



## The Task Force to Strengthen the Health and Promote the Environment of S.C.

“Helping SHaPE a better future of health and environmental services for all South Carolinians”

### Task Force Charter

Date/Version: June 9, 2021

#### Authority

The Department of Health and Environmental Control (DHEC) recognizes that it is in the public interest to evaluate and, if appropriate, change the current organizational framework to ensure the optimal provision of health and environmental protection services<sup>1</sup> in South Carolina.

**With approval of the Board of Health and Environmental Control (Board), the DHEC Director Ed Simmer hereby establishes the Task Force to Strengthen the Health and Promote the Environment of South Carolina (SHaPE SC).** The task force will consist of a diverse, cross-section of stakeholders who will serve as a workgroup to provide recommendations regarding the provision of health and environmental protection services to communities across the Palmetto State.

#### Purpose

To receive feedback and input from a wide range of customers and stakeholders to ensure that health and environmental protection services are delivered and accessible to all South Carolinians in the most effective, efficient, and meaningful way.

#### Mission

The mission of SHaPE SC is to **(1)** evaluate the state of South Carolina’s current organizational framework and responsibilities related to the provision of health and environmental protection services and **(2)** make recommendations to the Board, General Assembly, and Governor about how to best maximize state resources to **improve the quality of life for all South Carolinians by protecting and promoting the health of the public and the environment.**

#### Membership and Designation

The DHEC Director will appoint the members of SHaPE SC. To ensure a balanced representation of views, the task force will consist of a diverse range of stakeholders with relevant trade and industry organizations, advocacy groups, and affected individuals so that a full range of opinions are considered before final recommendations are submitted. The DHEC Director will designate the Chair of the task force.

---

<sup>1</sup> Health and environmental protection services are those services DHEC is currently charged with providing or that are related to health and environmental protection but provided by other state agencies referenced in pending legislation.

## Scope and Overview

Through a consensus-driven process, SHaPE SC will conduct an evaluation of the alignment of the state's health and environmental responsibilities. This process will include facilitated discussion in a series of meetings with key stakeholders representing government organizations, non-governmental and private organizations, community and advocacy groups, and individuals. Based on its evaluation, SHaPE SC will provide recommendations to the Board, General Assembly, and Governor of operational, structural, and/or functional changes that may be necessary to optimize health and environmental protection services in South Carolina.

**The task force shall aim to identify recommendations to improve services and accessibility by addressing the following objectives:**

- a. improving those within the current organizational framework,
- b. modifying the current organizational structure, and/or
- c. creating a new organizational framework.

All possibilities should be considered, and decisions should be data-driven to the extent possible and based on the best available information. In addition, consideration must be given to the viewpoints of organizations and individuals that interact with the agency in a variety of capacities and how they would be affected by any changes to the provision of those services.

If the recommendations include changes to the current alignment, the task force shall also include the means of achieving such a reorganization.

## Findings and Recommendations

Upon final evaluation, **the task force will provide a report of its recommendations to the Board no later than Nov. 10, 2021, for review and approval prior to submission to the General Assembly and Governor.** The report shall include specific recommendations for action by DHEC, the Board, General Assembly, or the Governor to improve services and accessibility by the current organizational structure, a modified organizational structure, or a newly created organizational structure.

## Scope of Duties

The following items are within the scope of SHaPE SC's duties:

1. An analysis of current agency operations.
2. Proposals to improve operations under the existing agency structure, revise the current agency structure, or reorganization and merge with other state agencies.
3. Solicitation of both oral and written comments from affected organizations, entities, and individuals on their experiences with the current agency organizational alignment and recommendations for improvements, including reorganization.
4. Transparent discussions and presentations in accordance with Freedom of Information Act requirements.
5. A review of current state and national standards and best practices.
6. Preparation of a final report of specific recommendations for actions to improve services and accessibility.

Key milestones to help the task force meet its submission deadline are attached.

## Methodology

During the first full task force meeting, each SHaPE SC member will be provided with project materials and resources to familiarize participants with each other and their charge. Following the first meeting,

members will also be provided background information to assist with member participation and discussion that shall include:

- **Information related to DHEC**
  - Organizational history
  - Governance and current organization
  - Mission
  - Vision
  - Programs and statutory changes
  - Annual Agency Accountability Report (Fiscal Year 2019-2020)
  - Other relevant data and information
  
- **Information related to other state agencies to include the departments of Mental Health, Alcohol and Other Drug Abuse Services, Agriculture, Natural Resources**
  - Organizational history
  - Governance and current organization
  - Mission
  - Vision
  - Annual Agency Accountability Reports (Fiscal Year 2019-2020)
  - Programs and statutory changes
  - Other relevant data and information
  
- **Proposed legislation relating to health and environmental protection services**

Meetings will be facilitated by a neutral party who has demonstrated experience in facilitation of large and diverse executive-level stakeholder groups, strategic thinking, organizational development, and project management. Public comments shall also be accepted and considered through a publicly noticed comment period.

Throughout the process, additional details including agendas and meeting minutes will be made available on the DHEC website.

## **SHaPE SC Meetings**

All SHaPE SC meetings, including subcommittee meetings, will be publicly noticed and open to the public. Recordings will be archived online.

## **Roles and Responsibilities of the Task Force**

The task force and each subcommittee will have a designated chairperson. The task force chair will be responsible for guiding the task force in its review and deliberation to include presiding over task force meetings, managing the compilation and submission of final recommendations, and managing the preparation, submission, and presentation of the final report.

There will be three subcommittees, one focused on each primary role related to health and environmental protection services: **(1)** Environmental Protection, **(2)** Health, and **(3)** Behavioral Health. The subcommittees chairpersons are responsible for guiding their respective subcommittees through the process, compiling recommendations, and overseeing presentation and reporting efforts.

Agency staff with executive-level experience will be available to provide assistance for each subcommittee. **Each subcommittee shall consider the integration and interaction of the three primary roles.**

Each task force and subcommittee meeting will have a designated goal or goals that will be specified in advance of the meeting.

Recommendations will be drafted based on consensus and with input from the full task force.

### **Duration**

The task force will exist for a term not to exceed 9 months from the date of its establishment, unless earlier renewed.

### **Termination**

The task force shall plan to sunset on December 31, 2021.

**Certification/ Signature**

A handwritten signature in black ink that reads "E. Simmer". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

---

**Edward Simmer, MD, MPH, DFAPA**  
**Agency Director, South Carolina Department of Health and Environmental Control**

June 9, 2021

---

**Date**

