



SCHSAC Member Development Program

DRAFT

The Minnesota Legislature created the State Community Health Services Advisory Committee (SCHSAC) to advise the health commissioner and provide guidance on the development, maintenance, financing, and evaluation of community health services in Minnesota.

Although the membership of SCHSAC is defined by law, the makeup of SCHSAC is constantly changing as members, alternates, and support staff come and go.

SCHSAC is most successful when its members are engaged fully as critical partners in the public health system. It is critical that we take a deliberate approach to educating and developing SCHSAC members.

New Member Orientation

Annual Orientation: At the beginning of each calendar year, SCHSAC will hold a new member orientation that will focus on providing a baseline of information about SCHSAC history, operation, and goals. It will ensure that every member has the information necessary to actively participate in SCHSAC and its workgroups and programs. In addition, it will identify and explain the expectations for SCHSAC members. SCHSAC will update this orientation each year to reflect any changes in SCHSAC. MDH will make a recording of the orientation and copies of supporting materials available to members on the SCHSAC website.

Orientation at Other Times of the Year: New members starting at other times during the year may access the orientation video and supporting materials.

Ongoing Member Education

SCHSAC Meetings: Regular meetings provide an opportunity for ongoing education and engagement. SCHSAC meeting agendas will include discussion around relevant topics for the public health system in Minnesota. SCHSAC meetings are critical opportunities for SCHSAC members to broaden their understanding of the public health system and share their unique perspective as an important partner. To assure a strong state-local partnership, SCHSAC strongly encourages members to attend meetings in person, if possible.

Coffee, Conversation, and Consideration: Public health is a dynamic and complicated issue. There are times when members desire a deeper level of education and conversation to understand how current topics in public health are playing out in Minnesota. Coffee, Conversation, and Consideration gatherings will offer the opportunity for deeper study and discussion around topics identified as top priorities for the membership. These gatherings may be virtual to allow for maximum participation from SCHSAC members and alternates.

Mentorship Program

There is a great depth of knowledge and experience among SCHSAC members to improve the Minnesota public health system. Additionally, SCHSAC members can share that knowledge and experience to support engagement of other members – especially newer members.

- **Format:** The Mentorship Program will structure small groups of volunteer mentors and mentees of different geographies and experiences and encourage them to meet monthly to discuss topics of interest. SCHSAC will provide a monthly theme, related materials, and suggested questions that mentors and mentees can use as a basis for a 45-to-60-minute conversation.
- **Mentor Support:** Each month, mentors will receive a theme, related materials, and suggested questions. Additionally, mentors will receive information that will support them in developing coaching skills.
- **Library:** MDH staff will collect and maintain an online library of materials related to monthly discussion topics, mentor support materials, and other relevant materials, on a new online location called the SCHSAC Online Member Portal.

Executive Committee Orientation

As new members join the Executive Committee and take on more of a leadership role, it is important to ensure that they have a deeper understanding of the goals, operations, and functions of SCHSAC and the implications of improving the public health system. At the beginning of each new Executive Committee term, the Executive Committee will offer an orientation to new members. This orientation will focus on a more detailed explanation of SCHSAC operating procedures, Executive Committee member expectations and workplan goals.

Executive Committee Ongoing Education

Meetings of the Executive Committee offer an opportunity for deeper engagement as a thought leader in shaping the public health system in Minnesota. During several meetings each year, there will be an opportunity for deeper engagement on topics and issues that have a particular tie to the work of the Executive Committee and SCHSAC to improve the Minnesota public health system.

Materials Access

SCHSAC on the MDH Website: Agendas, notes, orientation, and other public information will continue to be available to SCHSAC members and the public at: [SCHSAC: State Community Health Services Advisory Committee \(https://www.health.state.mn.us/schsac\)](https://www.health.state.mn.us/schsac).

SCHSAC Online Member Portal (currently under development): This newly designed portal will offer a central location for SCHSAC members and alternates to access information that is not designed for the public. This will allow SCHSAC members to easily find mentorship, Coffee, Conversation and Consideration materials, as well as other materials that they may find helpful to their role in SCHSAC and their role as local public health leaders.

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To obtain this information in a different format, call: 651-201-3880.