

Healthy Southeast Operating Procedures

revised October 2017

GOAL/MISSION/VISION statements

Healthy Southeast convenes partners and advocates for increased access and opportunities for those who have barriers to healthy eating and active living within Bayview -Hunters Point; through advocacy, capacity building and collaboration.

COALITION ROLES/PURPOSE/Functions

1. Identify and support policies, systems and environmental changes that promote healthy eating and physical activity in BVHP.
2. Advocate for the adoption of policies, at all levels, that promote healthy eating and active living and increase access to healthy food and physical activity for populations disproportionately impacted by chronic disease.
3. Make recommendation to policy makers and other stakeholders regarding food access and physical activity.
4. Form working groups or subcommittees to address single issues previously identified as Coalition priorities.
5. Draft an annual plan of action for communications, advocacy and programming priorities.
6. Outreach and educate Bayview community on healthy eating and physical activity alternatives and policy initiatives through multiple methods including, events, forums, workshops etc.

STRUCTURE

Healthy Southeast is independent from the Department of Public Health; members are not appointed by the Department of Public Health or by any city and county official. They are self-selected or recruited based on their commitment to the mission.

Healthy Southeast is structured as follows:

1. Two Co-Chairs that rotate their functions. One co-chair is an expert on food access (e.g, food systems, food justice, urban ag); one co-chair is an expert in physical activity access (invigorating parks/open space, active transportation, etc).
2. Co-chair term is two years
3. An open general membership comprised of CBOs, community members, city agencies and all others committed to creating sustainable change for healthy eating and active living.
4. Subcommittees/working groups committee/s as identified by and accountable to Healthy Southeast
5. Healthy Southeast Meeting agendas will regularly include
 - PA Focus – program and policy
 - Food Focus – program and policy

HEAL Zone other business (eg grantee reports, CAP review, etc)
Ad Hoc groups

6. Staffing support provided by HEAL Zone/ SFDPH and others as appropriate.

The San Francisco Department of Public Health's staff are not members of the Committee, but provide staffing and coordination for the Advisory Committee. Therefore staff cannot vote on Healthy Southeast matters. Staff assist Co-chairs to implement their roles such as: providing assistance with planning of meetings; conducting information gathering and research to support Healthy Southeast planning and policy related activities; preparing draft documents in response to Advisory Committee requests; coordinating meetings, notices and minute distribution; providing background information for meetings; bringing matters to the Advisory Committee's attention that are related to its mission; providing orientation to new Advisory Committee members

MEMBERSHIP

- Healthy Southeast should reflect the diversity of the BVHP, particularly those populations disproportionately impacted by chronic disease, and includes representatives from community based organizations, community members, city departments and others working towards food and physical activity justice in BVHP.
- **Membership is defined** as attendance at 9 meetings per calendar year. This includes committee meetings or general meetings. Members can call/email ahead of time and request to be excused from meetings.
- Healthy Southeast members when representing COALITION at public events, meetings or other venues will represent COALITION's goals and pillars and adhere to the talking points develop by the group.
- Healthy Southeast works on a consensus basis. See guidelines below for issues related to grants and letters of support.

B. Member duties

1. Nominate and elect co-chairs.
2. Advocate for the adoption of systems and policies that promote healthy eating and active living.
3. Set agendas for Healthy Southeast's quarterly meetings.
4. Make recommendations for priorities for Healthy Southeast strategic plan
5. Advocate for policies that advance Healthy Southeast's mission.
6. Form time-limited ad hoc committees to address single issues.
7. Share information/network.
8. Participate in group events.

Membership descriptions

A. Healthy Southeast MEMBER

1. Attends monthly Coalition meetings.
2. Promotes relevant work of Healthy Southeast to organization's network.
3. Actively participates in programs, initiatives or calls to action to advance the mission, vision and values of Healthy Southeast.
4. Actively engages in addressing a COALITION priority area.
5. Anyone who signs the membership agreement may be a member of Healthy Southeast.

C. Healthy Southeast CO-CHAIRS

Term: Two-year commitment (goal is to have co-chair terms cycle synch to a calendar year)

Time: Minimum 3-5 hours a month. (1 hr meeting with staff every month; and meetings/check-ins as needed via phone/email; 1.5 hr monthly Coalition meetings)

Process: nominated and approved by Steering Committee. Co-Chairs may not be SF DPH employees.

A Healthy Southeast Coalition Co-Chair:

1. Provides leadership to Healthy Southeast
2. Works with staff to develop the agenda and chairs meetings of Healthy Southeast
3. Represents Healthy Southeast at events, in the media and at meetings
4. Performs other responsibilities assigned by the Steering Committee

D. STAFF

1. Works with co-chairs to develop meeting agendas, emails meeting announcements.
2. Manages Healthy Southeast email list and list serve and provides administrative support.
3. Supports efforts to write grants to fund initiatives that advance Healthy Southeast's mission
4. Supports efforts to analyze data, conduct research and synthesize resources to support Healthy Southeast initiatives.
5. Serves as liaison between Healthy Southeast, the SF Department of Public Health and other healthy eating/active living Coalitions and community based organizations.

FUNDING

SEFA Funding Opportunity Criteria and Procedure

1. Process for responding to funding opportunities:

Potential funding opportunities will be routed to Healthy Southeast list. Any COALITION member interested in applying for funds will notify the list. If multiple organizations are interested in applying (including COALITION itself) a meeting will be convened to discuss. Any COALITION member who feels that COALITION itself should apply will email the list outlining proposed activities, asking for feedback and providing a deadline for feedback. COALITION member grant applications and/or partnerships will be supported.

2. Process for COALITION funding of COALITION member organizations:

Criteria were developed to define funding that goes from COALITION to member organizations to include: active membership in COALITION as defined above; mission and experience of member organization in alignment with grant; is organization interested etc.

Upon availability of funding through COALITION to a member organization the following process will be followed. A request for applications will be generated and distributed to all COALITION members. A COALITION subcommittee will be formed to review applicants and choose a COALITION member to fund.

3. Support for COALITION operating costs

Where possible, COALITION members' organizations will include 5% of grant budgets toward operating costs.

Process for COALITION approval of *letters of support* requests:

Requests from COALITION Member groups: A support letter can be approved by COALITION co-chairs as long as a template is provided. Time permitting; LOS will be routed to COALITION members with deadline to respond. Any request for a support letter that involves a commitment by COALITION to participation in the proposed project must be presented to COALITION at a regular meeting.

Non-member groups: Requests for letters of support and participation by non-member groups must be made at a regularly scheduled COALITION meeting.

Seeking COALITION endorsement:

Any request must meet COALITION's criteria in that it must affect food access or physical activity for BVHP and/or be related to COALITION's priorities

The process to consider policy or other proposal requests is:

- Information sharing (either at a COALITION meeting or by email to ensure that COALITION members have access to background information, details of the proposed policy or other request and timelines);
- discuss the proposed policy or other request at a COALITION meeting;
- get consensus to support the policy or other request or not or with consideration and with the proviso that members can opt out of agreement and that their comments will be part of the record.

Identification: COALITION support of proposed policies or other requests will include the following language: “Endorsement or support of this policy/other request is provided by COALITION... Individual member organizational names for identification purposes only”