

# HEALTHIEST MANITOWOC COUNTY COALITION CHARTER

Adopted 1/2024

Last revised or reviewed 02/2026



## Article 1. Name and Overview

### Section 1.1: Name

The name of the coalition shall be called Healthiest Manitowoc County.

### Section 1.2: Vision

Everyone living longer, better.

### Section 1.3: Mission

Healthiest Manitowoc County provides collaborative leadership to improve the health of Manitowoc County.

### Section 1.4: Overview

Healthiest Manitowoc County is a collaborative initiative which aims to impact health outcomes to improve the health of Manitowoc County residents through a process of community health needs assessments and health improvement planning. The Community Health Assessment (CHA) provides the opportunity to identify key community health concerns using data collection, community meetings, and resident feedback. In Manitowoc County this assessment takes place every 5 years and is a cooperation of public health agencies, health systems, community organizations, and members who make up the Healthiest Manitowoc County Advisory Council outlined in this document. Health priorities identified during the CHA serve as the basis for the Community Health Improvement Plan (CHIP). The CHIP gives a framework outlining clear goals for community initiatives over the following 5 years.

## Article 2. Relevant State Statutes/Regulations

Healthiest Manitowoc County will operate in accordance with relevant national and state statutes and administrative rules including but not limited to:

**State Statute 251** requiring local health departments to regularly collect and analyze data on the health of the community and involve key stakeholders and the public in developing a community health improvement plan with related action steps.

**Administrative Rule 140.04** requiring public health nursing to be integral in the community health assessment process, as well as, adding public health nursing expertise to the plan development process.

**Administrative Rule 140.06** outlining the process for choosing, dedicating resources to, and making progress on community health improvement plan objectives that are grounded in evidence-based research. Additionally efforts are routinely evaluated with reporting on accomplishments/progress to the community.

### Article 3. Strategies

A Multi-strategy approach to addressing healthy behavior within all levels of the community will be used to reach goals and create a collective impact.

- **Assess, Plan, and Evaluate**- Activities will aim to ensure HMC is choosing the right strategies to positively impact health outcomes.
- **Inform and Educate** –Activities will aim to create awareness of problems and the urgency to address the problems associated with the health in the county.
- **Promote and Connect**–Activities will aim to connect individuals to needed services and resources to make healthy choices and improve health.
- **Advocate and Implement System Change** – Activities will aim to improve the environment and systems through policy and procedure changes that will make the healthy choice the easy choice.
- **Build Capacity and Leadership** – Activities will aim to enhance the ability of the whole community to come together to effectively organize, plan, and implement strategies that will enable everyone to live longer, better.

### Article 4. Scope of Work

The scope of work for the Healthiest Manitowoc County Advisory Council as a whole shall be as follows:

- Assist in completion of the CHA/CHIP as required by state statutes
- Engage community partners in CHA/CHIP process
- Assist with development of summary documents towards goals throughout the CHA/CHIP cycles
- Provide direction to action teams described in Article 5 by assisting with identified barriers
- Ensure progress is being made towards objectives and providing constructive feedback and support
- Ensure there is consistent messaging and standardized formatting for action teams
- Participate in related trainings and learning sessions
- Advocate for HMC work within Manitowoc County
- Communicate CHA/CHIP findings with the public

### Article 5. Committees, Roles and Responsibilities

#### Section 5.1: Advisory Council

The Healthiest Manitowoc County Advisory Council will be responsible for ensuring processes are maintained to support the work of the HMC action teams. Member specific responsibilities include:

- Attend or designate someone to attend 75% of meetings in person or virtually
- Engage in the CHA/CHIP process
- Ensure action teams have adequate oversight, leadership, and representation
- Serve as a voice of the community through bi-directional communication
- Vote on any topics which require buy-in or approval from stakeholders
- Support fundraising and resource mobilization efforts
- Support initiatives by engaging in awareness/advocacy efforts or engagement in action teams
- Adhere to guiding strategies outlined previously in this document

## Section 5.2: Action Teams/Coalitions

Action Teams/Coalitions will carry out strategic plans addressing each health priority identified in the CHA. Action teams will be led by one public health professional and one community partner. Additional participants will be recruited to participate in accomplishing objectives laid out in the strategic plans.

Taskforce members will be responsible for the following:

- Assisting with development of strategic plans, including objective and strategy selection
- Carry out the objectives of the strategic plan
- Participate in subcommittees as necessary to accomplish actions listed in the strategic plan
- Bring expertise on related topics to be shared with the taskforce members
- Identify additional partners and key stakeholders who can support CHIP priorities
- Promote the activities and priorities of the CHIP in Manitowoc County
- Participate in collecting data and evaluation processes for identified strategies
- Communicate with the Advisory Council at quarterly meetings
- Communicate successes with the community including local government, agencies, and peers.
- Adhere to guiding strategies outlined previously in this document

## Article 6. Meetings

The HMC Advisory Council will meet in person with a virtual option once per quarter. Meetings can be changed, canceled, or added at the discretion of the HMC Coordinator.

## Article 7. Membership Composition

The Healthiest Manitowoc County Advisory Council and all Action Teams/Coalitions will strive to be composed of representatives from each core community sector in Manitowoc County including:

- Youth
- Parents
- Businesses
- Media
- Religious/Fraternal Organizations
- Schools
- Youth Serving Organizations
- Law Enforcement
- Healthcare Professionals
- State/Local/Tribal Government
- Substance Abuse Organizations
- Civic/Volunteer Organizations

## Article 8. Backbone Structure

Manitowoc County Health Department shall serve as the backbone structure of Healthiest Manitowoc County by means of dedicated staff capacity. The backbone structure ensure efforts maintain momentum and facilitate impact by guiding vision and strategy, supporting aligned activities, establishing shared measurement practices, cultivating community engagement, advancing policy, and mobilizing resources.

### **Section 8.1: HMC Coordinator**

The Manitowoc County Health Department shall provide an HMC Coordinator for the coalition.

Responsibilities include but are not limited to:

- Assist with CHA/CHIP committees to carry out data collection and review processes
- Facilitate HMC Advisory Council meetings including agendas, minutes, and relevant presentations
- Ensure Advisory Council and Action Teams have adequate leadership and recruit when necessary
- Coordinate necessary trainings for all action teams to build capacity for moving strategic plans forward
- Coordinate all bi-directional HMC communications including via phone, print, media, etc.
- Regularly update HMC media platforms
- Create and update HMC documents including but not limited to: coalition charters, action plans, data collection and evaluation documents.
- Communicate progress and successes to community regularly

### **Section 8.2: Action Team/Coalition Co-Chair**

The Manitowoc County Health Department shall provide a public health representative to serve as co-chair alongside an additional community member for each action team. Responsibilities include but are not limited to:

- Facilitate setting shared goals and development of action plans
- Preside over meetings including creation of agendas and meeting minutes
- Convene stakeholders to support identified strategies
- Send updates and work reminders to members to ensure follow-through and completion of action plans
- Delegate a member to serve as representative at quarterly Advisory Council meetings
- Assist with media updates as needed including newspaper articles, social media posts, and website updates
- Collect data on strategies, initiatives, in kind donations, volunteer hours, and other data deemed pertinent
- Assess needs of action team/coalition on a regular basis and seek solutions
- Participate in trainings provided by HMC Coordinator or Advisory Council

### **Article 9. Voting Procedures**

If a vote is needed on a subject, a consensus vote of those present (including proxies) will be deemed official action. Voting by electronic mail prior to a vote will be coordinated by the HMC Coordinator as necessary and is an approved method of voting. Each representing agency shall only receive one vote.

### **Article 10. Amendments to the Charter**

Amendments to the Healthiest Manitowoc County Charter can occur at the request of an Advisory Council member at any meeting of the general membership. The recommended amendments or changes must be submitted in writing. The HMC Coordinator will facilitate and organize if a vote will occur.