

1: Name

The name of this group is the **Pennsylvania Asthma Partnership**, herein referred to as the PAP.

2: Vision and Mission

A. Vision:

To improve the health status and quality of life of Pennsylvania residents affected by asthma.

B. Mission:

To dedicate expertise and resources to develop and implement a sustainable statewide asthma action plan. The plan shall expand and improve the quality of asthma care and management, education and awareness, prevention and surveillance and seeks to eliminate the disproportionate burden that asthma places on racial and ethnic minorities and low income Pennsylvania residents.

C. Sponsorship:

PAP is administered by the American Lung Association (ALA), and funded by the Pennsylvania Department of Health (PA DOH) through a grant from the Centers for Disease Control and Prevention. ALA will provide staff support and coordinate the activities of PAP.

3: Membership

A. Executive Committee:

Section 1 – Purpose of Executive Committee

The purpose of the Executive Committee is to provide representation of the entire PAP membership to the PA DOH Asthma Control Program and to provide leadership to the Pennsylvania Asthma Partnership (PAP) in the continued evaluation and monitoring of the Pennsylvania Asthma Action Plan.

Section 2 - Executive Committee Responsibilities

- a. Provide guidance and make recommendations to the PA DOH on asthma program priorities for:
 - funding opportunities
 - intervention

- evaluation
 - surveillance activities
 - leadership and direction to the PAP
- b. Set agendas for PAP meetings
 - c. Identify key stakeholders to be contacted for membership in PAP
 - d. Make recommendations for development of partnership structure
 - e. Report on workgroup and other local asthma activities and make recommendations for action
 - f. Make recommendations for updates and revisions to the Pennsylvania Asthma Action Plan
 - g. Interact with local asthma programs and coalitions through discussion of local coalition activities, sharing resources, and identifying opportunities between local programs and coalitions in Pennsylvania.

Section 3 – Executive Committee Decision and Recommendation Making Model

- a. Recommendations of the Executive Committee will be made to the PA DOH Asthma Control Program Manager for consideration by the Department.
- b. All actions of the Executive Committee and Members must follow the latest version of the Pennsylvania Asthma Action Plan.
- c. A process of building consensus will be used for long-term decision-making.
- d. Majority, 51% of the quorum, will be used for all recommendations.
- e. Voting by a member is permitted only when the member is present, via conference call or in person, during the meeting when the vote is taken. Voting by proxy is not permitted.

Section 4 - Quorum

A Quorum is defined as 51% of Executive Committee Members.

Section 5 - Executive Committee Staff

PAP's Asthma Partnership Manager will provide staff support to the Executive Committee.

Section 6 - Executive Committee Members

Elected members (maximum of 20) are representing the selected organizations. Membership should include representation from as many as possible of the following general areas:

- a. PAP Chair
- b. PAP Vice-Chair
- c. Workgroup Chairs (6 seats)
- d. Consumer
- e. Non-profit Organizations
- f. Health Care Professional

- g. Pharmacy
- h. Environmental
- i. Respiratory Therapist
- j. Registered Nurse
- k. Insurer
- l. Medicaid Provider
- m. Medical Center/Hospital
- n. Local Coalition
- o. Community Health Center
- p. School Health Representative
- q. DOH Asthma Epidemiologist (appointed by position held)
- r. DOH Asthma Program Administrator (appointed by position held)

Section 7 - Election (selection):

When an Executive Committee member's term ends, PAP members will then nominate and vote, using a majority vote, on who will represent them on the Executive Committee for a three year term. Executive Committee members will serve a three year term to start after the third year, one-third of the members will be replaced and after the fourth year, another one-third will be replaced and so on with one-third of the membership rotating off each year. The exception will be workgroup chairs, who will serve during their terms of two years.

Section 8 - Meetings:

- a. Executive Committee will meet bi-monthly based upon need.
- b. Attendance and participation is preferred in person, but will be accepted via teleconference.
- c. Executive Committee members are required to attend 75% of the Executive Committee meetings per year (October 1 – September 30).
- d. PAP Conferences will be held each spring and each fall.

Section 9 – Termination:

An Executive Committee member shall be removed from the Executive Committee when:

- a. An Executive Committee member submits his/her resignation in writing to the Chair at any time. A Chair resignation will be given in writing to the Asthma Partnership Manager. The Asthma Partnership Manager will then notify the DOH Asthma Program Manager, the Executive Committee and PAP Members, in that order.
- b. An Executive Committee member fails to attend 75% of the Executive Committee meetings per year (October 1 – September 30) is removed by vote of the Executive

Committee. Removal under these circumstances shall follow a review of the attendance records by the Executive Committee. Any Executive Committee member removed by this provision will be informed in writing by the Chair. If a Chair is removed by this provision he or she will be informed in writing by the PAP's Asthma Partnership Manager.

B. Workgroups

Section 1 - Standing Workgroups

Standing workgroups include:

- Surveillance and Evaluation
- Awareness and Education
- Environment and Workplace
- Provider
- Disparities
- Public Policy

Section 2 - Ad Hoc Workgroups

All other workgroups will be created as needed by the Chair with concurrence from the Executive Committee.

Section 3 - Workgroup Members

a. Workgroup Chair Responsibilities

- Coordinate and facilitate workgroup meetings
- Facilitate on-going development of the corresponding section of the Pennsylvania Asthma Action Plan
- Serve as a member of the Executive Committee
- Report to the Executive Committee at least twice a year or as needed
- Serve a term of two years

b. Workgroup Vice-chair Responsibilities

- Coordinate and facilitate workgroup meetings in the absence of the Chair
- Facilitate on-going development of the corresponding section of the Pennsylvania Asthma Action Plan
- Represent, and report for, the Chair at Executive Committee meetings in the Chair's absence (Vice-chair does not have a seat on the Executive Committee)

c. Workgroup Members are responsible for working with the Workgroup Chair to:

- Facilitate on-going development of the initiatives and strategies to implement specific sections of the Pennsylvania Asthma Action Plan
- Identify and implement Pennsylvania Asthma Action Plan activities that do not require funding
- Ensure that Pennsylvania Asthma Surveillance System data is used in the planning and development of implementation activities related to the Pennsylvania Asthma Action Plan
- Identify and assist both the PA DOH and other stakeholders in securing funding for implementation activities in the Pennsylvania Asthma Action Plan.
- Provide expertise and guidance on asthma related issues and interventions to the PAP membership, its representative organizations and agencies and to the PA DOH through the PAP Executive Committee.
- Assist local asthma coalitions in activities and implementation of interventions
- Bring the statewide vision incorporated in the Pennsylvania Asthma Action Plan to the local level
- Assist in the documentation and tracking of local asthma programs, interventions, and data sources and incorporating those into statewide tracking.

Workgroup membership would be voluntary and made up from the wider PAP membership.

Chair and Vice-chair will be selected by each workgroup either by consensus or by a simple majority vote.

Section 4 - Workgroup Meetings:

- a. Workgroup meeting schedule will be determined by the workgroup and initiated by the chair in consultation with the DOH Asthma Program Manager.
- b. Consensus will be used as the primary decision-making process. Where consensus can not be reached, a simple majority vote of the entire membership of the committee will be used.

C. Pennsylvania Asthma Partnership

Section 1 - Membership

Membership is voluntary and open to all who wish to partner with the PAP in a coordinated and collaborative mission to reduce the burden of asthma in all of Pennsylvania through the on-going development and implementation of the Pennsylvania Asthma Action Plan.

Goals for membership recruitment would include, but would not be limited to, a diverse representation of:

- Federal agencies
- State agencies
- County and Local municipal agencies
- Local Asthma Coalitions
- Health Care Plans
- Health Care institutions and agencies
- Health Care providers
- Environmental health professionals
- Academic Institutions
- Pharmacy and Pharmaceutical companies
- School health personnel
- Occupational and Industrial Health Personnel
- Industry
- Advocacy groups
- Persons with asthma
- Parents of children with asthma
- Members of populations disproportionately affected by asthma

Section 2 – Revision of Operating Guidelines

The operating guidelines are intended to bring structure to and allow continuity for the PAP. PAP members will consult with the Executive Committee and DOH to revise and update these operating guidelines as needed.

Section 3 – Meetings

Meetings will be held for all PAP partners each spring and each fall.

4: Officers

A. Officers

The officers of the PAP shall be Chair and Vice Chair. At least one officer must be a healthcare professional.

B. Terms of Office

Section 1 – Executive Committee Chair:

Nominated and elected by Executive Committee to serve 2-year term.

Section 2 – Executive Committee Vice Chair:

Nominated and elected by Executive Committee to serve 2-year term. Once initial term is completed, the Vice Chair moves into the Chair position to serve a 2-year term.

C. Elections

- Chair and Vice Chair candidates are nominated and elected by the Executive Committee.
- Original Chair or Co-Chairs will serve for a two year term. A vice-chair will be elected to begin taking on responsibilities, with the intention of becoming chair in the future.

D. Officer Responsibilities

Section 1 – Executive Committee Chair:

- Member of the Executive Committee
- Chair Executive Committee meetings
- Attend Core Team meetings
 - Core Team = PAP's Asthma Manager, PA DOH Asthma Control Program Manager, Epidemiologist, Chair, Vice-chair; Meeting is held prior to Executive Committee meeting to set agendas, strategize next steps and discuss issues pertaining to the asthma program
- On-going recruitment for the Executive Committee and the PAP membership
- Act as a visible presence of the PAP through outside meetings and functions attended
- Build relationships and partnerships with key stakeholders
- Keep abreast of relationships and partnerships Executive Committee members build with key stakeholders
- Work with Core Team and Executive Committee on development of PAP structure and organization recommendations
- Attend other meetings as needed
- Advise Executive Committee of the needs of the Chair position

Section 2 – Executive Committee Vice Chair:

- Chair Executive meetings in absence of Chair
- Attend Core Team meetings
- On-going recruitment for the Executive Committee and the PAP membership
- Act as a visible presence of the PAP through outside meetings and functions attended
- Build relationships and partnerships with key stakeholders

- Work with Executive Committee on development of PAP structure and organization recommendations
- Attend other meetings as needed
- Advise Executive Committee of the needs of the Vice Chair position

5: Miscellaneous

A. Guidelines Regarding the Participation of Persons or Organizations

1. All speakers, subject matter experts, and consultants presenting to the group are required to complete a conflict of interest disclosure statement provided by the Department before making any presentations
2. PA DOH Asthma Control Program Manager and PAP Asthma Partnership Manager will be responsible to distribute and review conflict of interest statements.
3. Members with conflict of interests cannot vote on issues regarding their conflict of interest subject matters.
4. In-kind or actual dollars from any person or organization that directly benefits from the sale of asthma related products, supplies or medicines may be used to fund PAP meetings, conferences or activities.
5. Full-disclosure of financial relationships will occur according to the PA DOH conflict of interest statement.

B. Guidelines Regarding PAP Members and Advocacy Issues

PAP is convened by the PA DOH and therefore any advocacy efforts conducted by individual PAP member(s) or group(s) of PAP members are representative of that citizen(s) or the organization(s) they represent, but are not to be considered as an action of PAP.