



ADVOCACY RESPONSE POLICY

Overview:

The Tampa Bay Healthcare Collaborative ('TBHC' or 'Collaborative') is committed to helping members and partners have a greater awareness of public policies that affect health and healthcare in Tampa Bay. As a follow-up to the August TBHC Quarterly Meeting, the Advocacy Committee discussed the policy and procedure for external or member requests for support or other action on specific issues.

TBHC Members will have a specific time period in which to respond to any notice of Collaborative action in the area of advocacy, so please read your emails. Respond to staff if you wish to be excluded from any action. There will not be any public debate or disclosure of any member's decision to opt-out of any action.

Description:

As a follow-up to the August TBHC Quarterly Meeting, the Advocacy Committee discussed the policy and procedure for external or member requests for support or other action specific issues. The following is the outcome of that discussion. Please note the time lines and opt-out options which are in place for any policy issue that comes before the Collaborative.

Policy:

Issues must be in alignment with the mission and goals of the Collaborative and with the principles and guidelines of funding partners.

Advocacy Committee members will have an opportunity to provide input regarding requests staff has determined to be in alignment.

Members of the Collaborative will have the option to opt-out of listing their name in connection with the Collaborative on any issue on a case-by-case basis.

Procedure:

TBHC staff reviews the request to ascertain whether the request is in alignment with TBHC mission and funders principles within 3 days of receipt.

- A. If the request does NOT align with the TBHC mission, no support will be provided and the process ends without any additional review. The Advocacy Committee will be informed of all requests received, during the monthly meetings.
- B. If the request DOES align with the TBHC mission:
 - i) TBHC staff drafts an opinion on show of support (i.e. letter, phone call, etc.) and processes the request, within 7 days of receipt.
 - ii) TBHC staff sends the staff opinion, along with the original request to Advocacy Committee members.
 - iii) Advocacy Committee members have 3 days from the receipt of the email from TBHC staff, to respond back via email.
 - iv) TBHC staff compiles all Advocacy Committee responses received; if 75% of the committee members are in favor of supporting the request, an official response will be prepared/acted upon within 5 days. Committee members not responding to TBHC staff will be considered to have voted in the affirmative.
- C. Once the official response is prepared, the original request, along with the response, will be sent out to all TBHC members.

If any TBHC member desires to “opt out”, they will need to **notify TBHC staff within 3 days** of the email being sent to the membership body. Members not affirmatively opting out to TBHC staff will be considered to have opted in.
- D. Process ends

Contact Information

Committee Chair: Teresa Kelly, Executive Director, Health Council of West Central Florida

Email: tkelly@hcwcf.org; Phone: (813) 261-5022

Staff Support: Lori James, Program Manager, Tampa Bay Healthcare Collaborative

Email: manager@tampabayhealth.org; Phone: (813) 655-4975