

Maui Long Term Care Partnership

OPERATING GUIDELINES

ARTICLE I

Name

The name of the partnership is Maui Long Term Care Partnership (hereinafter referred to as Partnership), a collaboration of agencies, institutions, organizations, groups and individuals who will work together to develop, carry out, support and evaluate the partnership.

Location

The principal office of the Partnership shall be located in Kahului, Maui, Hawaii. The territory served by the partnership shall include the island of Maui and may include the islands of Molokai and Lanai.

Legal Entity and Fiscal Agent

Hale Makua, located at 472 Kaulana Street, Kahului, Maui, Hawaii shall serve as the fiscal agent for the Partnership. In this capacity, Hale Makua shall house and administer all Partnership funds from grants and other sources, as required to maintain its fiduciary responsibilities.

ARTICLE II

Mission and Goals

The mission of the Partnership is to establish and sustain a comprehensive, coordinated home and community-based model of services for all that will foster quality of life and death with dignity.

The goals of the Partnership are to:

1. Improve access to information about long-term care services (including residential and support services, education, training, and employment) and availability so that people can make informed choices.
2. Increase awareness and knowledge at all levels of society about aging, long-term care and supportive services.
3. Provide education and training to long-term care caregivers in both informal home-based and formal professional situations.
4. Develop, implement, and sustain an organized long-term care infrastructure for Maui Island that matches the community's needs and preferences.

Community Values

The Partnership's vision and mission are guided by the community's values, as articulated by the participants of the Partnership's June 26, 2003 planning retreat, which reflect the diversity of the Hawaiian culture as noted below (English and Hawaiian terminology is reflected):

- Love, Caring, and Compassion (*Aloha*)
- Family and Community (*'Ohana*)
- Trust (*Hilina'i*)
- Doing what is right (*Pono*)
- Unity and Harmony (*Lokahi*)
- Responsibility, self-responsibility, integrity, commitment (*Kuleana*)
- Team building, working together (*Laulima*)
- Responsive leadership (*Alaka'i*)
- Relationship (*Pili*)
- Freedom (no translation)
- Choice (*Koho'ia*)

ARTICLE III

Partners

The Partnership shall consist of various agencies, organizations and individuals representing caregivers, public sector providers and funders, private not-for-profit of long-term care and/or supportive services, for-profit long-term care long-term care service providers, private sector funders, local government, corporations, and the media. There shall be no limit to the authorized number of partners. A listing of partners will be maintained by Partnership staff and made available to anyone interested.

The Partners:

1. promote the Partnership's mission.
2. articulate a community-based agenda for improvement in long-term care;
3. provide input, advice, and feedback to the Partnership; and
4. propose solutions.

Interested parties can become partners by contacting Partnership staff stating their interest, agreeing to support the Partnership mission, completing a partner information form, and signing a memorandum of agreement.

ARTICLE IV

Governance Structure

The Partnership will be governed by a Core Leadership Team which will have the responsibility of providing leadership to the collective efforts of the partnership as it works to fulfill its mission. The Project Director is responsible for managing, coordinating, and supporting the day-to-day activities of the Partnership.

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The Core Leadership Team will become effective on August 1, 2002 and remain the oversight body for the Partnership until such time as a new or revised governing plan is implemented by a two-thirds majority vote of the entire Core Leadership Team active at the time. The Core Leadership Team will govern business on behalf of the Partnership through principles of diversity, inclusiveness, and community values outlined in Article II.

The Core Leadership Team shall consist of 20 voting seats and 2 non-voting seats. The Core Leadership Team can invite non-voting members or persons to participate in meetings by consensus of the people present at a meeting, as desired. New seats can be created or eliminated by unanimous vote of the entire Core Leadership Team. Proxies shall be permitted. The Core Leadership Team consists of the following members:

- Key agencies serving the elder community (frail elderly) – 9 seats with each agency designating their representative
 - ✓ Hale Makua
 - ✓ Hale Mahaolu
 - ✓ Maui Economic Opportunity, Inc.
 - ✓ Maui Adult Day Care Centers
 - ✓ Hospice Maui
 - ✓ Kaunoha Senior Center
 - ✓ Kula Hospital
 - ✓ Care Home Operators Association
 - ✓ Maui Memorial Medical Center

- Government agencies serving the elder community – 4 seats with each agency designating their representative
 - ✓ Department of Health
 - ✓ Maui County Office on Aging
 - ✓ Maui Community College
 - ✓ Rural Development Project

- Regional – 6 seats with each region designating their representative
 - ✓ East Maui
 - ✓ West Maui
 - ✓ Central Maui
 - ✓ Upcountry Maui
 - ✓ South Maui
 - ✓ North Maui

- Frail elder consumers/caregivers – 1 seat. The Core Leadership Team shall invite interested community members to put for their names for consideration for the frail elder

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consumer/caregiver seat. The Core Leadership Team will be decided on a two-thirds vote basis.

Non-voting members:

- ✓ Office of the Mayor
- ✓ County Council

The officers of the Core Leadership Team are: Chair and Vice-Chair. The offices of Chair and Vice-Chair of the Core Leadership Team shall be elected annually from the members of the Core Leadership Team by a simple majority. The terms are not limited.

The Chair is responsible for leading the Core Leadership Team in fulfilling its responsibilities for the governance of the Partnership, shall preside at Core Leadership Team meetings, and present a report to the Partnership at the Annual Meeting. The Vice-Chair stands in when the Chair is not available to perform the duties and functions of the Chair.

The Core Leadership Team members participate in the formulation of policies to guide the operations of Partnership. They also serve on one or more Standing Committees or task forces or accept an assignment from the Chair of the Core Leadership Team to serve as an advisor in a particular area of expertise.

Members and officers of the Core Leadership Team will not receive compensation for the performance of their duties as members of the Core Leadership Team. Core Leadership Team members must acknowledge and declare any financial interest in any business entity dealing with Partnership and shall not participate, when such is necessary, in any vote taken in respect to such transactions or services. Core Leadership Team members must also abstain from any discussion or voting during Partnership meetings on matters that present a direct financial conflict of interest between Partnership and their organization.

As needed to advance the work of the partnership, the Project Director can confer with the Chair and members of the Core Leadership Team between regular meetings of the Core Leadership Team for advice and recommendations on issues requiring timely deliberations. When deemed necessary by the Chair, he/she may call an additional meeting of the Core Leadership Team or request a majority vote of the Core Leadership Team by e-mail or fax to ensure an expeditious response to time sensitive decisions.

ARTICLE V

Meetings

An Annual Meeting of the Partnership shall be held at a time and place designated by the Core Leadership Team to inform the partners on progress and receive input.

Standing Committees, task forces, and ad hoc committees will meet as needed to accomplish their objectives.

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A meeting can be called by the Chair or Vice-Chair by notice in writing or by e-mail at least seven (7) days in advance of the meeting. A quorum shall consist of 50% of the voting seats of the Core Leadership Team. Decisions will require a motion, a second, and a two-thirds majority vote of the voting members present. In such case, a two-thirds vote will constitute a decision of the entire core leadership team. In the event of a time sensitive issue and a meeting with a quorum cannot be assembled, then 100% of the Core Leadership Team will be canvassed by mail, phone, or email. In such case, a two-thirds vote of the entire Core Leadership Team will constitute a decision.

ARTICLE VI

Parliamentary Procedures

The Core Leadership Team shall conduct its meetings in accordance with Parliamentary Procedures, which it shall also use to resolve any questions on matters of procedure that are not specifically addressed in these Guidelines.