



Bureau of Family Health Family Advisory Council

STRUCTURE, GUIDANCE, AND OVERSIGHT

The purpose of the Family Advisory Council is to advise and partner with Title V and the Bureau of Family Health to improve the health of Kansas children and families and assure the needs of families and consumers are central to programming, initiatives, and special projects. Bringing together families and consumers across Kansas with a broad range of lived experiences, the Council envisions a state where individuals and families are:

Engaged in program
planning, evaluation, service
delivery and policy
development

Partners in
advocacy

Leaders in their communities

The FAC serves to advise the Title V Program, the Bureau of Family Health, and the Secretary of Health and Environment and others on ways to improve the health of families in Kansas, focusing on the maternal and child health (MCH) population. The FAC will bring together family/consumer leaders across Kansas with a broad range of experiences related to Title V and Family Health programming and supports. The FAC:

- Provides insight on the experiences and needs of women, infants, children and adolescents.
- Advises on strategies and activities to address specific MCH population needs.
- Creates a network of community change agents to improve MCH health outcomes in Kansas.
- Helps focus efforts among Title V programming and recommends collaborative initiatives.

Council Oversight

Council Leadership & Staffing

Council leadership and staffing is a collaborative effort to support the work of the Council.

Family Systems Consultant

The Family Systems Consultant plays a key leadership role in advancing the goals of the Title V MCH Services Block Grant State Action Plan. This position provides strategic direction and coordination to ensure the effective operation of the Council. Core responsibilities include planning and facilitating meetings and workgroups, offering ongoing logistical and fiscal support, and serving as a primary point of contact for Council operations. The consultant oversees membership engagement, communication strategies, and the management of the Council's website—ensuring seamless collaboration and alignment with the Council's mission and objectives.

Council Oversight Activities

Each of the above has a specific role to play to assure an effective and efficient Council. This section will outline the scope of the roles and responsibilities for Council management and activities.

Recurring Meetings & Setting Agendas

The lead role for setting agendas varies depending on the meeting being held. There are three primary types of meetings consistently held: (1) Planning Committee Meetings; (2) Executive Committee; and (3) FAC Council Meetings.

Planning Committee Meetings (*Quarterly*)

- The Family Systems Consultant is responsible for scheduling the meeting, inviting necessary BFH team members to participate, as appropriate and taking notes. The Family Systems Consultant also provides guidance and context around necessary agenda items. The Family Systems Consultant is responsible for capturing the vision and needs around the meeting.
- The Planning Committee aids with planning for the FAC In- Person Meetings. Their duties include but are not limited to, choosing location, choose venue, meeting logistics, food and choosing speakers.

Council Meetings (*Quarterly*) – *Virtual meetings 3rd Saturday in January, July, and October*

- Virtual meetings take place quarterly on the 3rd Saturday in January, July and October.
- The in-person meeting is held quarterly on the 3rd Saturday and Sunday in April. Location is decided with help of planning committee.
- Council meeting agendas are set with the FAC Executive Committee. Ultimately, KDHE must provide final approval on agenda items, special presentations, and Council activities.
- The Family Systems Consultant is responsible for meeting logistics (e.g., space, food, technology needs), pre- and post-meeting communication with members, meeting notes, membership needs, and reimbursements, speaker and member preparations, meeting facilitation, and organizing small group supports and staffing needs.
- The Family Systems Consultant is responsible for preparing all meeting materials (e.g., agendas, small group work, handouts, presentations) and meeting facilitation.
- KDHE is responsible for provision of adequate staff to support small group work, content (e.g., updates, data, information) for presentations, and assistance in coordinating special presenters.

Executive Committee

- The Executive Committee will meet 2 weeks following the full Council meetings to discuss matters of the Council. *These meetings will include Co-chair members and the Family Systems Consultant.* The Family Systems Consultant is responsible for scheduling these meetings and taking meeting notes.

*Note: The BFH Staff Supports do not participate in these meetings.

Council Meeting Preparations

Preparing for Council meetings is a team effort. Much of the planning takes place during the Planning Meetings as outlined above, however much of the formal preparation of documents will take place between those meetings. The following outlines the responsibilities and expectations around meeting preparation activities.

Meeting Agenda and Materials

Meetings are set as outlined above. The Family Systems Consultant is responsible for preparing all meeting materials. This includes printing, making packets, bringing to the meeting, and packaging up for electronic sharing/posting on website. Materials include but is not limited to agendas; handouts; small group guidance, worksheets, and data collection tools; and visual presentations. The Family Systems Consultant is also responsible for membership sign in sheets, member reimbursement forms, and name tents/tags.

Member Invitation: The Family Systems Consultant will be responsible for sending the Council meeting electronic invitations and monitoring attendance responses and adequate staff/member distribution among Work Groups. Meeting invitations should be sent as soon as possible upon setting meeting dates. KDHE staff or leadership may invite special guests or prospective members to the meeting at their discretion. The Family Systems Consultant will be responsible for assigning guests to Work Groups and will be responsible for assuring space, food, and materials are available for all guests.

Speaker Invitation: The Family Systems Consultant will be responsible for securing desired speakers for the meeting, as decided by the planning committee, including setting objectives, goals, and desired outcomes. The Family Systems Consultant will assure guest speakers have everything they need to prepare for and participate in the meeting.

Presentations: The Family Systems Consultant will be responsible for putting together the PowerPoint and other visual materials to advance the meeting agenda and support Member participation and engagement. BFH team members will provide specific content, Title V updates, and other information to assist in the development of the materials. Final approval of these materials must be received from the Family System Consultant.

Member Preparations: The Family Systems Consultant will be responsible for assuring Council Members have all materials in advance of the meeting and working directly with any Member that may need additional assistance or an accommodation to prepare for and engage during the meeting.

Council Meeting Facilitation

Facilitation of the Council meeting is a team effort, however in general the Family Systems Consultant will begin and end the meeting and facilitate moving from one agenda item to the next. The Family Systems Consultant is also responsible for assuring meeting objectives are met, monitoring time management needs, and assuring the conversation and discussion is focused and on task. The Family Systems Consultant is responsible for facilitating membership announcements, including lunch, reimbursement efforts, and information on future meetings.

Meeting Notes: The Family Systems Consultant is responsible for taking notes during the meeting and compile meeting notes with small group discussions and outcomes. The Co-chairs decided between themselves who will be the note taker and facilitator during work group time. Whoever the note taker is responsible for sending me (the Family Systems Consultant) and the whole work group the work group meeting notes.

In Between Council Meetings

Meeting minutes should outline action items and follow-up needs. These activities will be assigned to Council Leadership or KHDE staff accordingly. In general:

- The Family Systems Consultant and Work Group Co-Chairs will be jointly responsible for any follow-up activity or information-gathering that is necessary between meetings or as associated with the Work Groups (see more information below).
- BFH Leadership will be responsible for any policy-related follow-up activity or data-gathering activities.
- The Family Systems Consultant will be responsible for aligning Council activities and facilitating further discussion or action as related to Title V needs and activities.

Council Membership

The Council shall consist of families and consumers across Kansas with a broad range of experiences related to Title V and Family Health programming and supports.

- The Executive Committee should meet quarterly, following each Council meeting, and as needed, to review key activities across the Work Groups and provide opportunity for Work Group Chairs to elevate conversations or discussions for further, broader Council consideration.
- The Family Systems Consultant will be responsible for maintaining membership rosters, monitoring term limits, and notifying all parties of changes to Council Membership.
- KDHE makes official appointments to the Council Members upon approval by the Family Systems Consultant.

The makeup of the individual work groups is as follows:

- Each work group shall have a minimum of seven (5) and a maximum of eleven (11) family and consumer members.
- Membership shall reflect the geographic, racial, and cultural representation of Kansas, including representation from recipients of BFH program services.
- Each work group would have representation for core Title V or BFH programming.
- The membership roster shall be monitored and updated frequently by KDHE.

Commented [AB1]: Change to minimum of 4 or 5?

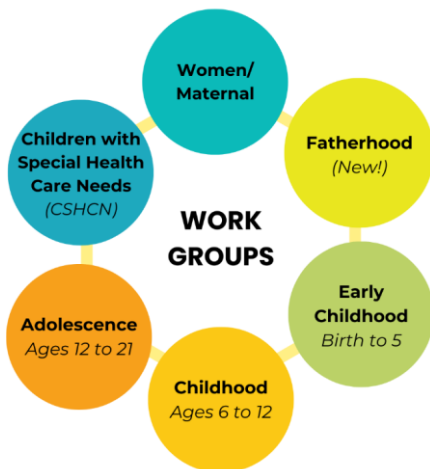
Commented [CU2R1]: I think we could change it to 5. If we do change it, let's make a note somewhere to update what it says in the Block Grant when it talks about the FAC so we can explain that we changed the required membership and why. We will add that for next years submission.

Work Group Oversight

Title V Population Work Groups are critical to the infrastructure of the Council. The Work Groups are designed to provide family and consumer leaders a platform to help the state prioritize focus for their assigned target population. They will be asked to provide recommendations, inform of gaps in service delivery systems, refine objectives and strategies to remain relevant and support effective/efficient MCH services, identify partnership needs, and discuss system capacity concerns (see *Small Group Member Responsibilities* for full list).

Work Group Structure

Council Work Groups and Subcommittees should be structured similarly and provided adequate staff supports. This includes standing Title V Population Work Groups, as well as special Ad Hoc groups formed upon request of KDHE or the Council Chair. The following Work Groups are in place to support the advancement of the 2025-2030 State Action Plan:



Council Member Assignments: Council Members will be assigned to one of the above Work Groups. Work Groups are comprised of no more than eleven (11) family and consumer leaders. Work Group assignments are based upon personal interests, expertise, and experiences. It is desired that Council Members will have recent and relevant experience to support advancement of the Work Group activities and initiatives. During the application process, prospective members will self-identify the Work Group(s) they feel they can adequately represent. Work Group assignment will take place following the Council interview process and acceptance to the Council.

Work Group Co-Chairs: Each Work Group will select two (2) persons to serve as Co-Chairs. They will assist in facilitation, oversight, and organization of group activities. The Co-Chairs will participate in the “New Work Group Chair” training prior to taking post. In general, nominations will be 2-year terms with a check in at 1 year. After the full two years work group Co-Chair can stay as a normal FAC member but can no longer be a Co-Chair of that same group they were previously a co-chair for.

Work Group Supports: The Family Systems Consultant will be responsible for monitoring Work Group activities, needs, and progress. KDHE will assign one (1) Bureau of Family Health staff to serve as a support for each meeting. Staffing assignments may vary depending on the meeting agenda or needs of the Work Group.

The Family Systems Consultant will assure the Work Groups have the information and data to accomplish assigned tasks and desired objectives. Title V Domain Program Consultants, BFH staff, and MCH Epidemiologist will assist in gathering appropriate data and information as needed, in advance of the meeting. The Family Systems Consultant will participate in Work Group activities to support alignment of Council activities and facilitate further discussion or action as related to membership needs and activities.

The Work Group Co-Chairs will facilitate discussions and assure agenda items/objectives are met at the end of each meeting. The Co-Chairs will serve as the primary POC for the Work Group members and should actively work to engage each member.

If a Work Group desires to meet in between Council meetings, a Co-Chair should reach out to the Program Coordinator with a request, in which appropriate resources and facilitation supports will be made available to assure that happens.

Roles and Responsibilities

The **Work Group Co-Chairs** are the Primary POC for the Work Groups. The **BFH Staff** provides supports to the group and serves as a subject matter expert and should compile resources, data, and information to assist the groups. The roles and responsibilities for each type of Council support is outlined below.

	Before Meeting	During Meeting	Between Meetings
Work Group Co-Chairs	Review the Facilitator Guidance, assuring understanding of meeting objectives, familiarity with meeting materials, and facilitation expectations.	Follow the Facilitator Guidance and assure the group meets the desired objectives. The Facilitator should focus on listening and assuring understanding among the group and answer questions as asked by group members. Take notes during the meeting, capture key conversations and document.	Work directly with the Family Systems Consultant on any follow-up needs in between meetings. Assure timely response to the Family Systems Consultant on follow-up needs. Monitor KDHE assignments associated with Work Group activities, needs, and progress. Engage the Title V Domain Consultants and BFH Staff/Leadership as needed.
BFH Staff	Review work group materials. Gather information, references, or data as needed to share with group members, as appropriate.	Assist Co-Chairs as needed. Serve as the subject matter expert, answering questions, providing information and context as needed/requested for group discussion. Support Co-Chairs as needed.	Review compiled Work Group notes and next steps. Assure information, data, and resource needs are followed up on in a timely manner and provided back to the Co-Chairs. Review Work Group materials and offer supports on any follow-up items. Assist with development of content as appropriate or requested by members.
Work Group Members	Complete any self-assigned tasks prior to meetings.	Actively participate in discussions and assuring consideration of all population needs. Request needed data, resources, information, or supports needed to complete the desired work of the group.	Actively participate in between meeting discussions or calls and respond timely to requested information, review, or input. Provide information, resources, and input on group activities, including assisting with content development as appropriate.

Membership Supports

This section will expand upon the oversight of Council membership outlined previously and describe the membership application process, new member onboarding expectations, and family/consumer leader supports.

Becoming a FAC Member

Membership applications are available online [here!](#)

Applications should be submitted directly to KDHE. Upon receipt of the application, the Family Systems Consultant will screen the application for completeness and schedule a brief interview with the applicant. The interview team will consist of the Family Systems Consultant and the Consultant Unit Director.

Upon acceptance of a membership application, the following shall occur:

KDHE Bureau of Family Health Family Advisory Council Bylaws (2021. Rev. 2023 Rev. 2025)

- The Family Systems Consultant will be responsible for updating the membership roster and sending an introductory “Welcome” email to the new member. . They will have two weeks to complete the video. After that period, the Family Systems Consultant will follow up to confirm completion and provide an opportunity to address any questions they may have."
 - o The email includes an introduction to the Council, information about the upcoming meeting, the Bylaws document, photo and bio request, and an orientation video will be included. They will have two weeks to complete the video. After that period, the Family Systems Consultant will follow up to confirm completion and provide an opportunity to address any questions they may have.
- The Program Coordinator will send the assigned Work Group Chair and staff supports an email introducing the new member and update the membership section of the website.
- During the orientation, the member will be provided an overview of the Council, a walk-through of the website, discussion about the work groups and Council structure/operations.

Reporting Council Activities

This section outlines key activities related to reporting the activities, accomplishments, and recommendations provided by the Council. There are two primary reporting activities associated with the Council: The FAC Annual Report and the Title V/Maternal and Child Health Block Grant.

FAC Annual Report

The Family Systems Consultant , with data, input, and support from the BFH staff members, develops the FAC Annual Report. The Annual Report should include:

- **FAC Executive Summary:** High-level overview of the Council and key Council accomplishments.
- **Membership Overview:** Data surrounding membership and current membership list.
- **Meeting Highlights:** Summary of each meeting held, including participation data. The summary should include the meeting date, key topics/discussions, and next steps or Council actions taken.
- **Council Recommendations:** Overview of any Council recommendations made to KDHE during the previous year, including relevant data/rationale and related actions taken by KDHE.
- **Website Activity:** Overview of website and social media activity, including highlights of the top 10 Facebook posts, trends, and any other relevant data.
- **Future Plans:** Description of planned activities for the coming year or particular focus areas, if identified.

Title V/MCH Block Grant Reporting

The FAC is one of the primary initiatives that target family and consumer stakeholder input for the Title V/MCH Block Grant. Therefore, reporting activities within the Block Grant is critical. The Family Systems Consultant is responsible for the development of the report narratives and will request information from members and staff as needed.

Block Grant reporting follows the federal fiscal year (FFY) and runs from October 1st to September 30th, it is due to HRSA/MCHB on July 15th the following year. (e.g., The 2025 submission represents the 2024 Annual Report (Oct 1, 2023-Sept 30, 2024) and the 2026 Application (Oct 1, 2025-Sept 30, 2026).