

NACCHO Committees and Workgroups

Updated May 9, 2009
Revised: October 11, 2010*

1. The Global Health Workgroup engages local public health partners globally to mobilize and exchange resources that support effective local health practice and systems. *Membership:* Local health officials with experience working abroad in a local public health context or working with local public health entities overseas. *Time Commitment:* Quarterly conference calls, one to two in-person meetings when there is funding.

2. The Annual Conference Workgroup plans, organizes, and conducts the Annual Conference program that is specifically designed to address the unique and critical public health practice needs and interests of local health officials. Activities include developing the conference theme, objectives, and tracks; selecting and framing plenary sessions; developing the conference format and overall agenda; reviewing and selecting proposals for concurrent sessions; and evaluating and learning from the conference program's strengths and challenges.

Membership: NACCHO members, primarily local health officials, but may also include SACCHO representatives and senior-level LHD staff such as medical directors or deputy directors.

Time Commitment: The workgroup will meet two times a year in person and once a month by telephone nine to 10 times annually. Members are appointed for two-year terms and can be reappointed for one additional two-year term. The exception is the one-year only appointment for the "local host" member position to represent the jurisdiction of the upcoming year's conference site.

B. Standing committees perform activities which are core to the operation of the association.

1. The Audit Committee monitors the organization's internal controls, reviews staff performance in respect to accounting and financial management, recommends the selection of the auditor to the board, provides oversight of the audit, reviews the performance of the auditors, and reports at least semi-annually to the board

Membership: The Audit Committee shall consist of at least three members. The chair will be a member of the board. No officer shall serve as a member of the Audit Committee. Committee members shall have at least one of the following items of experience or background: (1) experience as a chief or principal financial officer, principal accounting officer, controller, public accountant, auditor, or position that involves performance of similar functions; (2) financial expertise by actively supervising a person(s) performing one or more of the above functions; (3) experience overseeing or assessing the performance of organizations or public accountants with respect to preparation, auditing, or evaluation of financial statements; or (4) experience serving on an audit committee.

Time Commitment: The annual time commitment for this committee includes three to five conference calls and minimal work between meetings.

2. The Bylaws Committee annually reviews the NACCHO Bylaws, drafts and proposes amendments to the board, and reviews all submitted proposed amendments for proper language and consistency with the current Bylaws.

Membership: The Parliamentarian and at least one participant from each Forum.

Time Commitment: The annual time commitment for this committee includes two conference calls and minimal between meeting work.

3. The Finance Committee, in conjunction with the Executive Director, prepares the annual budget for the Association and completes a quarterly review of the Association's financial status.

Membership: The President-elect as Chair, the Vice President and at least one participant from each Forum.

Time Commitment: The annual time commitment for this committee includes one or two in-person meeting(s), four or five conference calls, several hours preparing for each meeting and conference call, and minimal between meeting work.

4. The Membership and SACCHO Relations Committee actively participates in membership recruitment campaigns, both by phone and in-person, and advises staff on ways to increase our active membership and help NACCHO better serve members.

Membership: At least one participant from each Forum.

Time Commitment: The annual time commitment for this committee includes one in-person meeting, approximately six conference calls, and moderate to substantial between meeting work.

5. The Nominations Committee manages the NACCHO nominations and elections processes, soliciting and recruiting candidates for Vice President, Forum Chairs, Vice Chairs, and board members, who are broadly representative of the active membership.

Membership: The Immediate-Past President as chair and at least one active member from each Forum.

Time Commitment: The annual time commitment for this committee includes four to five conference calls, and moderate between meeting work.

C. The Marketing Committee provides strategic guidance to NACCHO to help raise awareness of and support for the governmental public health system by helping LHDs and local health officials become more visible and recognizable to policymakers, the media, and the general public. The committee focuses on building support for the critical importance of LHDs through marketing, communications, and branding and is committed to promoting the national identity for public health departments in order to achieve the long-term goal of universal recognition of the public health brand. The committee's work corresponds to NACCHO's Strategic Map in the following areas: Strategy A: identify, produce and share tools for members to use; Strategy B: provide effective advocacy; and Strategy C: Deepen members engagement and expand membership.

Membership: Local health officials; state association of county and city health officials staff; public information officers; public relations/marketing staff; senior health department staff with experience in public communications, marketing, branding, and social media; and state/local health liaison officials.

Time Commitment: One in-person meeting, monthly conference calls, and moderate work between meetings. Most work will be conducted via phone and/or email. The in-person meeting will take place at NACCHO Annual. Appointment is for a two-year term with an option for reappointment to a second two-year term.

D. Community Health

1. The Access and Integrated Services Workgroup addresses access to care and service integration policies and programs, in primary care, mental health and oral health. The workgroup provides input and guidance for NACCHO's primary care project and counsel on mental health related initiatives. The goal of the workgroup is to strengthen local public health infrastructure in assuring access to care and appropriate connections between public health and other access to care services.

Membership: Local health officials and programmatic health department staff who are interested in access to primary care, integration of services, oral health and/or mental health issues.

Time Commitment: The annual time commitment for this committee includes one in-person meeting and bimonthly conference calls. Members of the advisory group will be asked to take the lead role in a workplan activity. Review of documents and other limited work, including model practice application judging, will be conducted via e-mail and conference calls during the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

2. The Disability Workgroup provides guidance and direction for NACCHO's Disability project, which focuses on providing public health services to people living with disabilities (e.g., data collection from demonstration sites, transference of information, and provision of technical assistance).

Membership: Local health officials and programmatic health department staff who are interested in issues related to people living with disabilities.

Time Commitment: The workgroup will convene via conference calls (bimonthly) and one in-person meeting. Members of the advisory group will be asked to take the lead role in a workplan activity. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

3. The Healthy Living and Prevention Workgroup provides input and guidance for NACCHO's chronic disease prevention programs. Specifically, the workgroup explores ways in which (1) legislative and organizational policies; (2) physical, social, and economic environments; and (3) systems change impact the health of local communities and how local health officials can position themselves as leaders in addressing chronic diseases and their risk factors through policy, systems, and environmental strategies.

Membership: Local health officials and programmatic health department staff who are interested in policy approaches in chronic disease prevention and/or community design and land use planning.

Time Commitment: One in-person meeting per year, regular conference calls (monthly to bimonthly), and moderate between meeting work. In addition, review of documents and participation in judging model practice applications will be required throughout the year.

4. The HIV/STI Prevention Workgroup provides direction to NACCHO's funded HIV prevention activities, assists in identifying LHD HIV and STD model and promising practices, and amplifies the voice of local public health practitioners with regard to national HIV and STI prevention and related policies.

Membership: Local health officials who are interested in HIV and STI prevention and HIV/STI programmatic health department staff.

Time Commitment: The annual time commitment for this workgroup includes one to two in-person meetings, monthly conference calls, and moderate work between meetings. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

5. The Immunization Workgroup is a resource for bi-directional information to NACCHO, its members and federal public health partners and provides expert opinion on immunization policy issues.

Membership: Local health officials and programmatic health department staff who are interested in delivery of immunization services, immunization infrastructure, local data collection and application, vaccine-preventable disease epidemiology, and immunization policy.

Time Commitment: The annual time commitment is one meeting per year, bimonthly workgroup conference calls, and quarterly conference calls with CDC/National Center for Immunization and Respiratory Disease staff. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

6. The Infectious Disease Prevention and Control Workgroup provides direction to NACCHO's funded infectious disease activities, assists in identifying LHD infectious disease model and promising practices, and amplifies the voice of local public health practitioners with regard to national policies concerning the prevention, control, and treatment of emerging infectious diseases.

Membership: Local health officials and programmatic health department staff who are interested in infectious disease prevention and control.

Time Commitment: The annual time commitment for this workgroup includes one in-person meeting, monthly conference calls, and moderate between meeting work. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

7. The Maternal, Child and Adolescent Health/Birth Defects Prevention Workgroup provides input and guidance for NACCHO's maternal and child health (MCH) related programs including the birth defects prevention project. The goal of the workgroup is to assist in the development of activities to improve the understanding of MCH-related issues among local, state, federal, and national organizations.

Membership: Local health officials and programmatic health department staff who are interested in maternal and child health and/or birth defects prevention.

Time Commitment: The annual time commitment for this workgroup includes one or two in-person meetings, bimonthly conference calls, and moderate work between meetings.

Appointment is for a two-year term with an option for reappointment to a second two-year term.

G. Public Health Preparedness

1. The Advanced Practice Centers (APC) Workgroup provides leadership, guidance, and direction to NACCHO's APC Program. The APC Program assists in defining and building local preparedness infrastructure and sharing cutting-edge resources and technology to enhance preparedness within the broader public health community.

2. The Medical Reserve Corps (MRC) Workgroup provides leadership, guidance and direction to NACCHO's MRC Program. The MRC Program collaborates with the Office of the Surgeon General, MRC Program Office to raise the national visibility of the MRC program and enhance the capacity of local MRC units to support their community's disaster preparedness and public health initiatives.

Membership: Local health officials; local, state, and national MRC representatives; and other public health preparedness professionals.

Time Commitment: At least one in-person meeting, routine conference calls, and participation in national meetings if funding and opportunity are available. In addition, review of documents and participation in assessing applicants and identifying model practice programs and activities will be required throughout the year.

3. The Public Health and Emergency Management (PH-EM) Workgroup provides leadership, guidance and direction for NACCHO's work to establish, strengthen, and enhance relationships between Public Health and Emergency Management communities. Formerly the National Incident Management System workgroup, the Public Health and Emergency Management Workgroup has broadened its focus and works toward the integration of the public health and emergency management at all levels.

Membership: Local health officials, public health preparedness professionals, and emergency management planners.

Time Commitment: Routine conference calls and participation in national meetings if funding and opportunities are available. In addition, review of documents and participation in assessing applicants and identifying model practice programs and activities will be required throughout the year.

4. The Pandemic Influenza Workgroup provides guidance and direction to NACCHO on plans for guidance around and strategies for LHDs related to pandemic influenza planning and exercising.

Membership: Local health officials, preparedness professionals, infectious disease professionals, and community health directors.

Time Commitment: At least one in-person meeting, regular conference calls, and participation in national meetings if funding and opportunity are available. In addition, review of documents and participation in judging model practices will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

5. The Preparedness Metrics Workgroup provides leadership, guidance and direction for NACCHO's involvement in helping to shape and define CDC metrics and

performance measures that will be used to assess health departments' readiness to respond to public health emergencies and other disasters.

Membership: Local health officials and public health preparedness professionals.

Time Commitment: At least one in-person meeting, bimonthly conference calls, review of draft documents, and participation in national meetings if funding and opportunity are available.

6. The Project Public Health Ready (PPHR) Workgroup provides leadership, guidance, and direction to NACCHO and its partners to maximize the effectiveness of PPHR's products, programs, policies and procedures and contribute to ensuring that the needs of local public health preparedness efforts are addressed.

Membership: Local health officials, previous PPHR applicants, and public health preparedness professionals (e.g., academics, state health departments, national public health organizations)

Time Commitment: At least one in-person meeting, monthly conference calls, and participation in national meetings if funding and opportunity are available. In addition, review of documents and participation in assessing applicants and identifying model practice programs and activities will be required throughout the year.

7. The Strategic National Stockpile (SNS) Workgroup provides leadership, guidance, and direction for NACCHO's SNS Program. This program, in collaboration with CDC and the Association of State and Territorial Health Officials, develops and collects tools and resources to assist LHDs and their communities in planning for and implementing the Strategic National Stockpile.

Membership: Local health officials, planning professionals, and public health preparedness professionals.

Time Commitment: At least one in-person meeting, routine conference calls, and participation in national meetings if funding and opportunity are available. In addition, review of documents and participation in assessing applicants and identifying model practice programs/activities will be required throughout the year.

H. The Environmental Health Committee provides input and guidance for all of NACCHO's environmental health policies and programs, including community environmental health assessment, indoor air quality, Superfund, Brownfields, wastewater, children's environmental health, drinking water, food safety, and land use planning.

Membership: Local health officials or the LHD designee to NACCHO.

Time Commitment: Two in-person meetings, up to three conference calls, and moderate work between meetings. Appointment is for a two-year term with an option for reappointment to a second two-year term.

1. The Food Safety Workgroup provides input and guidance for NACCHO's food safety programs including demonstration sites, federal regulations, and other issues linking food safety with other public health practices.

Membership: Local health officials, sanitarians, environmental health professionals, and environmental health directors

Time Commitment: At least one in-person meeting, regular conference calls, and work in between meetings. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

2. The Global Climate Change Workgroup explores ways in which global climate change has an impact on the health of local communities and how local health officials can be in a position to address these concerns and develop programs and policies to mitigate the health impacts.

Membership: Local health officials and LHD staff

Time Commitment: Monthly conference calls.

3. The National Environmental Public Health Tracking (EPHT) Workgroup provides guidance and input to NACCHO's EPHT Program and works with NACCHO and CDC to develop tools and resources for LHDs that link the national CDC program to work that is being undertaken at the local level.

Membership: Local health officials, information technology specialists, environmental health professionals, and data specialists

Time Commitment: At least one in-person meeting, regular conference calls, and work between meetings. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

I. Public Health Infrastructure and Systems (PHIS)

1. The goal of the Accreditation Preparation and Quality Improvement Workgroup is to enhance NACCHO's resources and technical assistance offerings so that an increasing number of LHDs have the knowledge, skills and abilities to successfully seek national accreditation and sustain measurable quality improvement in their health departments. This Workgroup provides insight into LHD needs and identifies ways NACCHO can develop and promote the use of QI resources and advancement of accreditation preparation and quality improvement tools.

Membership: LHD staff working on accreditation preparation, quality improvement, performance standards, and/or quality planning

Time Commitment: The workgroup will meet either through conference call or webinar every other month. An effort will be made to fund at least one in-person meeting per year, which may coincide with NACCHO Annual. Some work may occur between calls such as reviewing materials, rating tools in Toolbox, and providing feedback on deliverables under development.

2. The Mobilizing for Action Through Planning and Partnerships (MAPP) Workgroup follows MAPP through development, implementation, and evaluation to capture lessons learned from users, provide NACCHO and partners with recommendations for modifications to the model, promote MAPP as a tool, and serve as liaison for MAPP use across a variety of public health jurisdictions.

Membership: Local health officials and other health department staff with experience in MAPP/National Public Health Performance Standards Program (or MAPP only) process. External representatives are also recruited.

Time Commitment: The workgroup will meet two times a year in person and once a month by telephone. In addition, members participate as speakers in at least one training/conference session each year. The workgroup is more than an advisory group, though efforts are made to ensure that the time commitment is balanced with the full-time

jobs of our members. Appointment is for a three-year term with an option for reappointment to a second term.

3. The Profile Workgroup provides guidance and input to NACCHO's National Profile of Local Health Departments (Profile) study. The purpose of the Profile study is to develop a comprehensive and accurate description of LHD infrastructure and practice.

Membership: Local health officials or the LHD designee to NACCHO. External representatives are recruited as well.

Time Commitment: The annual time commitment for this workgroup includes one in-person meeting, regular conference calls, and moderate work between meetings. In addition, review of documents or surveys may be required during the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

4. The Public Health Informatics Workgroup oversees NACCHO's activities related to improving and strengthening the information technology capacity of LHDs.

Membership: Local health officials and programmatic health department staff interested in information technology. External representatives are also recruited.

Time Commitment: The annual time commitment for this workgroup includes two in-person meetings, once-a-month conference calls, and moderate between meeting work. In addition, review of documents and participation in judging model practices will be required throughout the year. Appointment is for a two year term with an option for reappointment to a second two year term.

5. The Workforce and Leadership Committee provides recommendations, direction and guidance to NACCHO's Board of Directors and staff to facilitate NACCHO's efforts to expand and improve the public health workforce. It provides leadership, advocates for, and advises NACCHO and its partners on comprehensive, innovative workforce and leadership development policies and practices.

Membership: Local health officials or the LHD designee to NACCHO.

Time Commitment: The Workforce and Leadership Development Committee will meet monthly via conference call and most business will be conducted via phone and/or e-mail. Members of the committee will serve two-year terms with an opportunity for reappointment for a second term.

6. The Survive and Thrive Workgroup provides direction to NACCHO's funded new local health official orientation curriculum and evaluation plan. Additionally, the workgroup will provide guidance on implementation strategies, polices, and individuals to participate in the pilot testing of the curriculum.

Membership: Local health officials and organizational liaisons.

Time Commitment: Two in-person meetings and approximately six conference calls. In addition, review of documents and participation in judging model practice applications will be required throughout the year. Appointment is for a two-year term with an option for reappointment to a second two-year term.

7. The Health Equity and Social Justice Committee corresponds to NACCHO's strategic direction of enhancing the capacity of LHDs to achieve health equity through social justice as a means to improve health status and quality of life. This committee develops strategies and methods to transform the structure, culture, and practice of LHDs toward the elimination of systemic, avoidable inequities in the distribution of health and

illness. The committee seeks to devise indicators, tools, and ways to communicate about social justice and public health practice to communities and the mass media.

Membership: Local health officials and senior health department staff.

Time Commitment: The committee will meet quarterly via conference call and most business will be conducted via phone and/or e-mail. A two-day in-person meeting will occur once a year. A two-hour in-person meeting will occur at NACCHO Annual.

Appointment is for a two-year term with an option for reappointment to a second two-year term.

a. The Local Health Department National Coalition For Health Equity Workgroup corresponds to NACCHO's strategic direction of enhancing the capacity of LHDs to achieve health equity through social justice as a means to improve health status and quality of life. This workgroup develops strategies to strengthen the organizational influence and capacity of coalition members to act on the root causes of health inequity by organizing LHDs and building solidarity among them. They seek to identify ways to share knowledge, experience, and practice among coalition members, devise policy agendas, increase public awareness and support, and provide effective messages to the mass media. The social networking website for joining the coalition is

<http://healthequity.naccho.org>.

Membership: Local health officials and senior health department staff.

Time Commitment: The workgroup will meet quarterly either via conference call or via phone and/or e-mail and SharePoint. A two-day in-person meeting will occur once a year. A two-hour in-person meeting will occur at NACCHO Annual.

Appointment is for a two-year term with an option for reappointment to a second two-year term.