, coordinated, closed loop health and social service referral system/s that meets the needs of our local communities.
3. Convene stakeholders from across the state to support alignment across SDOH initiatives, identify opportunities for collaboration, improve policies, and create shared accountability towards achieving our purpose.

V. Collaborative Structure

Responsibility for Decisions and activities of the NMSDOHC members are carried out by:

- A. **General Collaborative Membership** acts in an advisory capacity to the Steering Committee.
- B. **Steering Committee** that oversees the achievement of the Collaborative's goals and objectives. Provides overall leadership, strategic direction, and governance for the Collaborative.

- C. **Workgroups** may be formed as appropriate by the Steering Committee and/or membership (as needed and recommended to the Steering Committee).
- D. **Support Staff** will be responsible for performing administrative tasks related to the NMSDOHC, as funding allows.

VI. **NM Social Determinants of Health Collaborative General Members**

A. Role

1. The roles of the Collaborative General members are to
 - a) Advise, collaborate with, and guide the Steering Committee planning and decision-making process and define measures of success.
 - b) Help guide and support the development of strategies to meet the goals and objectives of the Collaborative through participation in regular sessions and workgroups.
 - c) Provide a forum of communication and means to recommend actions, best practices, modalities, and models to address social determinants of health and activities among different community groups.

B. Constituency or Membership

1. Membership is open to any organization with an office or staff in New Mexico or one of its Tribal Nations, and to individuals (community members), with an interest or role in:
 - a) Improving health outcomes in New Mexico
 - b) Actively participating with the Collaborative
 - c) Supporting the goals and objectives of the Collaborative
 - d) Abiding by the NMSDOHC Charter and agreed membership protocols.
2. Prospective members should share a short paragraph to the staff supporting the Collaborative noting their interest, point of contact and capacity for support of the Collaborative's work. Staff will share the paragraph with the Steering Committee and membership.
3. Any members identified for potential removal will be, in the context of equity, informed of this proposal and the reasons for it in advance, and have an opportunity to present their case for non-removal. Removal of any current Steering Committee members will have certain guidelines or standards set for potential removal.
4. The NMSDOHC will place no limits on the number of members.
5. Members may terminate their membership in the Collaborative at any time with a written resignation submitted to the Steering Committee.

C. Terms

1. The Collaborative will meet at least monthly or on a greater frequency determined by the Steering Committee.
2. Collaborative members must attend at least half of all Collaborative meetings. If a member is unable to attend a meeting, an alternative representative should be sent as a replacement.

3. Meeting schedules for the upcoming year will be provided on an annual basis. Notice and reminders of meetings (stating the date, time, and place) will be provided to the full membership at least 30 days prior to the meeting. The agenda and any needed supporting documents will be distributed not later than 10 working days prior to the meeting. Minutes will be taken, filed, and distributed to the membership by supporting staff members.
4. The Chair, Past Chair, or Chair Elect will co-chair NMSDOHC meetings with workgroup chairs.

D. Voting

1. Each member (individual or organization) has **one** vote to elect members of the Steering Committee and vote on items presented to the Collaborative.
2. Organizations are considered a single member and have one vote per organization.
3. Each member or their designated representative must be present to vote (either in person, by phone, by televideo, or other electronic means).
4. Motions before the NMSDOHC, except as otherwise explicitly required by this charter, will be decided by a simple majority of the members who vote, provided that there is a quorum of Collaborative members present.

E. Quorum

1. A quorum will consist of a majority of those members attending the meeting.

VII. Chair, Past Chair and Chair Elect

- A. The NMSDOHC will have a Chair, Past Chair and Chair Elect. These individuals will be current members of the Steering Committee and will be elected by the current Steering Committee. The Steering Committee will nominate candidates for Chair Elect. The Chair and Chair Elect will be approved by a simple majority of the then current members of the steering committee.
- B. The **Chair** will serve a two-year term and will:
 1. Carry out responsibilities of leadership for the NMSDOHC.
 2. Have general powers of management usually vested in the office of chairperson.
 3. Serve as a spokesperson for NMSDOHC in core meetings of state-level agencies or decision-makers.
 4. Sign official documents of the NMSDOHC.
 5. Convene and preside over meetings of the NMSDOHC and the Steering Committee.
 6. Ensure that NMSDOHC goals and objectives are reviewed and correlate with NMSDOHC activities.
- C. The **Past Chair** will serve for one year after completing term as Chair, serving as mentor and carrying out the duties of the Chair in their absence.

- D. The **Chair Elect** will be elected for one year prior to the end of the Chair's term and will carry out the duties of the Chair in their absence during that year and will assume the duties of the Chair, if that office is vacated, through the remainder of the term.
- E. **Term of office and Election:** The Chair will serve a two-year term, followed by a one-year term as Past Chair; the Chair Elect will serve a one-year term. Terms of office will be from July 1 to June 30 of each year. Elections will occur in the second quarter of the year.

VIII. Steering Committee

A. Role

- 1. The roles of the Steering Committee are to:
 - a) Serve as the governing body and policy-making body of the NMSDOHC and will have and exercise all powers necessary or beneficial in discharging such responsibility.
 - b) Oversee the development of plans and agendas submitted by work groups and/or membership for the upcoming year that work toward the accomplishment of the goals and objectives of the NMSDOHC.
 - c) Approve workgroups, task forces and committees as needed to fulfill the mission, vision, goals, and operations of the NMSDOHC. At least one member of the Steering Committee will serve as a liaison to each workgroup and collaborate with workgroup chairs.
 - d) Develop, with the advice and guidance of the membership, policies and procedures that support the functions of the Collaborative such as decision-making, communication and reporting, resource allocation, and evaluation processes.

B. Constituency

- 1. The Steering Committee will consist of no more than 15 members and no less than 9 members including the Chair, Chair Elect and Past Chair, with at least five of the members representing geographic regions outside of Albuquerque and/or members of Tribal Nations. With regard to equity, membership must represent at least one employee of DOH, one employee of HSD or HSD's Medicaid program, at least one community-based organization, one community member, one member of a Tribal Nation/Indigenous community, one community member representing a rural/frontier community and the chairs of the NMSDOHC's work groups.
- 2. Each member of the Steering Committee will be a member of the NMSDOHC. Steering Committee members will act in the best interests of the NMSDOHC, appropriately gaining adequate and equitable input and advice from the membership, and act as spokespersons for the initiatives of the Collaborative.

3. Members nominated for a seat on the Steering Committee will be approved by a simple majority of the then current NMSDOHC. Members of the Steering Committee may be nominated by a NMSDOHC member or self-nominate. Nominations will occur on an annual basis. This process will be guided by the supporting organization.

C. Terms

1. Members of the Steering committee will serve a two-year term, with at least half of the original Steering Committee members serving a three-year term. Members may serve for one or any number of consecutive or non-consecutive terms but may not exceed serving more than 10 years consecutive or non-consecutive. The term will begin July 1 and end June 30.
2. Any member of the Steering Committee may be removed from the committee for a credible reason upon a vote of three-fourths of the then current committee members. Information will be provided regarding the reason for removal to the individual or organization.
3. Any member of the Steering Committee may resign at any time by submitting a resignation, in writing, to the Chair. The resignation will become effective upon receipt of the formal letter or email by the Steering Committee though a formal letter sent by email.
4. Any vacancy of a Steering Committee member will be filled by seeking nominations from the NMSDOHC membership. Any member elected to fill a vacated seat on the Committee will serve until the expiration of the original term they are elected to fill.

D. Steering Committee Sessions

1. The Steering Committee will meet at least quarterly, or as needed for important decisions.
2. Steering Committee members will attend at least 75% of Steering Committee meetings during their two-year term or the member will not be qualified to run again (or remain on the Steering Committee). Members may participate in meetings in person, via teleconference or televideo.

E. Voting

1. Each individual member is entitled to one vote.
2. Each member must be present to vote (either in person, by phone, by televideo, or by other electronic means) or may submit a proxy vote.
3. Motions before the Steering Committee, unless otherwise explicitly required by this charter, will be decided by a simple majority of the members who vote provided that there is a quorum of the Steering Committee members present.

F. Quorum

1. A quorum will consist of one-half of the then-current members of the Steering Committee.
2. A quorum of Steering Committee members must be present (either in person, by phone, by televideo, or by other electronic means) for any vote

to be binding on any actionable item, including votes regarding official business and/or membership or leadership considerations. If a quorum is not present, and in the interest of respecting the time commitment required by Steering Committee meetings, members present may participate in a preliminary (non-final) vote, provided that the preliminary vote record is later ratified or rejected by a quorum of the Steering Committee at the next such meeting when a quorum is present. Final ratification of a preliminary vote is required before any such preliminary action is considered valid, complete, and/or binding.

3. The Chair, Past Chair and Chair-elect are authorized to conduct Steering Committee business by mail or e-mail if time constraints or other factors deem it necessary. Half of the currently filled positions of the Steering Committee will constitute a quorum if the quorum of then-current Steering Committee (at minimum) responds by voting on any business item conducted by mail or e-mail.

IX. Workgroups

- A. The Steering Committee, especially upon advice from the membership, will establish workgroups as needed to meet the goals and objectives of the NMSDOHC.
- B. Each workgroup will include a minimum of one member of the Steering Committee and workgroup chair, who will co-facilitate communication and direction between the Steering Committee and the workgroup.
- C. The workgroup members may volunteer or be appointed from the Collaborative Membership. Members may invite interested or qualified context-specialists or others (non-members) from the community to take part in the work group, as appropriate.
- D. The workgroups will select their chairperson annually. The chairperson will be responsible for creating minutes and agendas for and facilitating discussion in each workgroup meeting. The minutes and agendas will be distributed to members of the workgroup and the Steering Committee, and to the chairs of other work groups to keep everyone networked on progress being made.
- E. The workgroups will report, through their Steering Committee Liaison and/or workgroup chair, at each Steering Committee meeting. The report may be written or verbal.
- F. Current Workgroups:
 1. **Action Plan:** responsible for developing and implementing an action plan to guide the Collaborative's current priority-focused activities. The workgroup, with input from other work groups, identifies priority areas, sets objectives, and assists other work groups in creating strategies to address social determinants of health effectively.
 2. **Charter:** generate, review, and revise the Collaborative's charter as needed, and with input from the membership. The workgroup ensures that the charter remains aligned with the Collaborative's goals, reflects its

mission and vision, supports equity in planning, operations and membership, and provides clear guidance for its operations.

3. **Community Engagement:** focus on building relationships with and gaining needed input from community organizations, stakeholders, and individuals for Collaborative planning and use. The workgroup develops strategies to engage and involve its membership, as well as the broader community in the Collaborative's activities and strategic planning, ensuring that diverse voices are heard and considered. It also currently has a focus on strengthening internal communication and relationships.
4. **Data, Technology, and Standards:** focus on information needs, data collection (both quantitative and qualitative), analysis, and sharing. The workgroup establishes standards for equitable data collection, ensures the appropriate and equitable use of technology, and promotes data sharing among Collaborative members. The workgroup will also explore innovative solutions to enhance data-driven decision-making to better address SDOH issues.
5. **Finance and Sustainability:** develop financial and operational support strategies and explore funding opportunities to help ensure the long-term sustainability of the Collaborative. The workgroup monitors the financial health of the Collaborative, identifies potential funding sources, and develops strategies for resource mobilization.

X. Amendments and Review

- A. Amendment Process: The Collaborative's charter may be amended as needed to reflect changing circumstances and priorities by a three-fourths vote of the current Steering Committee membership. Amendments or proposals for amendments may be made by the membership or from work groups. A notice setting forth the proposed amendment(s) must be sent to all members, as well as those on the Steering Committee at least 30 days prior to the vote, so that input (pro and con) can be gained and reviewed before a vote.
- B. Charter Review: The Collaborative's charter will be reviewed periodically to ensure its relevance, support of equity, effectiveness, and alignment with the Collaborative's mission, goals and diverse membership.

XI. Ethical and Compliance Considerations

- A. The Collaborative and its membership is committed to demonstrating by its internal actions and external priorities/work that it is consciously upholding cultural safety and is inclusive, dynamic, diverse, equitable and incorporates a health and racial equity lens.
- B. The Collaborative will uphold all applicable regulations, laws, and ethical standards in its activities. Members will ensure compliance with privacy, confidentiality, and data protection requirements when handling sensitive information.

XII. Staff Support

- A. Staff from an organization designated by the DOH and the Steering committee and accepted by membership will provide administrative support for the Steering Committee and general membership meetings of the NMSDOHC, provided adequate funding exists to do so.