

Minneapolis Department of Health & Family Support
Descriptions of Positions
On the Public Health Advisory Committee

Position Description

The Public Health Advisory Committee (PHAC) is a 22-member advisory committee for the Minneapolis Department of Health & Family Support (MDHFS) and the City Council. The role of the PHAC is to advise the Council and the 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.

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 Department of Health and Family Support.
2. To review the proposed priorities of the Department of Health and Family Support 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 Department of Health and Family Support;

Committee Composition and Appointing Authority

The PHAC has up to 22 members composed of 14 residents and up to 8 other representatives. The 14 residents will be selected by having each of the 13 Council Members appoint one resident from their respective wards, and one resident representative shall be appointed by the Mayor. Appointments are confirmed by the full Council.

The 8 other representatives will be appointed by the City Council by requesting the following organizations to submit a nominee representing their interests:

- 1 - The Minneapolis Public Schools, Health Related Services;
- 1 - Hennepin County Human Services and Public Health
- 1 - The University of Minnesota, School of Public Health
- 2 - The Minneapolis Health and Human Services Leadership Group (Urban Health Professional Advisory Committee).
- 3 (up to) - At Large appointees to be recommended by the PHAC to ensure that the membership reflects the diversity of the Minneapolis community.

In addition, one representative from Environmental Services of the City's Regulatory Services Department, to represent Environmental Health shall serve as an ex-officio member.

It is the clear intent that the composition of the Public Health Advisory reflects 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.

Terms

1. Member terms are two years in length, with approximately half the terms expiring each year. Members may serve up to three consecutive terms.
2. Anniversary dates are recognized as January 1st, regardless of actual appointment date.
3. Three unexcused absences from regular meetings may result in termination of membership.

Duties & Meetings

1. Members are responsible for attending all regularly scheduled PHAC meetings, which are generally held on the fourth Tuesday of the month, from 6:00 to 8:00 p.m. in various community locations.
2. In addition, subcommittees are occasionally formed for special purposes for which members are asked to volunteer.
3. In carrying out the functions previously listed, members may be reviewing, discussing, modifying and deciding upon staff-prepared documents, or engaging in the original preparation of such documents. In addition to meeting times, members should be prepared to spend some time reading and reviewing committee documents in order to be prepared for discussion and development of recommendations.