

MINNEAPOLIS PUBLIC HEALTH ADVISORY COMMITTEE

The Public Health Advisory Committee (PHAC) for the Minneapolis Health Department has the following responsibilities and composition:

A. Role of the PHAC

The role of the PHAC is to advise the City Council and the Minneapolis Health Department on policy matters affecting the health of Minneapolis residents, and to serve as liaisons between the City and the community in addressing health concerns. In this role PHAC shall make every effort to ensure that the concerns represented reflect the diverse viewpoints and interests of the Minneapolis community.

B. Committee Functions

The Public Health Advisory Committee has responsibility for the following functions:

1. To advise the City Council regarding: a) policy matters affecting health of Minneapolis residents, and b) general roles and functions of the Minneapolis Health Department;
2. To review the proposed priorities of the Minneapolis Health Department and make recommendations to the City Council;
3. To consider complaints and views expressed by residents affecting delivery of public health services in Minneapolis, forward those concerns, and make recommendations as necessary to the City Council and/or the Minneapolis Health Department.

C. Committee Size and Composition

The composition of the Public Health Advisory shall reflect the diverse interests and perspectives of the Minneapolis community. It is the expectation that all parties responsible for the recruitment, recommendations to and approval of members shall make every effort to ensure the realization of this intent.

The PHAC will have up to twenty-two (22) members composed of fourteen (14) resident members and up to six (6) other representatives. Two (2) ex-officio non-voting representatives may join the committee as needed.

1. Resident Member appointments
The fourteen (14) residents will be selected by having each of the thirteen (13) City Council Members appoint one (1) resident member who lives or works in their respective wards, and one (1) resident representative who lives or works in the City of Minneapolis shall be appointed by the Mayor. These Resident Member appointments and terms are subject to Minneapolis Code of Ordinances Title 2, Chapter 14.180. No public hearing is required for Resident Member appointments.
2. Representative Member appointments
The six (6) other representatives will be appointed by the City Council by requesting the following organizations to submit one (1) nominee representing their interests;
 - The Minneapolis Public Schools, Health Related Services;
 - Hennepin County Human Services and Public Health
 - The University of Minnesota. School of Public Health

The PHAC recommends up to three (3) at large nominees to the City Council for appointment.

Additionally, two (2) representatives from the Minneapolis Health and Human Services Group: one (1) from the Urban Health Professional Advisory Committee and one (1) from the Urban Health Agenda Community Advisory Committee, shall serve in an ex-officio non-voting capacity as the need arises.

Representative Member appointments pursuant to this subsection C.2. shall not be made pursuant to the open appointments process of the Minneapolis Code of Ordinances Title 2 Chapter 14.180 and no public hearing is required for these appointments.

D. Committee Structure, Terms, and Meeting Frequency

1. Member terms are two years in length and no member will serve more than three consecutive terms.
2. To maintain continuity of membership, approximately equal number of terms expire each year.
3. Anniversary dates are recognized as January 1st regardless of actual appointment date.

4. The PHAC elects a chairperson and vice-chairperson or co-chairs.
5. The PHAC establishes its own operating rules and procedures and meeting schedule, provided that it meets at least six times each year to conduct its business.
6. Eight (8) members constitute a quorum.

E. Member Duties

1. Members are expected to attend and actively participate in all regularly scheduled meetings. Three unexcused absences may result in termination of membership.
2. Members are expected to participate in one sub-committee to carry out the work and functions of the committee.
3. Members may be asked to review, discuss, modify, and decide upon staff-prepared documents or engage in the original preparation of documents.
4. In addition to meetings, members should spend some time reading and reviewing committee materials; connect with City Council members regarding PHAC business or neighborhood concerns; and be responsive to constituent concerns regarding public health.

F. Relationship between the PHAC, City Council and Minneapolis Health Department

1. The City Council is the Board of Health and makes final decisions regarding policy and programs of the Minneapolis Health Department. The City Council's health-related committee shall review and decide upon Minneapolis Health Department matters prior to final action by the City Council.
2. PHAC members are expected to communicate regularly with their respective appointing authority.
3. The PHAC is an advisory committee to the City Council and the Minneapolis Health Department.
4. The Minneapolis Health Department is responsible for providing staff assistance to the PHAC to carry out its advisory functions.

5. It is expected that in most situations the Minneapolis Health Department will give significant weight to the recommendations of the PHAC. On those occasions when the Department cannot incorporate these recommendations into its policy and program operations, the Commissioner will provide an explanation.
6. Minneapolis Health Department staff will present department business to the City Council health-related committee. Such staff presentations shall include an explanation of how such activities fit within the framework of the priorities as approved by the PHAC.
7. While prime responsibility for presenting PHAC views rests with the staff of the Minneapolis Health Department, the PHAC may elect to designate its members to directly explain PHAC views to the City Council health-related committee.