

**PROVIDENCE VALDEZ MEDICAL CENTER COMMUNITY ADVISORY COUNCIL  
CHARTER  
EFFECTIVE DATE JULY 1, 2021**

**Purpose**

- Enhance Providence Valdez Medical Center's (PVMC) ability to promote healthier communities and advance its mission and vision.
- Serve as a forum for engaging community leaders in a discussion about the health of the Valdez communities.
- Deepen understanding of the unique healthcare needs of the Valdez communities and inform the Providence Alaska Region Board (PARB) as it strives to build healthier communities across our service area.

**Roles and Responsibilities**

Provide advice and community leadership in the areas of mission alignment and community engagement, including:

***Mission alignment, community health and community engagement***

- Review and provide comment on the Community Health Needs Assessment (CHNA) process, the CHNA report and the Community Health Improvement Plan (CHIP) to address unmet community health needs identified in the CHNA, especially those impacting the poor and vulnerable.
- Help advance an integrated community health investment strategy aligned with population health, system and regional strategies.
- Identify and champion key community stakeholders and organizations for partnership.
- Prioritize the engagement and partnership of diverse stakeholders and representatives of underserved communities to raise the visibility of Providence's work in communities it hopes to influence.
- Ensure that the needs of the poor and vulnerable are prominently reflected in the priorities and plans of PVMC.
- Advise on PVMC's effectiveness at reducing community health disparities and promoting health equity and culturally informed care in the communities we serve.
- Provide periodic updates to the PARB on the local effectiveness at reducing community health disparities and promoting health equity and culturally informed care in the communities served.
- Participate in the philanthropic activities of the Providence Alaska Foundation as requested.

***Quality Oversight***

- Consult with the PVMC medical staff leader and administration periodically on matters related to the quality of medical care provided to hospital patients.
- Regularly receive reports and provide input on patient, staff, and provider engagement and satisfaction.

## **Roles and Responsibilities (continued)**

### ***Council Development***

- Assist in identifying other community members who would be a good fit for Council membership.

### ***Governance Effectiveness***

- Council shall follow good governance practices as applicable to its role.
- Council shall conduct regular self-assessment of its performance, annually if feasible.
- Participate in the recruitment, selection, and evaluation of PVMC Administrator.

## **Purpose, Role, and Reporting Relationship**

- Council serves an advisory role in policy formation, strategic direction, and oversight of the healthcare programs and services of PVMC.
- Council serves a governance role, advising the PARB, in consultation with the PVMC's Administrator.
- As part of the Providence Alaska region's governance structure, the Council Chair will interact from time to time with other advisory councils' chairs across the region.

## **Nomination and Appointment**

- The Council shall be comprised of between nine to 13 Council members including both voting and non-voting members.
- Ex officio, non-voting members of the Council shall include the PVMC Administrator, the Valdez City Manager or designee, the Chief of Medical Staff for Health Facilities and Counseling Center Director.
- Prospective Council members shall be identified by current Council members. The Council shall endeavor to maintain a broad representation of professionally diverse members and shall represent the age, gender, race and ethnic profile of the geographic service area, as identified on the member demographic attribute profile matrix.
- Nominations for vacant Council seats shall be presented to the Valdez City Council and the PARB for appointment. Should the Valdez City Council or the PARB decline to seat a nominee, the Council will withdraw that recommendation and propose alternate nominee.
- One Council member shall be appointed to the PARB. This individual shall be designated by the Council Chair and its members with approval from the PARB.

## **Term of Service**

- Terms for voting members shall be three years in duration.
- Members shall be limited to three consecutive three-year terms. After one-year off the Council, individuals may be eligible for appointment to a new cycle of terms.

## **Term of Service (continued)**

- Members shall be divided into three cohorts. Terms shall be staggered to assure that the term of each of the three groups will expire every third year with one such group being appointed each year.
- If there is difficulty in finding sufficient prospective council members, members whose terms are expiring may be extended to facilitate continuity while candidates are being sought.

## **Acting as a Committee of the Whole**

- Council shall conduct its work as a committee of the whole and refrain from appointing standing committees.
- If needed, ad hoc task forces may be considered around specific activities for a limited period of time.
- The possible exception is that the Council may employ an executive committee comprised of the Council's Chair and Vice Chair, with limited responsibilities, to establish the agenda.

## **Meetings**

- The Council shall meet a minimum of 10 times per year or as needed and requested by the Council Chair in collaboration with the PVMC Administrator.

## **Officers**

### ***Chair***

- Elected annually to serve for one year or until successor is elected. Should he/she vacate office mid-term the Vice Chair shall serve as Chair for the remainder of the unexpired term.
- Shall preside Council meetings and represent the Council when requested.

### ***Vice Chair***

- Elected annually to serve for one year or until successor is elected. Should he/she vacate office mid-term the Chair shall appoint a Council member to serve as Vice Chair for the remainder of the unexpired term.
- The Vice Chair shall serve as the Chair when the Chair is unable to act or be present.

## **Amendments**

This Charter may be amended by an affirmative vote of two-thirds of the Council members present at a duly-constituted meeting where a quorum has been established. Any amendments to the Charter must be confirmed by the PARB in order to become effective.