

## **Interagency Communication Committee (ICC)**

Function: To plan, organize and facilitate both routine and one-off meetings/interactions with City Council members, the Mayor and Vice Mayor, and Long Beach City Boards/Commissions that have overlapping/coinciding interests with the Board of Health and Human Services (BOHHS).

### Mission:

1. To provide advice and insight on issues to Individual City Council members, the Mayor and Vice Mayor in areas which members of the Board of Health and Human Services have unique expertise that can help guide and/or inform policy decisions.
2. To foster collaboration with other Long Beach City Boards/Commissions with overlapping/coinciding interests, in order to develop efficient and cohesive approaches to solving challenges, share expertise, and broaden impact for the benefit of the city . Examples might include, but would not be limited to: Parks and Recreation Commission, Commission on Youth and Family, Human Relations Commission, etc.

### Start up Plan:

1. City Council/Mayor/Vice Mayor
  - a. Committee members and/or members of the BOHHS will be assigned in pairs to communicate with individual Council members, the Mayor and Vice Mayor. Where possible, assignments will align members with their District Council member. Meetings may take place directly with the Elected officials, or with their Chief of Staff, or other designated representative.
  - b. Initial meetings with Council members who are NOT up for re-election in 2019 will occur before the end of 2019. Initial meetings with newly elected Council members will occur in February of 2020. These initial meetings will include provision of a document with a short bio for each BOH member and an open discussion of current needs/issues and expectations for ongoing communication.
  - c. Once the relationship is established, BOH members are expected to communicate with their assigned representative monthly, preferably one to two weeks prior to each BOH meeting.

## 2. Commissions/Boards

- a. The BOH will identify no more than three other Long Beach Commissions/Boards for initial collaboration. These may be changed or added to over time as circumstances dictate. Based on ICC discussions, the Commission on Youth and Family Services, Parks and Recreation and Human Relations were identified as the top three for initial consideration, pending full BOHHS approval.
  - i. ICC members will research the chosen entities to identify best fit and will attend a meeting of each chosen entity, as a guest, to gauge the potential for collaboration. Prior to attending these meetings, the ICC member(s) will reach out to let the entity know we will be visiting and the ICC member(s) will introduce themselves at the meeting as a member of the BOHHS, but will not discuss collaboration or other issues at that time.
  - ii. ii. Once the BOHHS has confirmed the top choices for collaboration, the ICC will reach out to those entities and open discussion regarding opportunities to work together and best plans for moving forward. This may include ideas such as: sending representatives to each other's meetings, identifying frequency of interactions, organizing a small group with a representative from each of the four Boards/Commissions to have interactive discussions, etc.
- b. Committee members and/or members of the BOH will be assigned to communicate with a specific Commission/Board moving forward.