



AGENDA
ST. LOUIS AREA REGIONAL RESPONSE SYSTEM
BOARD OF DIRECTORS

Thursday, May 12, 2022 – 9:00 A.M.

*** VIRTUAL MEETING ***

Contact STARRS for Assistance
314-421-4220

1. CALL TO ORDER BY WARREN ROBINSON
2. APPROVAL OF MINUTES, APRIL 2022 MEETING
3. DISCUSSION ITEMS
 - a. Director's Report GREGG FAVRE,
STARRS
 - b. Subcommittee Reports SUBCOMMITTEE CHAIRS
4. ACTION ITEMS
 - a. Approval of Subcommittee Nominations Memo GREGG FAVRE
 - b. Regional Security Expenditures GREGG FAVRE
 - c. Approval of HCC Subcommittee Charter JASON CAMPBELL
5. OTHER BUSINESS
6. NEXT MEETING AND ADJOURNMENT

**** There is a SPECIAL STARRS BOARD MEETING tentatively scheduled for MAY 26th, 2022, at 9:00am to discuss and approve the 2022 UASI grant submission. Additional information to follow. ****

The next regular STARRS Board meeting is currently scheduled for June 9, 2022.

**STARRS BOARD OF DIRECTORS
MEETING MINUTES
April 14, 2022**

The meeting of the STARRS Board of Directors was called to order at 9:00 a.m. via telephone conference call, with attendance as follows (absent are unchecked):

ATTENDANCE:

- | | | |
|------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Abe Cook | <input type="checkbox"/> Herb Simmons | <input type="checkbox"/> Lynden Prange |
| <input checked="" type="checkbox"/> Ben Perrin | <input checked="" type="checkbox"/> Jason Campbell | <input type="checkbox"/> Matt Tobben |
| <input type="checkbox"/> Bill Roche | <input checked="" type="checkbox"/> Jeff McCreary | <input type="checkbox"/> Michele Ryan |
| <input checked="" type="checkbox"/> Brian Gettemeier | <input type="checkbox"/> Jerry Lohr | <input type="checkbox"/> Mike Arras |
| <input type="checkbox"/> Bryan Whitaker | <input checked="" type="checkbox"/> Jim Wild | <input checked="" type="checkbox"/> Nick Harper |
| <input type="checkbox"/> Chris Hunt | <input checked="" type="checkbox"/> Joann Leykam | <input checked="" type="checkbox"/> Nick Kohlberg |
| <input checked="" type="checkbox"/> Chris Johnson | <input checked="" type="checkbox"/> John Nowak | <input type="checkbox"/> Roger Smith |
| <input type="checkbox"/> Cody Minks | <input type="checkbox"/> Josh Wilderson | <input checked="" type="checkbox"/> Ryan Nicholls |
| <input type="checkbox"/> Dennis Jenkerson | <input type="checkbox"/> Justen Hauser | <input checked="" type="checkbox"/> Ryan Weber |
| <input type="checkbox"/> Derek Rieger | <input checked="" type="checkbox"/> Kevin Scheibe | <input checked="" type="checkbox"/> Sarah Russell |
| <input type="checkbox"/> Greg Brown | <input type="checkbox"/> Kurt Frisz | <input type="checkbox"/> Tina Davis |
| <input checked="" type="checkbox"/> Gregg Favre | <input checked="" type="checkbox"/> Larry O'Toole | <input checked="" type="checkbox"/> Warren Robinson |

Also in attendance were Cpt. David Cathey (SCC PD), and STARRS / East-West Gateway Council of Governments staff Staci Alvarez, Leah Watkins, Samantha Peterson, Kristen Capps-Jones, Brad Zoref & Brian Marler.

CALL TO ORDER

Warren Robinson called the meeting to order at 0900. Staci Alvarez took attendance and could not initially confirm a quorum. A motion was made and carried to move forward with discussion items prior to a quorum having been met. A quorum was later confirmed at 9:19AM with the addition of several more voting members.

APPROVAL OF MINUTES

Warren requested approval of the February 2022 minutes. A motion was made by Joann Leykam and was seconded. The motion was carried unanimously and was approved at 9:20AM.

DISCUSSION ITEMS

DIRECTORS REPORT

Gregg Favre shared an update on the FY2022 Regional Risk Profile. The region has remained at about 23rd in the county for several years, but for FY2022 the region has moved up two slots on the list to 21st. This increase in status on the listing helps to

ensure our region will remain a priority for federal anti-terrorism funding in the future. Our region's collective goal should be to move up to the top-20 of the ranking list. He also shared an update on the FY2022 UASI grant process, sharing that the project applications are due in 11 days and that changes have occurred this year to the National Priorities requirements including the addition of a new enhancing Community Preparedness requirement. This new National Priority is not intended for first responders but is intended instead to go into the community to non-responders. Gregg also shared that validation of projects will again have a heightened focus this year, to help ensure a strong application. STARRS is also looking for feedback on their new newsletter prior to releasing the next one. Gregg also congratulated Bill Roche for recently being awarded the "Fusion Center Director of the Year" at a conference in Washington, DC.

EWG ADMINISTRATION REPORT

Staci Alvarez shared an update on EWG Administration's annual inventory reporting. This year, past performance with agency compliance on reporting will be a factor in scoring UASI FY2022 grant applications. Currently only 49% of subrecipients are compliant with the required inventory processes. Please contact Leah Watkins and work with staff on getting your agencies up to date with inventory reporting. The updated inventory reports are a requirement by October 15th each year.

SUB-COMMITTEE REPORTS

Warren shared that the Emergency Management Committee will meet Monday to discuss grant applications. John Nowak shared that the EMS committee will meet next Wednesday to look at their UASI project applications. Ryan Nicholls shared the Healthcare Coalition now has 2 working groups and are wrapping up looking at building out a MAC concept. Jason Campbell shared a detailed update on recent activities in the Healthcare Subcommittee, and that they are looking at opportunities related to applications for FY2022 UASI funds. Jason also shared that Cody Minks has resigned from the HPC as he is leaving the St. Louis region. The group is looking for a replacement vice-chair. Dave Cathey shared that the LE (Law Enforcement) committee met Monday and they are also looking at FY2022 projects, they should have their project applications by next Wednesday. Nick Kohlberg shared that the next Public Health meeting is the 18th and that they also will be looking at project applications. Ben Perrin shared that the SLARCC met recently and are looking at how the COAD can assist with planning in the region. Brian Gettemeier shared that all five US&R teams recently stood up for tornado preparedness and that they will meet Monday for project applications.

ACTION ITEMS

NOMINATING COMMITTEE REPORT

Gregg shared a summary of recent Nominating Committee activity, noting that they received 1 committee application and 6 committee resignations. Joan Leykam motioned to approve the nominating committee's recommendation, which was seconded by Nick Harper. The motion carried unopposed. Nominations were approved.

OTHER BUSINESS

Gregg reminded the group to watch for updates and emails on the UASI FY2022 grant process and its impact on the Finance committee and Board of Directors in coming weeks. A special meeting of the STARRS Board may be required. A brief discussion occurred related to returning the STARRS Board of Directors to in-person meetings, and Gregg confirmed that there is an intention to do so. Gregg also shared that STARRS would provide 30-days advance notice on returning to in-person meetings. STARRS will also investigate updating from the current phone conference line to a newer virtual platform such as MS Teams or ZOOM.

NEXT MEETING & ADJOURNMENT

The next meeting of the STARRS Board is scheduled for May 12, 2022. Warren requested a motion to adjourn, which was provided and seconded. The motion carried and the meeting was adjourned at 9:36AM.

Warren Robinson



Memo to: Board of Directors
From: Gregg Favre, Executive Director
Subject: Nomination of Committee Appointments
Date: May 12, 2022

The Nominating Committee has approved the following subcommittee nominations and removals and offers the following for board consideration and approval.

Subcommittees

The Nominating Committee recommends the following additions to subcommittees:

- **Law Enforcement** – Bradley Kelling, St. Louis County PD
- **Law Enforcement** – Shawn McGuire, St. Louis County PD
- **Law Enforcement** – Ryan Streck, St. Charles County PD
- **SLARCC** – Sam Stephens, City Emergency Management Agency (CEMA)

The Nominating Committee also recommends the following removals from subcommittees:

- **SLARCC** – Ryan Nichols, Washington University School of Medicine
- **SLARCC** – Shawn Steadman, Saint Louis University

Staff Recommendation: Staff recommends the Board of Directors approve the Nominating Committee recommendations.

Memo to: Board of Directors
From: Staff
Subject: Regional Security Expenditures
Date: May 9, 2022

Staff is requesting authorization to expend funds in support of regional security that will improve the region's disaster preparedness and response capabilities. Funding will come from the U.S. Department of Homeland Security's Urban Area Security Initiative (UASI) grant program. Attachment A summarizes the purchases, totaling \$395,600.00.

ST. LOUIS FUSION CENTER:

CLEAR PRO Renewal - Staff is seeking the renewal of the Fusion Center's subscription to the CLEAR PRO online investigation software. The CLEAR PRO system quickly gathers real-time and historical data for investigators from many sources, helping create a comprehensive view useful in investigations. The renewal for eight (8) users includes Law Enforcement Investigator Plus licenses and Criminal Justice License Plate Reader (LPR) technology, incorporating LPR data and imagery from across the nation into CLEAR reports. Total cost for the 12-month renewal with West Publishing/Thomson Reuters will not exceed \$60,940 from the UASI 2021 grant.

REGIONAL RESPONSE TEAMS:

Ballistic Helmets – Staff is seeking approval to purchase quantity 178 ballistic helmets for the regional tactical teams, including the St. Clair County Sheriff’s Department (quantity 20), Jefferson County Sheriff’s Department (quantity 25), Franklin County Sheriff’s Department (quantity 20), St. Charles County Police Department (quantity 50), St. Louis County Police Department (quantity 35) and St. Louis Metropolitan Police Department (quantity 28). The helmets are of a lightweight design and provide protection against debris fragments, ballistic threats, shrapnel and blunt trauma. The total cost of 178 helmets will not exceed \$154,080, with funding being provided by the UASI 2019 grant.

Tactical Headsets - Staff is seeking approval to purchase quantity 138 tactical headsets for the regional tactical teams, including the Jefferson County Sheriff’s Department (quantity 25), St. Charles County Police Department (quantity 50), St. Louis County Police Department (quantity 35) and St. Louis Metropolitan Police Department (quantity 28). The headsets allow response team members to communicate with clear, ambient listening capabilities while helping to provide protection from hazardous steady-state and impulse noises. The total cost of 138 headsets will not exceed \$137,310. Funding will come from the UASI 2018 and 2019 grants.

Confined Space Rescue Harnesses – Staff is seeking approval to purchase quantity 70 confined space rescue harnesses for the five (5) regional swiftwater search and rescue teams, with each team receiving 14 harnesses. The harnesses are designed to reduce the risk of injury to regional responders working in dangerous vertical and confined space environments. The total cost of 70 harnesses will not exceed \$43,270, with funding being provided by the UASI 2019 grant.

STAFF RECOMMENDATION:

Staff recommends that the Board approve the expenditure of funds as follows:

- For the 12-month renewal of CLEAR PRO online investigation software for eight (8) users from West Publishing / Thomson Reuters of Eagan, MN in an amount not to exceed \$60,940;
- For the purchase of 178 ballistic helmets from Con10gency Consulting, LLC of Beaverton, OR in an amount not to exceed \$154,080;
- For the purchase of 138 tactical headsets from Waveband Communications, Inc. of Eldersburg, MD in an amount not to exceed \$137,310;

- For the purchase of 70 confined space rescue harnesses from Dan Enterprises Team, LLC of Hialeah, FL in an amount not to exceed \$43,270;

for a total amount not to exceed \$395,600 from the UASI grant program.

ATTACHMENT A
Expenditures for Equipment and Services
May 9, 2022

<u>Vendor</u>	<u>Description</u>	<u>Jurisdiction/Agency</u>	<u>Quantity</u>	<u>Cost</u>
Emergency Response Equipment & Software (UASI)				
West Publishing / Thomson Reuters (Eagan, MN)	CLEAR PRO Software License Renewal	St. Louis County	8	\$60,940
Con10gency Consulting, LLC (Beaverton, OR)	Ballistic Helmets	St. Clair County (20), Jefferson County (25), Franklin County (20), St. Charles County (50), St. Louis County (35), City of St. Louis (28)	178	\$154,080
Waveband Communications, Inc. (Eldersburg, MD)	Tactical Headsets	Jefferson County (25), St. Charles County (50), St. Louis County (35), City of St. Louis (28)	138	\$137,310
Dan Enterprises Team, LLC (Hialeah, FL)	Confined Space Rescue Harnesses	St. Clair County, City of St. Louis, St. Charles County, St. Louis County, Franklin/Jefferson County	70	\$43,270
TOTAL EXPENDITURES				\$ 395,600

Total UASI Expenditures: \$395,600

St. Louis Regional Healthcare Coalition Healthcare Subcommittee Charter

I. St. Louis Healthcare Subcommittee Overview

A. Charter Purpose

Define St. Louis Healthcare Subcommittee:

- Mission, scope, role, and authority
- Membership, partnership, responsibilities, and benefits
- Leadership and structure
- Meetings and business
- Voting and quorum
- Provisions

B. Mission

Cultivate a network of healthcare sector partners to:

- Strengthen organizational, industry, and community healthcare preparedness
- Advance healthcare emergency management concepts and capabilities
- Support cross-functional healthcare communication and collaboration
- Provide regulatory/accreditation compliance solutions

C. Scope

All hospitals, healthcare organizations, and other qualified Centers for Medicaid and Medicare Services (CMS) facilities/provider types within the St. Louis Area Regional Response System (STARRS) geographic area, as identified below.

Missouri Jurisdictions	Illinois Jurisdictions
City of St. Louis	Madison County
Franklin County	Monroe County
Jefferson County	St. Clair County
Lincoln County	
Perry County	
Pike County	
St. Charles County	
St. Francois County	
St. Genevieve County	
St. Louis County	
Warren County	
Washington County	

D. Regional Role

1. Healthcare Subcommittee represents one (1) of four (4) discipline-specific pillars of St. Louis Regional Healthcare Coalition (RHCC).
2. Healthcare Subcommittee reports the following to St. Louis RHCC Executive Committee and STARRS Board of Directors:
 - Mission progress, barriers to success, and project outcomes
 - Grant funding program and project allocation suggestions
 - Healthcare-sector specific guidance and recommendations

E. Authorities

St. Louis Healthcare Subcommittee authorized by and accountable to:

- U.S. Department of Health and Human Services (HHS)
- Assistant Secretary for Preparedness and Response (ASPR)
- Missouri Department of Health and Human Services (DHSS)
- St. Louis Area Regional Response System (STARRS)
- St. Louis, Missouri community

II. **St. Louis Healthcare Subcommittee Participation**

Refer to Attachment A

A. Participating Organizations

1. **Healthcare Organization** is any organization engaged in the provision of direct healthcare services and treatment to St. Louis community
 - Not required to be licensed by CMS for membership eligibility
 - Not required to be affiliated with system for membership eligibility
2. **Partner Organizations** are any private sector or government agencies supporting healthcare organizations in St. Louis area, representing disciplines including, but not limited to:
 - Emergency Management
 - Emergency Medical Services (EMS)
 - Fusion Center
 - Higher Education
 - Public Health
3. **Healthcare System** is any consortium of healthcare organizations connected via joint management arrangement, contractual agreement, or corporate ownership structure.

B. Member

1. Healthcare Subcommittee Member is a representative from a **Healthcare Organization** with at least fifty percent (50%) Regular Meeting attendance within a calendar year.
2. St. Louis community members seeking membership on Healthcare Subcommittee must submit electronic application to STARRS for review. Application and details available via [STARRS Committee Website](#).

C. Partner

1. Healthcare Subcommittee Partner is representative from a **Healthcare System** or **Partner Organization**.
2. Healthcare Subcommittee Partners also include **Healthcare Organization** representatives not meeting minimum Member attendance requirements.

D. Participation Benefits

Professionals participating on St. Louis Healthcare Subcommittee:

1. Collaborate with industry partners to strengthen organizational and regional healthcare emergency management.
2. Receive opportunities to advance healthcare emergency management capabilities via cross-functional planning, equipping, training, and testing.
3. Promote awareness and advocate for healthcare emergency management policy, funding, regulatory compliance, and performance solutions to elected officials and industry executives.
4. Gain advantages in organizational and agency regulatory/accreditation compliance via engagement with community-based healthcare emergency management entities.
5. Maximize emergency response/recovery outcomes and effectiveness via developed partnerships within regional network.

E. Participation Responsibilities

Professionals participating on St. Louis Healthcare Subcommittee:

1. Engage during Healthcare Subcommittee regular meeting and business discussions.

2. Participate in Healthcare Subcommittee preparedness programming, including training, planning workshops, learning seminars, and drills/exercises.
3. Have responsibility for organizational emergency management activity and share relevant program, operational, or other details with community partners for advancing St. Louis healthcare sector resilience.
4. Support regional incident response/recovery operations via information sharing, operational coordination, resource management, and other functions, as requested.

III. St. Louis Healthcare Subcommittee Structure

Refer to Attachment B

A. Chair

1. Chair provides overall Healthcare Subcommittee leadership and performs the following:
 - Subcommittee administration and goal management
 - Subcommittee material production and distribution
 - Regular Meeting organization and facilitation
 - Workgroup establishment and oversight
2. Chair represents Healthcare Subcommittee interests and positions on local, coalition, and state committees/workgroups.
3. Chair presides over Regular and Special meetings.

B. Vice Chair

1. Vice Chair supports Chair in performance of all leadership duties.
2. Vice Chair serves as Chair during absence and/or delegation situations.
3. Vice Chair presides over Leadership meetings.

C. Leadership Council

1. Leadership Council oversees Healthcare Subcommittee mission progress and RHCC coordination activities.
2. Leadership Council performs annual membership audit in January.

3. Leadership Council includes the following representatives:

- Chair
- Vice
- RHCC Coordinator
- STARRS Representative

4. Leadership Council may include ad hoc representatives such as coalition leaders, workgroup leaders, and external partners, as needed/requested.

D. Workgroups

1. Workgroups are established to coordinate actions around a specific capability, goal, or grant expense, in advance of Healthcare Subcommittee mission.

2. Workgroups may be established by Chair/Vice Chair designation or Member proposal.

3. Workgroups must include the following to be recognized and operational:

- At least one (1) declared objective or deliverable
- Identified Leader(s)

4. Workgroup Leaders are Members or Partners nominated and elected by Healthcare subcommittee.

5. Workgroup members are volunteers

E. Eligibility, Terms, and Transitions

1. Any Member may volunteer or be nominated for Chair or Vice Chair elections. Individuals must agree to nomination prior to election, as applicable.

2. Chair and Vice Chair elections occur during November Regular Meeting business.

3. Chair and Vice Chair each serve one (1) year terms aligned to a calendar year, with terms beginning in January of each year.

4. Leadership transition and annual goal planning occur during December, prior to new term start.

5. Chair and Vice Chair are validated by STARRS Board of Directors in February.

IV. St. Louis Healthcare Subcommittee Meetings

A. Regular Meeting

1. Regular Meeting occurs bimonthly on the second (2nd) Wednesday of alternating month, allowing six (6) occurrences within the calendar year.
 - January, March, May, July, September, November
2. Regular Meetings are scheduled with no less than ten (10) business day notice to participants.
3. Regular Meeting facilitated by Chair, following Robert's Rules of Order.
4. Regular Meeting purpose is to conduct standard business, including:
 - Project reporting and discussion
 - Content review and approval
 - Training and exercise opportunities
 - Regional partner highlights
 - Regulatory/accreditation survey experience/updates
5. Regular Meeting materials include agenda, previous meeting minutes, and previous meeting attendance sheet. Meeting material distribution occurs no less than seven (7) business days prior to meeting date.
6. Regular Meeting materials approved during standard business are distributed no more than fifteen (15) business days after approval to the following:
 - RHCC Executive Committee Chair
 - RHCC Coordinator
 - STARRS Executive Director

B. Leadership Meeting

1. Leadership Meeting occurs monthly on the fourth (4th) Wednesday of each month, allowing twelve (12) occurrences within the calendar year.
2. Leadership Meetings facilitated by Vice-Chair.
3. Leadership Meeting purpose is to conduct oversight and management activity, including:
 - Annual goal trending assessment
 - Regular meeting management and readiness

- Workgroup obstacle/barrier resolution
 - General record-keeping and administration
4. Leadership Meeting materials include agenda and previous meeting notes. Meeting material distribution occurs no less than three (3) days prior to meeting date.
 5. Leadership Meeting materials approved during meeting are included in Regular Meeting materials for next-scheduled meeting.

C. Workgroup Meeting

1. Workgroup Meetings occur monthly at a day/time determined by respective team members and leaders.
2. Workgroup Meeting continues until declared workgroup objective(s) achieved, Workgroup Leader requests meeting reassessment, or Leadership Council
3. Workgroup meetings facilitated by designated Workgroup Leader.
4. Workgroup meeting purpose is to coordinate goal-specific tactical activity, including:
 - Review team member assignments and deadlines
 - Complete tasks and functions
 - Assessment progress and identify obstacles
 - Prepare reports for regular meeting updates

D. Special Meeting

1. Special Meetings occur to address urgent matters and resolve mission-sensitive issues, as appropriate.
2. Special Meetings may be convened via:
 - Chair or Vice Chair decision
 - Member motion and Subcommittee approval
3. Special Meetings are scheduled with no less than five (5) business day notice to participants.
4. Special Meeting facilitated by Chair, following Robert's Rules of Order.
5. Special Meeting only purpose is to address/resolve identified issue.
6. Special Meeting materials include agenda and any related documentation. Meeting material distribution occurs with meeting scheduling.

7. Special Meeting decisions and outcomes are distributed to Members no more than fifteen (15) business days after approval.
8. Special Meeting summary included in Regular Meeting materials for next-scheduled meeting.

V. St. Louis Healthcare Subcommittee Voting

A. Quorum

1. Quorum is achieved when at least fifty-one percent (51%) of approved Members participate in a Regular Meeting physically or virtually.
2. Quorum is required to conduct any approval vote or election during Regular and Special Meetings.

B. Vote Allocation

1. Healthcare Subcommittee Members are allocated one (1) vote to cast related standard business.
2. Only one (1) Member per individual **Healthcare Organization** may cast a vote.
3. Healthcare Subcommittee Partners may not vote during standard business.

C. Voting Process

1. Chair or Vice Chair conduct voting activities, in accordance with Regular Meeting facilitation.
2. RHCC Coordinator conducts voting activities when Chair or Vice Chair are ineligible, due to election candidate status or other potential conflict.
3. Voice voting is standard method for Members to cast votes.
4. Show of hands is alternative method for Members to cast votes when voting outcomes are undeterminable via voice voting or specifically requested for a particular vote.
5. Feedback deadlines may be used for Members and Partners to provide input/improvements to Healthcare Subcommittee content that does not require formal voting approval.

D. Voting Measures

1. A simple majority of affirming votes is required to approve or elect the following:
 - Chair
 - Vice Chair
 - Goal/Workgroup Leader
 - Regular Meeting Minutes
 - Special Meeting occurrence
2. A two-thirds (2/3) majority of affirming votes is required to approve Healthcare Subcommittee Charter revisions/updates.
3. Feedback deadlines for Members to provide comments on content must be at least seven (7) business days following distribution.

VI. **Additional Provisions**

A. Charter Limitations

1. Charter does not replace or supersede any existing Mutual Aid Agreement (MAA), Memorandum of Understanding (MOU), RHCC Charter, STARRS Bylaws, or other regional administrative/governing document.
2. Charter does not create or impose any legal relationships, associations, joint ventures, entities, partnership, or other binding obligation upon any participant.
3. Charter does not require any participant to indemnify, hold harmless, or defend any other participant from claim, loss, harm, liability, damage, cost, or expense incurred during or resulting from Healthcare Subcommittee activities.
4. Charter does not authorize any participant to act on behalf of or as an agent representative of any other participant organization, entity, or body.
5. Charter requires workgroup review at least every three (3) years.

St. Louis Healthcare Subcommittee Charter Attachment A: Participation Overview

I. Purpose

Provide summary overview of Healthcare Subcommittee participant types, roles, and privileges.

II. Participation Overview

A. Organizations

Type	Description	Representative Role
Healthcare Organization	Any organization engaged in the provision of direct healthcare services and treatment to St. Louis community.	Member
Partner Organization	Any private sector or government agencies supporting healthcare organizations in St. Louis community.	Partner
Healthcare System	Any consortium of healthcare organizations connected via joint management arrangement, contractual agreement, or corporate ownership structure.	Partner

B. Roles

Role	Description	Voting Status	Notes
Member	Healthcare Organization representative with at least fifty percent (50%) Regular Meeting attendance within a calendar year.	Yes	One (1) voting member per Healthcare Organization
Partner	Healthcare System or Partner Organization representative.	No	
	Healthcare Organization representative exceeding minimum attendance requirements.	No	

St. Louis Healthcare Subcommittee Charter Attachment B: Structure and Business Overview

I. Purpose

Provide summary overview of Healthcare Subcommittee structure and standard business.

II. Structure Overview

Position	Description	Duties	Term
Chair	Provide overall Healthcare Subcommittee leadership.	<ul style="list-style-type: none"> • Produce and distribute Regular and Special Meeting materials • Preside over Regular and Special Meetings • Set and achieve annual goals, in support of mission • Maintain participant roster, attendance record, and communication directory • Oversee Workgroup progress and resolve barriers, as needed 	One Year
Vice Chair	Support Chair in fulfillment of all leadership duties.	<ul style="list-style-type: none"> • Produce and distribute Leadership Meeting materials • Preside over Leadership Meetings • Serve as Chair during absence and/or delegation situations 	One Year
Workgroup Leader	Lead actions focused on a specific capability, goal, or grant expense.	<ul style="list-style-type: none"> • Produce and distribute Workgroup Meeting materials • Preside over Workgroup Meetings • Perform actions necessary to achieve Workgroup objectives • Escalate challenges/barriers to Chair for resolution 	Achievement of Workgroup Objectives
Leadership Council	Oversee mission progress and RHCC coordination activities.	<ul style="list-style-type: none"> • Complete annual membership audit in January • Preside over Leadership Meetings • Serve as Chair during absence and/or delegation situations 	One Year

III. Standard Business Overview

Month	Action	Description	Frequency	Responsibility
January	New Leadership Term Start	Declare annual goals and intended outcomes	Annually	Chair and Vice Chair
	Membership Audit	Review previous year attendance record to designate qualified voting members	Annually	Leadership Council
	Regular Meeting	Complete standard business, review goal development plan, and establish workgroups	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
February	New Leadership Confirmation	Official approval of new Chair and Vice Chair	Annually	STARRS Board
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
March	Regular Meeting	Complete standard business and review member audit outcomes	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
April	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
May	Regular Meeting	Complete standard business	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
June	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
	Mid-Year Report	Summary of year-to-date progress/accomplishments	Biannually	Chair and Vice Chair
July	Regular Meeting	Complete standard business	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
August	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
September	Regular Meeting	Complete standard business	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
October	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders

St. Louis Healthcare Subcommittee Charter
Charter

Month	Action	Description	Frequency	Responsibility
November	New Leadership Nominations	Submit recommendations for Chair and Vice Chair	Annually	Members
	Regular Meeting	Complete standard business, facilitate elections for new leadership team, final update on goal plan	Bi-monthly	Chair and Vice Chair
	Leadership Meeting	Oversight and RHCC coordination	Monthly	Vice Chair
	Workgroup Meeting	Coordinate goal-specific tactical activity	Monthly	Workgroup Leaders
December	Leadership Transition Meeting	Outgoing and incoming leadership teams exchange strategic vision, goal planning, and management processes for continuation of successful outcomes	Annually	Leadership Council Incoming Leaders
	Workgroup Meeting	Conclude goal-specific tactical activity	Monthly	Workgroup Leaders
	Goal Workplan Development	Define upcoming annual goals and objectives	Annually	Leadership Council