



HealthPartners Teen
Leadership Council
(TLC)
Parent/Guardian
Guide



Welcome!

We are excited to welcome your teen as a member of the HealthPartners Teen Leadership Council (TLC) for the 2021-2022 school year (September 2021-May 2022).

About the TLC

The HealthPartners TLC is a unique opportunity dedicated to developing the next generation of community health leaders through hands-on learning and strengths-based leadership opportunities.

What Will Students Do?

- **Share** their voice and input to influence health
- **Partner** with organizations to make a difference in the community
- **Learn** and explore health and wellness careers from professionals in the field
- **Give back** through volunteer and community service opportunities



Benefits of Being a TLC Member

Participating in the TLC has many benefits, including:

- **New Health and Well-being Perspectives** – Your teen will gain a greater understanding of community health concepts and ways you can make a difference in the health of others.
- **Leadership Skills** – Ongoing leadership opportunities will help build your teen’s leadership skills and enhance youth development competencies.
- **Relationship Building** – The TLC is made up of teens with similar interests and motivations! Connections and collaboration will be fostered as TLC members work together to make a difference in their communities.
- **Use Your Voice** – Your teen will help guide the direction of the community initiatives by acting as a youth board of directors. The TLC will consult on projects and programs for other community partners seeking teen input.
- **Increased Confidence** – The TLC empowers members to find confidence in themselves, including their opinions, skills and knowledge.
- **Fun!** – Through meetings, retreats and community activities, the TLC is designed to be a fun and exciting opportunity.

Teen-Led – What Does it Mean?

The TLC is teen-led, adult-supported, meaning ideas and action will be initiated and carried out by you, the council members, with support from program staff as needed.

For the TLC, teen-led' means:

Teens will:

- Take ownership of the direction, decision-making, and outcomes of tasks
- Learn from their successes and mistakes
- Communicate their **own** opinions, insights, questions, feedback, and needs
- Take charge of their own schedule

Adults will:

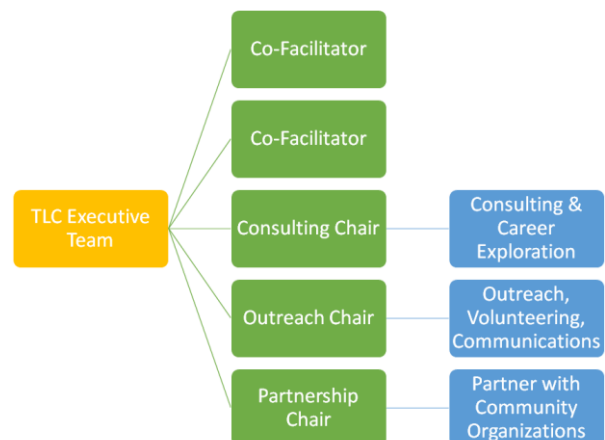
- Share power with teens, establishing horizontal leadership instead of a traditional hierarchy
- Provide resources and guidance when needed
- Challenge growth & learning opportunities
- Trust in the leadership and direction set by the TLC members
- Look to the teens for answers and insights just as much as the teens will look to adults

TLC Structure

The TLC is self-governed by a five-member executive team that will be determined by an all-member vote at the beginning of the program year. The executive team will help plan and facilitate all-member meetings for the TLC. Any TLC member will be able to participate in any activities of interest to them.

The executive team is made up of the following five roles:

- **Co-Facilitator** - together, the co-facilitators create meeting agendas, facilitate and guide meeting updates and activities and lead leadership-skill building activities
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- **Consulting Chair** – the consulting chair will bring consulting requests to the TLC for review and approval and facilitate health and wellness career exploration opportunities based on TLC member interests.
- **Outreach Chair** – the outreach chair coordinates opportunities for the TLC to volunteer and be involved in the community. They will also work with the members to manage the TLC Instagram page and spread awareness of the TLC throughout the community.
- **Partnership Chair** - the partnership chair guides collaboration between the TLC and community organizations through short-term action projects based on the needs and requests from our partners.



Member Expectations

In addition to specific tasks that will be decided upon by the TLC, below are some general expectations of being a member of the TLC:

- **Attend** monthly “all-member” TLC meetings. Regular attendance is expected. In extenuating circumstances, open communication is required.
- **Participate** in TLC meetings and activities. You are expected to contribute to a collaborative, positive, and healthy environment in which all can succeed.
- **Collaborate** with other TLC members. The TLC is not a competition, it is a collaborative environment where members work together to achieve goals.
- **Communicate** effectively during TLC meetings and activities. You are also expected to communicate any information regarding TLC meetings and activities to your parents/guardians.
- **Connect** with TLC members and your community. Activities to foster team building will be offered. Take the opportunity to get to know and build relationships other TLC members and the TLC coordinators.

Executive Team Expectations

In addition to the member expectations above, executive team members have the following additional expectations:

- **Attend** monthly "all-member" TLC meetings AND “executive team” meetings each month.
- **Contribute** to planning and facilitating meeting agendas and coordinating updates and activities for your specific topic.
- **Encourage** all members to participate in TLC activities equally.
- **Engage** with members by including them in conversations and activities.
- **Commit** to helping the work move forward by checking in regularly and working with TLC members as needed between monthly meetings.
- **Foster** a safe and inclusive environment in which others feel comfortable sharing and voicing their thoughts, opinions and ideas.

TLC Code of Conduct

All TLC members and program staff agree to conduct themselves in a manner that builds trust and teamwork. The Code of Conduct applies to all TLC meetings, events, and activities, as well as social media, and anywhere you represent the TLC.

- **Respect** – Respect for others, their opinions, and their work is expected at all times. Violence, harassment, threats, or bullying will not be tolerated.
- **Inclusion** – We are dedicated to creating an inclusive environment for everyone, regardless of: race, ethnicity, national origin, gender, age, religion, class, sexual orientation, gender identity or expression, ability, medical condition, or other characteristic protected by law. We celebrate all our unique differences.
- **Safe Environment** – We promote a safe, violence-free workspace. Under no circumstances should any member bring a weapon to TLC events and activities.
- **Inappropriate Attire** – Any clothing with inappropriate language or imagery is not allowed.
- **Facility Rules** – Members must ensure that facilities used for TLC activities are protected and respected. Rules created by the facility will be followed at all times.
- **Substance Use** – No alcohol, drugs, or tobacco are allowed at any TLC event or activity by any member.

TLC Meetings

All-Member meetings are scheduled for the first Monday of each month from 6-8 PM at HealthPartners TRIA Orthopedics in Woodbury (155 Radio Drive, Woodbury, MN 55125), unless otherwise stated.

Executive Team meetings are scheduled for the third Monday of each month from 6-8 PM, virtually on Zoom.

We strive to ensure the TLC schedule is inclusive of all members’ cultural and religious traditions – if a TLC meeting is scheduled on a holiday that you and your family celebrate, let us know and we’ll make accommodations!

Due to COVID-19 and the impact on in-person gatherings, the TLC **may** meet virtually on Zoom, based on guidance from national or state leaders, or our HealthPartners organization. The TLC will use this Zoom link for any virtual meetings: <https://zoom.us/j/4449437170>

Date	Notes
September 27, 2021	All Member TLC kick-off meeting!
October 4, 2021	All Member TLC Meeting
October 18, 2021	Executive Team Meeting - Zoom
November 1, 2021	All Member TLC Meeting
November 15, 2021	Executive Team Meeting - Zoom
December 6, 2021	All Member TLC Meeting
December 20, 2021	Executive Team Meeting - Zoom
January 3, 2022	All Member TLC Meeting
January 17, 2022	Executive Team Meeting - Zoom
February 7, 2022	All Member TLC Meeting
February 21, 2022	Executive Team Meeting - Zoom
March 7, 2022	All Member TLC Meeting
March 21, 2022	Executive Team Meeting - Zoom
April 4, 2022	All Member TLC Meeting
April 18, 2022	Executive Team Meeting - Zoom

May 2, 2022	All Member TLC Meeting
May 16, 2022	Executive Team Meeting - Zoom
June 6, 2022	All Member TLC Meeting

Attendance

Regular attendance at TLC meetings and activities is required. If members miss 2 or more meetings, program staff will meet to discuss your attendance and commitment. Members missing more than 2 meetings may be asked to step down from their position on the council. If you are unable to make it to a meeting due to extenuating circumstances, prior communication with program staff and the other TLC members is required.

If transportation is a barrier for your teen’s participation in the TLC, please contact program staff to discuss solutions.

Member Incentives

TLC members will receive incentives for their time, commitment and participation in TLC activities over the course of the year. All members will receive up to \$20/month in the form of gift cards, based on attendance and participation in TLC meetings and activities. Incentives for missed meetings or lack of participation will not be issued.

Communication

The TLC program staff will communicate with TLC members through email or text (a group app called Slack) about program logistics regarding meetings, projects, etc. TLC members are expected to relay information about meetings, events, etc. to their parents or guardians. Additional information about communication is in the attached *HealthPartners Teen Leadership Council Guidelines for Safety and Protection of Minors*, on page 8.

About Program Staff

Aliyah Wilson was born and raised in Minneapolis, Minnesota. She earned a Bachelor's Degree in Public Relations at the University of Maryland, College Park. Following her dream of working in sports, Aliyah moved back to Minneapolis to work for the 2019 Final Four organizing committee. While working on the volunteer program, she realized she had a passion for volunteerism and community engagement. She still enjoys (watching) sports but you'll most likely see her on the sidelines coaching. Aliyah currently lives in Richfield about two minutes too close to a Target. She enjoys traveling and trying new things with family and friends.

Andrea Anderson is from Thorp, a small town in Wisconsin. While attending UW-La Crosse, she discovered the field of public health, and earned a Bachelor's Degree in Community Health Education. After college, she worked for the YMCA in Sheboygan, Wisconsin, and later the YMCA of Snohomish County, Washington, coordinating disease prevention programming. After earning her Master of Public Health degree in Community-Oriented Public Health Practice from the University of Washington, she and her partner moved back to the Midwest, and now live in Minneapolis with their cat, Nora. She enjoys spending time with friends and family, and being outside, whether it be going for walks, paddle-boarding, riding bikes, and exploring state and national parks.

Kristen Wanta is from Mosinee, a small town in Central Wisconsin. She attended college at UW-La Crosse where she earned a Bachelor's Degree in Community Health Education and Public Health. She then received her Master of Public Health Degree in Maternal and Child Health from the University of Minnesota. In addition to her position at HealthPartners, Kristen is a certified birth and postpartum doula. Kristen lives in Minneapolis, MN with her spunky goldendoodle, Lucy. She enjoys summers in Minnesota and likes to spend time biking, swimming, roller blading, hiking, and camping with friends and family. Kristen also enjoys trying new coffee shops, practicing yoga, and teaching Lucy new tricks.

Aliyah Wilson

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HealthPartners Teen Leadership Council Guidelines for Safety and Protection of Minors

As employees or volunteers supervise and/or interact with youth under age 18, we take special care to ensure the safety of youth.

In order to protect HealthPartners TLC employees and minors, at no time may a staff person or volunteer be alone with a single child where they are not clearly visible by others (for example not in a room alone or away from the group).

“Rule of Three”

Employees and volunteers shall know the whereabouts of minors in program or event utilizing face counts or head counts, attendance, roster lists and the “rule of three”. The “rule of three” specifies that there should always be at least three people present - i.e. one employee or volunteer and two or more children, or two employees/volunteers and one child

Transportation & Vehicles

Employees or volunteers may not transport minors in HealthPartners vehicles or their personal vehicles. Should an emergency occur and personal transportation is necessary, a third person is required to ride along in the vehicle.

Electronic Communication between Staff or Volunteers and Youth

All communication between staff and youth must be transparent. Any private electronic communication between one staff or volunteer and one youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited except when directed to do so by a supervisor to conduct official business on behalf of HealthPartners programs. Group texting or communications may be used as appropriate.

a. Appropriate Electronic Communication

- Sending and replying to emails and text messages from youth ONLY when copying in a supervisor, adult colleague or the youth’s parent/guardian
- Communicating with youth through “organization group pages” on Facebook, Slack or other approved public forums

b. Inappropriate Electronic Communication

- Any communication that violates the HealthPartners code of conduct (Harsh, coercive, intimidating, derogatory, demeaning or sexually oriented comments)
- Private messages between staff and volunteers with youth
- Posting pictures of organization participants on social media sites without prior authorization
- “Friending” participants on social networking sites