

Florida Preventive Health Advisory Committee General Guidelines

Purpose

The **Florida Preventive Health Advisory Committee (Advisory Committee)** was formed pursuant to Title 42 U.S.C, section 300w-4, to make recommendations to the Department of Health regarding funding allocations, assessments of public health and related activities, identification of relevant programs or entities that should be involved in carrying out recommended activities, and the collection and reporting of data. In addition, the Committee will mobilize individuals, communities, healthcare providers, healthcare payors, and policymakers to use prevention strategies in optimizing the health and well-being of Floridians across the lifespan.

Membership

The members of the committee will be appointed by the State Surgeon General:

- ❖ Advisory committee members will serve a 4 year term. Randomly selected initial appointments may be for less time to establish staggered appointment dates.
- ❖ Membership will be composed of members of the general public, academia, community-based organizations, and officials of county health departments.
- ❖ There will be an odd number of members and a minimum of 15 members.
- ❖ Members will represent the geographic, cultural, and racial diversity of the population being served.

The Director of the Division of Family Health Services will serve as the Committee Chairperson.

Subcommittees

The Advisory Committee may create subcommittees as needed to serve for periods designated by the Chairperson.

Meetings

Bi-Annual Meeting. The committee will meet no less that twice each federal fiscal year. The Committee Chairperson will set the date, time, and place of the meetings. Meetings may be held via teleconference or face to face.

Special Meetings. Special meetings may be called by the Chairperson or by a majority of the committee membership. Information and voting may be accomplished by teleconference, face to face or virtual electronic survey.

Notice. Notice of meetings will be given to each member by email, at least 14 days before the meeting.

Absences. Committee member(s) will be removed for excess absences if he or she has three consecutive unexcused absences from scheduled meetings.

Voting

Each committee member will have one vote. Voting may take place by face to face roll call or teleconference roll call. Two-thirds of members will constitute a quorum for voting.

Responsibilities of Members

- Attend regularly scheduled committee meetings
- Provide lively and informative discussions during meetings
- Participate in sub-committees and special task forces as requested
- Attend special meetings when needed
- Participate in community assessment development
- Participate in partnership and capacity building
- Become familiar with local community health programs
- Represent your local community or organization in all actions
- Disclose any conflicts of interest or other ethical issues
- Review and make recommendations regarding PHHSBG budget activities