OPERATING GUIDELINES FOR THE
HOME VISITING ADVISORY COMMITTEE

SECTION I: NAME

The name of this organization is the **HOME VISITING ADVISORY COMMITTEE** and commonly referred to as the "Advisory Committee" or "Advisory."

SECTION II: PURPOSES AND POWERS

2.1 ESTABLISHMENT. The Advisory Committee was established in 2019 by mutual agreement of the Michigan Department of Health and Human Services and the Michigan Department of Education, along with home visiting stakeholders.

2.2 PURPOSE OF THE ADVISORY COMMITTEE. The purpose is to support efficient and effective operations that result in change, improvement, and impact on home visiting and the home visiting system. Additionally, the Advisory Committee aims to advise and assist the State of Michigan in magnifying and implementing a collective vision for the home visiting system and the work it carries out.

2.3 VISION. An equitable, integrated home visiting system that provides Michigan families with the opportunities to choose the right program, at the right time, in the right place.

2.4 GUIDING PRINCIPLES.

- Mission, not Organization
- Node, not Hub
- Humility, not Brand
- Trust, not Control

(see Attachment 1 for additional information)

2.5 DEFINITIONS.

- The term "home visiting" shall have the meaning assigned in Michigan's Public Act 291 of 2012, and the effort to build a home visiting system will align with provisions set forth in that law.
- The term "interagency Home Visiting Leadership team" means the team of state level leaders and funding agencies that meets regularly to support the capacity of the system, as well as unification and coordination of home visiting activities at the state level. The team works in conjunction with the Advisory to achieve the Purpose and Vision.

2.6 ANNUAL REPORT. On an annual basis, the Advisory shall prepare a short report regarding its activities during the previous fiscal year, to be included in the annual PA 291 Legislative report.

SECTION III: MEMBERSHIP

3.1 NUMBER. The Advisory will have forty (40) or fewer members. Should the total number of members decrease below 40, the percentages listed in 3.2 will be maintained as much as possible.

3.2 MEMBERSHIP. The Advisory will include individuals with direct experience implementing or participating in the home visiting system, and will be representative of each region of the State, and the racial and cultural diversity of the population in the State of Michigan. It will consist of:

- 40% local evidence-based home visiting program staff; the number of Supervisors may not exceed the number of Home Visitors. This will include representatives from the following models:
  - Up to two (2) representatives from Early Head Start-Home Based (EHS);
  - Up to two (2) representatives from Family Spirit (FS);
  - Up to two (2) representatives from Healthy Families America (HFA);
  - Up to two (2) representatives from Infant Mental Health (IMH);
  - Up to four (4) representatives from Maternal Infant Health Program (MIHP);
  - Up to two (2) representatives from Nurse Family Partnership (NFP);
  - Up to two (2) representatives from Parents as Teachers (PAT).

  The local evidence-based home visiting program staff representatives from each model will be chosen by their peers during their model-specific meetings, such as the meetings at the annual Michigan Home Visiting conference.

- 20% parents of children aged five or younger, who are or were enrolled in evidence-based home visiting models, to be representative across the evidence-based home visiting models. The parent members will be chosen at the annual Michigan Home Visiting conference through a process established and implemented by the LLG Parent Leader state group.

- 25% state agency representatives as chosen by the interagency Home Visiting Leadership team. Other state agency staff may be assigned to support the Advisory. Should a vote be taken, these staff are not eligible to vote.

- 15% Other stakeholders, as chosen by the interagency Home Visiting Leadership team, e.g. advocates, individuals supporting the professional development of home visitors, LLG Coordinators, other home visiting models, etc.

3.3 LEADERSHIP. The Advisory meetings will be facilitated by three (3) co-chairs, chosen by the Advisory from amongst its members. There will be one co-chair representing each of the following stakeholder groups: 1) local evidence-based home visiting program members; 2) parent members; and 3) state agency representative members. The co-chairs will coordinate with state agency staff assigned to support the Advisory.

3.4 RESPONSIBILITIES OF MEMBERS. Advisory members will be asked to sign a Commitment form that addresses the following responsibilities:

- Serve on the Advisory for a two-year period;
- Attend a majority of the Advisory meetings each year, with a minimum of one (1) meeting in person;
- Join and actively participate in at least one (1) committee;
- Help magnify and implement a collective vision for the home visiting system;
- Strive to uphold and actively practice the Guiding Principles;
- Model an appreciation and respect for equity, diversity and inclusiveness;
- Represent a constituency and serve as a conduit to provide information to and from this constituency;
- Support transparency in communication between the Advisory and home visiting stakeholders.

3.5 RESIGNATION AND REPLACEMENT. A member may resign at any time by sending written notice of resignation to the Advisory co-chairpersons. An Advisory member may be replaced if they are not fulfilling their responsibilities as outlined in section 3.4. In the event of a resignation or need for replacement, the Advisory will seek to replace the previous member with a qualified candidate as soon as possible.

3.6 REMUNERATION FOR PARENT MEMBERS OF THE ADVISORY. Parent members of the Advisory will be compensated for time and expenses involved with their participation on the Advisory committee, in accordance with policies established by the Advisory.

3.7 NON-MEMBERS. Individuals who are not members of the Advisory may attend meetings; non-member participation in Advisory activities is at the discretion of the Advisory co-chairs.

SECTION IV: MEETING CONTENT AND STRUCTURE

4.1 FREQUENCY OF MEETINGS. The Advisory will meet at least quarterly. Subcommittees will meet at least quarterly, on the same day as the Advisory meeting.

4.2 MEETING STRUCTURE. Advisory meetings shall include, at a minimum, the following components:

- Review of Vision and Principles. The Vision and Guiding Principles will be reviewed at the commencement of each meeting of the Advisory or committees;

- Advisory meeting. The Advisory will convene and carry out its work using agendas developed by the Advisory co-chairs, the Home Visiting Leadership team, and staff assigned to the Advisory;

- Standing Committee meetings. The Advisory will create Standing Committees, one for each priority area selected by the Advisory each year. One Advisory member will be chosen to chair each Standing Committee. Members of the Standing Committee will be drawn from the Advisory membership, however additional members (such as Advisory Staff) may be added with the approval of the Standing Committee chairperson. Standing Committee meetings may be called by the chairperson of the Standing Committee. Standing Committees will report on activities at each Advisory meeting;

- Ad hoc Committee meetings. The Advisory may also create one or more ad hoc Committees to address specific issues, as needed. One Advisory member will be chosen to chair each ad hoc Committee. Ad hoc committee members will be drawn from the Advisory membership, however additional members (such as Advisory Staff) may be added with the approval of the ad hoc Committee chairperson. Ad hoc Committee meetings may be called by the chairperson of the ad hoc Committee. Ad hoc Committees will report on activities at each Advisory meeting;

- Sharing of Collaborative Activities. The Advisory will set aside a specific time during each meeting for members to share and discuss local, national, or other work that is or may contribute to achieving the Vision.

4.3 VOTING. The Advisory will first seek to achieve consensus. As needed, the Advisory may vote on matters that come before the committee; a simple majority of the Advisory members that are attendance (present in person or via webinar/meeting software) will be needed to approve/finalize a decision.

SECTION V: AMENDMENTS

The Operating Guidelines will be reviewed by the Advisory during the first meeting of each state fiscal year to determine if any amendments are warranted. The Advisory may amend these Operating Guidelines by consensus, or by a simple majority vote of members in attendance at any regular meeting.

Adopted February 3, 2020; implemented effective October 1, 2020

Attachment 1: Home Visiting Advisory Committee Vision and Principles

Purpose/Vision statement *(adopted June 3, 2019):*

An equitable, integrated home visiting system that provides Michigan families with the opportunities to choose the right program, at the right time, in the right place.

Guiding Principles *(adopted June 3, 2019):*

Mission, Not Organization
Honor individual voices.
Accept that we're all here and trusting.
Keep an open mind and think flexibly.
Keep practicing this idea – agree to conscious recalibration.

Trust, Not Control:
Listen to understand.
Recognize we can't do this work as individuals.
Recognize and value the diversity of the group.
Equal opportunity in Advisory structure, agendas, roles, conversations.
Exercise transparent decision making and clarity of decision-making processes.

Humility, Not Brand
Understand the strengths of the home visiting Continuum.
Everyone has an equal and important voice.
Support partnerships

Node, Not Hub
We are all working to the larger issue.
Consider how each voice fits into the larger picture.
Work together, not in silos.
Commit to communicating about the initiative rather than models when appropriate.