



State of New Jersey

NEW JERSEY MATERNAL AND INFANT HEALTH INNOVATION AUTHORITY
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NJ Maternal Care Quality Collaborative

AMENDED By-Laws

Approved – August 24, 2024

Preamble

The New Jersey Maternal Care Quality Collaborative (NJMCQC or “Collaborative”) was established pursuant to N.J.S.A. 26:18-1, et seq. to coordinate all efforts and strategies to reduce maternal mortality, morbidity, and racial and ethnic disparities in the State.

I. Description of Membership

The NJMCQC shall be composed of 39 members, including eight ex-officio members and 31 public members appointed by the Governor.

- (a) The ex officio members shall include the following persons or their designees:
- the Deputy Commissioner of Health Systems in the Department of Health (“NJDOH”);
 - the Deputy Commissioner of Public Health Services in the Department of Health;
 - the Director of the Office of Minority and Multicultural Health in the Department of Health;
 - the Director of the Division of Medical Assistance and Health Services in the Department of Human Services;
 - the Assistant Commissioner of Health and Life Insurance Plans in the Department of Banking and Insurance;
 - the Director of the Division of Consumer Affairs in the Department of Law and Public Safety;
 - the Director of the New Jersey Maternal Data Center in the Department of Health; and
 - the president and chief executive officer of the New Jersey Maternal and Infant Health Innovation Authority, who shall serve as Chairperson of NJMCQC.
- b) The public members appointed by the Governor shall include members representing each of the following groups:
- the New Jersey Hospital Association;
 - the New Jersey Health Care Quality Institute;
 - the Catholic HealthCare Partnership of New Jersey;
 - the Hospital Alliance of New Jersey;
 - the Fair Share Hospitals Collaborative;
 - the New Jersey section of the American College of Obstetricians and Gynecologists;
 - the New Jersey Affiliate of the American College of Nurse Midwives;
 - the New Jersey Medical Society;
 - two medical directors of health plans in the State, as recommended to the Commissioner by the President of the New Jersey Association of Health Plans;
 - the New Jersey Section of the Association of Women’s Health Obstetric and Neonatal Nurses;
 - the New Jersey Chapter of the American College of Emergency Physicians;
 - the New Jersey affiliate of Planned Parenthood;

- the New Jersey Association of Osteopathic Physicians and Surgeons;
- the New Jersey Primary Care Association;
- the Partnership for Maternal and Child Health of Northern New Jersey;
- the Central Jersey Family Health Consortium;
- the Southern New Jersey Perinatal Cooperative;
- each of the four existing Regional Health Hubs as provided in P.L.2019, c.517 (c.30:4D-8.16 et seq.) or any successor organization to that Regional Health Hub;
- The Perinatal Health Equity Initiative; and
- eight additional public members appointed on the recommendation of the Governor, one member who is engaged in maternal health advocacy; one who is engaged in health equity advocacy; one member who has personal experience in receiving perinatal services in one of the 10 New Jersey municipalities with the highest infant mortality rates in the State; one member who has expertise in maternal or infant health workforce development or graduate health education; one member who has expertise in behavioral health; one member who has expertise in providing doula services; one member who has expertise in providing lactation services as an international board certified lactation consultant; and one member who is engaged in healthcare consumer advocacy.

II. Terms of Office of Appointed Members

- 1) The public members of the NJMCQC shall serve without compensation and shall each serve for a term of three years.
- 2) Each public Collaborative member shall serve for the term of their appointment and shall remain a member in holdover status until a successor is appointed and qualified.
- 3) A public Collaborative member may be reappointed to the Collaborative upon the expiration of their term.
- 4) Only members identified by the governing legislation can serve as appointed, voting members on the Collaborative.
- 5) Any vacancy in the membership of the Collaborative shall be filled, for the unexpired term, in the same manner as provided for in the original appointment. No vacancy in the membership of the Collaborative shall impair the right of a quorum to exercise all the rights and perform all the duties of the Collaborative.

III. Meetings of the Collaborative

- 1) Quorum and Voting Requirements at all Meetings
 - (a) A simple majority of the total number of members currently appointed to the Collaborative shall constitute a quorum for the conducting of official Collaborative business during regular and special meetings.
 - (b) A simple majority of voting members shall be required for the Collaborative to take action at any meeting where a quorum is present
 - (c) Only ex-officio members can send designees to Collaborative meetings to report on information requested by the Collaborative and vote on official business.
 - (d) No appointed public members shall be permitted to appoint a designee or vote by proxy.

2) Frequency and Place of Meetings

- a) Elections of Collaborative Officers shall be held during a regular Collaborative meeting.
- b) In the event that neither the Chairperson nor the Vice-Chairperson is present at a meeting of the Collaborative, and provided that a quorum exists, the members constituting the quorum shall elect a Chairperson Pro Tempore for that meeting. Such office is terminated by the entrance of the Chairperson or Vice-Chairperson.
- c) The Collaborative shall meet quarterly, and it shall additionally meet at the call of the Chairperson.
- d) The Collaborative shall meet either in-person or virtually as needed, at the location provided in the notice.
- e) The Chairperson shall have authority to cancel a regular meeting upon posting of a notice.

3) Special Meetings

The Chairperson shall have the authority to call for additional meetings to propel activities and decisions by the Collaborative.

4) Meetings by Telephone and/or Video Conference

The Chairperson shall have the authority to hold meetings by telephone and/or video conference.

5) Open Public Meetings Act

- a) Meetings will be held in public and are subject to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (OPMA).
- b) Notice of all public meetings shall be provided as required by OPMA electronically on the Collaborative's website and other locations as deemed appropriate by the Chairperson.

IV. Sub-Committees

- 1) The Collaborative may establish sub-committees as it deems necessary and appropriate.
- 2) Sub-committees shall meet as often as necessary to accomplish the purpose for which the sub-committees were formed.
- 3) Sub-committees shall be comprised of at least one member of the Collaborative and, when deemed appropriate, other non-member individuals who have specialized expertise necessary to accomplish the purpose for which the sub-committees were established.
- 4) Sub-committee leads shall be a member of the Collaborative and responsible for directing members, creating timely resources and reporting to the Collaborative in quarterly public meetings on sub-committees activities.

V. Attendance Requirements at Meetings

- 1) Members of the Collaborative shall attend all regular and special meetings of the Collaborative.
- 2) If any appointed member is absent, without reasonable cause to be determined by the Chairperson, from two (2) consecutive meetings within a twelve-month period, the Chairperson shall alert the original appointing authority of the possibility of removal of the absentee member from the Collaborative.

VI. Election and Removal of Officers

- 1) The president and chief executive officer of the New Jersey Maternal and Infant Health Innovation Authority, shall serve as the Chairperson.
- 2) The Collaborative shall organize as soon as practicable following the appointment of a majority of its members.
- 3) The Chairperson may appoint a Secretary at their discretion. The Secretary shall provide administrative and note keeping support for the Collaborative as deemed appropriate by the Chairperson. The Secretary shall be a member of the Collaborative.
- 4) Upon the vacancy of any Collaborative appointee positions and at least annually, the Chairperson, or acting Chairperson, shall accept nominations of officers prior to the next regularly scheduled meeting of the Collaborative and the nominee(s) shall be presented at the following meeting of the Collaborative.
- 5) Votes for election of the vice-chair shall be by open ballot.
- 6) Any officer of the Collaborative may be removed from office by open ballot with a two-thirds majority vote of all members of the Collaborative. All appointed NJMCQC members are required to vote on the removal of a Collaborative officer.

VII. Duties of Officers

- 1) Chairperson
 - a) Shall preside over the Collaborative meetings.
 - b) Has the authority to call special meetings.
 - c) Has authority to cancel a regular meeting upon a notice.
 - d) Shall be a member of and attend the meetings of the Collaborative.
- 2) Vice-Chairperson
Shall perform the duties of the Chairperson when the Chairperson is absent or when requested by the Chairperson.
- 3) Secretary
Shall attend regular and special meetings of the Collaborative. Take roll call, record minutes and votes of the meetings.

VIII. Powers and Duties of the Collaborative (As defined in N.J.S.A. 26:18-3)

1. Adopt and implement the Nurture New Jersey strategic plan for the State of New Jersey to reduce maternal mortality, morbidity and racial and ethnic disparities. The NJMCQC shall meet quarterly to develop recommendations to submit to the Board of the New Jersey Maternal and Infant Health Innovation Authority for review and approval. Such recommendations shall include but shall not be limited to, proposed activities that forward this and other applicable strategic plans, strategies on future activities, solicit funding opportunities, action items based on the data generated and collected by, the Maternal Data Center, the Healthcare Quality and Informatics Unit, the Maternal Mortality Review Committee, the Department of Health, and its partners, and strategies to communicate goals and achievement of these goals with stakeholders.
2. Pursuant to NJSA 26:18-3f, the New Jersey Maternal and Infant Health Innovation Authority (MIHIA) Board, on behalf of the Collaborative can:
 - (a) Apply for and accept any grant of money from the federal government, private foundations or other sources, which may be available for programs related to maternal mortality, morbidity, and racial and ethnic disparities; and
 - (b) Coordinate with the Department of Health to receive federal funds specifically designated for programs concerning maternal mortality, morbidity, and racial and ethnic disparities.
3. In coordination with MIHIA, serve as an advisory taskforce to help implement all strategies funded under the NJDOH's Human Services and Resources Administration (HRSA) State Maternal Health Innovation Program and any other federal programs necessary to execute the goals, priorities, and activities of NJDOH under the maternal health portfolio.
4. Work with MIHIA to identify and enter into contracts with individuals, organizations, and institutions necessary for the performance of its duties under P.L.2019, c.75 (C.26:6C-1 et al.).
5. Establish and coordinate among sub-committees as necessary to achieve the purposes of NJMCQC.

IX. Conflict of Interest

- 1) All members of the NJMCQC are Special State Officers as defined by N.J.S.A. 52:13D-13 and accordingly are subject to and shall comply with the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12, et seq.) rules (N.J.A.C. 19:61-1.1, et seq.) and the Uniform Ethics Code (<https://www.nj.gov/ethics/ethics/state/>).
- 2) Should a conflict of interest arise, the NJMCQC member must inform the NJMCQC Chair and designated Ethics Officer for the Collaborative.

X. Enactment and Adoption of By-Laws

- 1) The Collaborative may enact and may amend its By-Laws by a two-thirds of the quorum vote.
- 2) All members of the Collaborative shall be given a copy of the By-Laws upon appointment to the Collaborative.

Adopted: August 28, 2024