

Adopted January 26, 2012

I. Morrisville Collaborative Values

- Focus on family-centered and holistic services
- Support a process of continuous improvement to achieve better outcomes
- Utilize data that includes family feedback
- Responsive to community needs and examine gaps in services
- Shared distribution of responsibility
- Respect for all people and partners involved
- Clear and transparent roles, responsibilities and processes
- Openness to change
- Shared Authority
- Fun and effective

II. CIS Steering Committee Membership

Membership of the team is partially defined in the grant specifications and is further defined by Steering Committee. The Steering Committee is composed of CIS partners who have a direct responsibility for the success of CIS and are their agency decision-makers including, but not limited to:

- Lamoille Family Center (Fiscal Agent and CIS Program Manager)
- Field Services Director
- Department of Health (Director and Local & Regional Maternal Child Health)
- Contractors - Lamoille and Caledonia Home Health Agency; Lamoille Community Connections

- CDD Technical Assistance Liaison
- Other Membership\*

\*The Steering Committee will consider other membership, e.g., Head Start, Behavioral Health, etc., and avenues for community input from partners who do not sit at the Steering Committee table regularly.

### III. Individual Roles and Responsibilities

- The fiscal agent has the responsibility, as informed by the Steering Committee, to make decisions that enable it to meet the purpose, contractual performance measures and requirements of the contract with the State.
- Each subcontracting agency providing a Children’s Integrated Service is responsible for the day-to-day management of their program delivery, including; hiring and firing of staff, salaries, benefits and staff supervision.

### IV. Collaborative Governance Responsibilities

- Planning: Establish strategic goals for the team that are in concert with the purpose and performance measures of the CIS contract and reflect community needs and resources.
- Evaluation: Provide ongoing evaluation of CIS service system, program model(s) and performance, and involvement in any corrective action for CIS programs and contracted services.
- Budget: The Steering Committee will review the overall CIS budget as well as individual agency CIS program budgets. The Steering Committee will be involved in budget development and approval, and will consider:
  - Demographic data
  - Utilization and performance data
  - Organizational budget constraints
  - Anticipated/projected need for services
  - Federal/state guidelines
  - Prior history
  - Community need
  - Staffing: Participate in the hiring and evaluation of CIS staff.

- Engagement: Ensure community involvement.
- V. CIS Steering Committee Decision-making
  - The Steering Committee will make decisions by consensus or by majority vote and all team members will support the final decision. Members with one vote each include:
    - I. Lamoille Family Center
    - II. Field Services Director
    - III. Department of Health
    - IV. Lamoille Home Health Agency
    - V. Caledonia Home Health Agency
    - VI. Lamoille Community Connections
    - VII. CDD Technical Assistance Liaison
  - In the event decisions or agreement cannot be reached at the local level, there is a state grievance and arbitration process that can be utilized.