

MMC NEIGHBORHOOD ADVISORY COMMITTEE CHARTER
Expansion Group Discussion Questions 12/7/18

DRAFT Charter Provision	Questions
<p>Section 1: Objective</p> <p>1.1 Charter Background/ Overview Maine Medical Center (“MMC”) sits at the intersection of several diverse residential and mixed-use neighborhoods: the West End, the Western Promenade, Parkside, St. John/Valley, and Libbytown. Prior to the adoption of the Institutional Overlay Zone, representatives from neighborhood organizations, MMC, and the City of Portland began meeting regularly to discuss MMC’s facility modernization plans. To maintain and improve dialogue, collaboration, and transparency between these stakeholders, this Neighborhood Advisory Committee (“NAC”) Charter was developed and finalized in December 2018.</p>	
<p>1.2 Neighborhood Advisory Committee Purpose MMC, its adjacent neighborhood organizations, and the City of Portland recognize that continued mutually respectful, transparent, and consistent communication benefits all members involved in the Neighborhood Advisory Committee. Furthermore, all stakeholders engaged in this charter share a common interest in preserving and improving the health, wellness, and livability of their respective neighborhoods. To these ends, the NAC will:</p> <ol style="list-style-type: none"> 1. Support meaningful, productive communication between MMC, Neighborhood organizations, and the City of Portland, helping all members develop and maintain a healthy, transparent, and respectful working relationship 2. Promote the health, wellness, and livability of MMC and the surrounding neighborhoods by: <ul style="list-style-type: none"> – Collaboratively problem-solving around hospital-neighborhood concerns – Actively facilitating the development of hospital-community partnerships – Jointly administering MMC’s Caring Community Grant program to support mutually agreed upon neighborhood proposals addressing initiatives identified in MMC’s Institutional Overlay Zoning. – Encouraging the sharing of information amongst members and the Portland residents who live in the member neighborhoods. – Providing a forum for feedback from neighborhood residents through NAC membership. 	
<p>1.3 NAC Membership The Neighborhood Advisory Committee will consist of the District 2 City Councilor, plus two representatives each from the following organizations:</p> <ul style="list-style-type: none"> – The West End neighborhood – The Western Promenade neighborhood – The Parkside neighborhood – The St. John/Valley neighborhood – The Libbytown neighborhood – MMC <p>In the case that a member may not attend, a substitute may be assigned at the discretion of the member organization.</p> <p>The City of Portland’s Department of Planning and Urban Development will not serve as a formal member organization, but will participate in NAC meetings.</p>	<ol style="list-style-type: none"> 1. Should the District 3 Councilor be involved?

<p>1.4 NAC Member Role and Responsibilities NAC members are responsible for:</p> <ul style="list-style-type: none"> – Attending all NAC meetings – Engaging in productive, mutually respectful, and transparent dialogue – Disseminating information from the NAC to each member organization in a timely manner – Gathering feedback and providing input to the NAC on the part of each member organization 	<p>2. Do these responsibilities seem equitable enough?</p>
<p>Section 2: Organizational Structure & Procedures</p>	
<p>2.1 Organizational Structure The NAC will have two co-facilitators, appointed to different member organizations on a rotating one-year basis. No member or organization will serve in the co-facilitator role more than once in a three-year period. The City Councilor will not act as co-facilitator.</p> <p>The NAC will designate a notekeeper, who will hold the appointment continuously until otherwise decided by the committee.</p>	<p>3. Is this the right approach to facilitation? 4. Is one year too long for an appointment? How would appointments rotate? 5. Should MMC be defined as the notekeeper in the charter? Do we need this level of specificity?</p>
<p>2.2 Procedures <i>Meeting Frequency:</i> The NAC will meet at least quarterly at a mutually agreeable time and location specified by the committee co-facilitators. If a member deems that an additional meeting is necessary, that member may request a meeting by contacting the committee co-facilitators. The co-facilitators will make all reasonable efforts to arrange a meeting within two weeks of the request. During periods of MMC construction, the NAC will meet monthly unless otherwise decided by the committee. <i>Agenda Setting:</i> The co-facilitators are responsible for developing a draft agenda, circulating the draft among committee members, integrating member input, and providing a final draft agenda prior to meetings of the NAC. <i>Meeting Materials:</i> Should a request for feedback on a particular item be included on the agenda, committee members will ensure that sufficient time for such feedback is provided (i.e. materials shall be provided in advance of the meeting and feedback collected at the meeting, or materials distributed at the meeting and feedback collected subsequent to the meeting). <i>Meeting Guests:</i> Any committee member may request permission of the co-facilitators to invite a guest speaker or presenter to the next scheduled meeting and to place the same on the agenda for such meeting. If a guest request is relevant to an agenda item, permission will be granted freely. <i>Meeting Facilitation:</i> Meetings will be facilitated by the co-facilitators. <i>Meeting Minutes:</i> The notekeeper will keep meeting minutes, including documentation of action items resulting from meetings. The notekeeper will distribute meeting minutes to all parties within seven days of the meeting. Meeting minutes will also be posted on MMC’s website. As they become available, neighborhood association meeting minutes will also be shared with the committee.</p>	<p>6. Should meetings always be held at MMC, or should the location and time be the choice of the co-facilitators? 7. Should the charter require that all materials shared at meetings be provided to all members electronically? 8. How long should members have to gather feedback on materials (i.e. how far in advance of meetings should materials be required?) 9. Should meetings be recorded and archived?</p>

Section 3: Scope

3.1 In Scope

Within three months of the NAC's first yearly meeting and annually thereafter, the committee will develop a set of mutually agreed upon goals to work toward over the subsequent year. These goals will be directly tied to the NAC's purpose, including:

- Supporting positive and productive communication
- Collaboratively problem-solving around hospital-neighborhood concerns
- Jointly pursuing opportunities for hospital-neighborhood partnerships focused on health, wellbeing, and livability of neighborhoods, measuring outcomes if appropriate

On an annual basis, the NAC will be responsible for soliciting, reviewing, and selecting the recipient of MMC's Caring Community Grant. Within three months of its first meeting, the NAC will develop a framework for administering the grant program, including program goals, selection process, and guidelines, using the Institutional Overlay Zoning as a guide.

10. Does the charter speak sufficiently to conflict resolution and ways to hold members accountable?
11. How should the details of the 'framework' for the grant program be established?
12. How should the framework for administering the grant funding be 'adopted'?

General Questions

13. What is the process for adopting the charter?
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