

Regional Community Advisory Council

MINUTES Approved

Date: Fri., Jan. 11, 2013
Time: 10 a.m. – Noon
Location: Lincoln Co. Board of Commissioners' conference room, Room 108
Address: 225 W. Olive St, Newport

Council Members Attending: Catherine Skiens (phone), Chandler Davis, Joe Zaerr, Kaire Downin (phone), Karen Stephenson, Lance Kropf, Lawrence Eby, Michael Powell,, Michael Volpe, Richard McCain, Sr., Richard Sherlock, Rocio Munoz (phone), Sara Williams (phone), Troy Hudson

Council Members Absent: Ellen Franklin, Frank Moore, Kila Brown, Summer Vestal, Zeth Owen

CALL TO ORDER

Kelley Kaiser, Chief Executive Officer for InterCommunity Health Network Coordinated Care Organization (IHN-CCO), called the meeting to order at 10:10 a.m.

REVIEW OF MINUTES

Council reviewed minutes from last meeting, which occurred on Nov. 30, 2012. Changes were noted. Council asked if meetings could be recorded and that more detail about the discussions be provided within the minutes.

STATUS REPORT - CAC COORDINATOR RECRUITMENT AND HIRING

Kaiser reported that there are 18 applicants for the Council's Coordinator position. Preliminary discussions have occurred with the applicants and Mitch Anderson, Director of Benton Co. Health Dept., Cynthia Solie, Executive Director of Oregon Cascades West Council of Governments (OCWCOG), and Kaiser. The goal of the discussions is to provide five candidates for consideration by the interview panel. The position is open until filled. Kaiser asked Council members to encourage others to apply.

DISCUSSIONS

CAC Coordinator

Concerns were expressed that the Council did not have the opportunity to review the Coordinator's job description before the position was posted. It was requested that words like "oversee" and "represent", and anything that gives the impressions that the Coordinator is in charge, should be stricken from the job description and replaced with words like "support" and "assist", and "accountable to the CAC". Specifically requested: remove slash between CAC Coordinator and CAC on page 2, paragraph 2 of the CAC Coordinator job description.

The Council discussed their needs for the relationship between the Coordinator and IHN-CCO staff. The staff should assist the Coordinator. The staff is not interchangeable with the Coordinator. The Coordinator does not represent that Council; the Chair does. Whitley added that the Coordinator will not be involved in day-to-day operations, and it is expected that s/he will request information needed from IHN-CCO staff.

The Council emphasized that they will be responsible for evaluating the performance of IHN-CCO, and not the Coordinator. Also, that the Coordinator does not absolve the Council of its responsibilities. S/he should support and assist the Council, and be independent of IHN-CCO.

A question was asked about how interviewees will be selected for review and whether or not someone with mental health issues or who is ex-convict would be considered. Kaiser stated that the review determines whether or not the applicant's experience is applicable and if they understand and believe in the Coordinator role.

The final applicants' information will be sent to the Council. Comments about the applicants should be sent to Council members who have volunteered to be a part of the interview panel. They are: Catherine Skiens, Karen Stephenson, Mike Powell, Joe Zaerr, and Troy Hudson. [Kelley – do you have others that notified you personally – the notes say there are a total of 7 volunteers].

Conduct of members during meeting

It was discussed and agreed that no one is to interrupt when someone else is speaking. Members will raise their hands when they want to speak and will not speak until recognized by the Chair or person who is conducting the meeting. Speakers will be recognized in order of request.

Request for Proposal (RFP)

Discussions have occurred outside of the CAC meetings regarding IHN-CCO's Request for Proposal (RFP), which was submitted to the State to become a Coordinated Care Organization (CCO). It was noted that several recommendations about the CAC made by a community workgroup were not included in the RFP.

Kim Whitley, Chief of Operations for IHN-CCO, explained that the RFP had a limited number of lines for text and so some items were not included in the proposal. She went on to note that the RFA is not a legally binding document – it was only used to get CCO designation. The contract that IHN-CCO has with the State outlines the services that will be delivered, and Whitley stated that there is considerable room for guidance from the Council.

Charter

Public Meetings

Much discussion occurred regarding following public meeting laws. The Council would like to have some flexibility that would allow, for example, to meet over breakfast to work on a large project, which would not be allowed under public meeting law.

It was asked whether all funding for the CCO was public, and therefore the public would expect the Council to follow public meeting laws. Kaiser stated that private funding was also involved. Whitley added that the issue is before the Oregon State Legislature and it may decide the issue for the Council.

This language, noted in italics, was added to the Charter:

RESPONSIBILITIES

- F. Proactively engaging the community to be involved in the issues. Making *all* information publically and *readily* available.
 - 1. *Written recording of minutes will be provided for all meetings. Minutes will be made publically available within a reasonable time after each meeting, not to exceed three weeks.*
 - 2. *Minutes will be preserved for a reasonable time, no less than one year.*
 - 3. *Minutes will indicate:*
 - a. *Members present.*
 - b. *All motions, proposals, resolutions, orders, ordinances, measures proposed and their disposition.*
 - c. *The result of all votes by name of each member. No secret ballots will be allowed.*
 - d. *The substance of discussion on any matter.*
 - e. *A reference to any document discussed at the meeting.*
 - i. *Minutes will not be required to be a verbatim transcript.*
 - ii. *Minutes will be considered public record and will not be withheld from the public merely because they will not be approved until the next meeting.*
 - iii. *Minutes of executive sessions are exempt from disclosure under the Oregon Public Records Law.*
 - iv. *The Regional Community Advisory Council may charge fees to recover the actual cost for duplicating minutes. A person with a*

disability may not be charged additional costs for providing records in larger print.

Guiding Principles

It was discussed whether the Council has a common understanding of the term “team-focused” care. It was recommended that the term be struck, along with “health disparities”, but keep the term “underserved.”

The Regional CAC will advise the IHN-CCO in developing new models of care that are patient-centered, ~~team-focused, and reduce health disparities~~. The goal is to provide coordinated services with a focus on prevention, chronic illness management, and person-centered care so that members of the IHN-CCO communities experience better health and better care at lowered costs while ensuring that previously underserved populations health care needs are being addressed.

Membership

The Council discussed whether or not an IHN-CCO member can continue serving if they are no longer a member. Whitley noted that the State mandates that the majority of Council be “consumers”, which so far has been interpreted as Oregon Health Plan members or parents/guardians of members. It was recommended that “member” be added to the Glossary of Terms and defined. The definition would allow for Council members who were Oregon Health Plan members when they were appointed to serve out their term if their circumstances changed (e.g., no longer are members; moved to another county within the service area).

Chair

The Council addressed the question of whether or not a County representative could/should serve as the Chair. Some Council members felt that the potential for conflict of interest was very likely.

It was noted that the workgroup who developed the criteria for the Council had recommended that the Chair be an Oregon Health Plan member.

It was asked whether an additional seat could be added to the IHN-CCO Governing Board, which would be designated for an Oregon Health Plan member. Kaiser responded that it could be considered when a consumer board member’s position opens.

It was decided that Karen Stephenson would draft suggestions for the Chair portion of the Charter that would address conflict of interest.

It was asked whether the Removal of the Chair section of the Charter applies to the vice-chairs. It was determined that this is not the case.

The Council would like the statements regarding removal of the Chair apply also to the Council's Coordinator.

Governing Board

A question was raised as to what role the Governing Board plays in the decisions of the Council. Whitley clarified that laws say that a Board cannot be dictated to, and so the Council's decisions will be considered recommendations to the Governing Board. The Council requested a copy of the Governing Board's Bylaws.

Voting

The Council reviewed the Voting section of their Charter and made the following changes (noted in italics):

- A. Quorum: A quorum will consist of *51%* majority of the *active* Regional CAC representatives.
- B. Action: Each CAC Representative will have one vote on all business presented at meetings for which the member is present (i.e. in person or via phone or videoconference). The action of a simple majority of the representatives present will constitute the action of the CAC.
- C. *Proxy: Voting by proxy shall be permitted, if the member exercising the proxy has a written authorization from the member whose vote is being cast by proxy, which shall be submitted for the record at the meeting during which the proxy vote is cast. Proxy votes do not contribute to quorum. Proxy voting should not be considered the norm.*

Absence

The Council reviewed the Absence section of their Charter and made the following changes(noted in italics):

A CAC Representative who fails to attend ~~two~~ *three* consecutive meetings may be removed by a vote of the ~~IHN-CCO Governing Board~~ *the IHN-CCO Community Advisory Council*.

Local Advisory Committees and Vice Chairs

It was asked how to distinguish the local committees with the IHN-CCO Community Advisory Council, and how vice-chairs would be selected. The Council asked Chandler Davis to propose language for this section.

Duties

It was asked how meeting information should be distributed. It was agreed that it would be sent electronically to those with email addresses and mailed to those without. Materials will be printed for the Council and provided at meetings to relieve members from this expense.

It was asked whether or not Council members could conduct public meetings. The Charter allows this.

Selection of Chair

It was decided that nominees for the Chair would provide a written statement about themselves, which would be distributed to the Council. Statements will be sent by Fri., Jan. 18 and all votes should be sent to Kaiser by Fri., Jan. 25. In case of a tie, the Council will vote to break the tie.

STATUS REPORT - TRANSFORMATION PLAN

Whitley reported that the initial draft of IHN-CCO's transformation plan was due to the State next week. The State will review and negotiate with IHN-CCO to come to a final agreement. It will then be sent to the Feds on Feb. 15 for their review and approval. Final plans should be available by June.

ACTION ITEMS

InterCommunity Health Network CCO:

1. Revise Council's Coordinator position description as requested and provided to the Council for review.
2. Ensure that applicants for the Coordinator position receive the updated position description.
3. Support staff to facilitate recording of future CAC meetings.
4. Send applicant information from the finalists for the Coordinator position to the Council.
5. Send IHN-CCO Governing Board Bylaws to Council.

Council members:

1. Review final applicants for Coordinator position; supply comments to interview panel.
2. Karen Stephenson to supply wording for Charter about the selection of the Council's Chair.
3. Chandler Davis to supply wording for Charter about the formation of local advisory committees.
4. Chair nominees to supply written statements to Council by Jan. 18
5. Council to send individual votes for Chair to IHN-CCO by Jan. 25

AGENDA ITEMS FOR NEXT MEETING

- New Chair to convene next meeting and establish regular meeting date and time
- Approval of Charter