

Benton Local Advisory Committee ~~Structure (4/26/13)~~ Charter

Draft - August 28, 2015

Purpose & Responsibilities of Committee

The Benton Local Advisory Committee (BLAC) includes up to 15 representatives of the Benton County community. ~~who provide insight into local issues.~~ The ~~committee~~ Committee ensures that the integrated health care needs of Benton County Oregon Health Plan Member ~~consumers~~ and their communities are effectively and efficiently addressed. The ~~committee~~ Committee advises and makes recommendations to the ~~r~~Regional Intercommunity Health Network Coordinated Care Organization (IHN-CCO) Community Advisory Council (CAC). The ~~e~~ Committee ~~will~~ functions by consensus and makes s efforts to be flexible and inclusive. Official ~~€~~ Committee meetings are open to the public. Meeting frequency ~~will be~~ is determined ~~determined by chair,~~ as work ~~load~~ dictates, but ~~typically at least once a month~~ ly for at least 10 annual ~~meetings~~ per year.

Committee Membership - ~~Members of BLAC are encouraged to actively participate in scheduled committee meetings. Members should arrive on time and be prepared for each meeting. Members will participate in data analysis and discussions and provide input to the BLAC. Members will be encouraged to participate in work groups or standing sub-committees, as necessary.~~ Up to 15 Benton County residents serve as BLAC members at one time. Diversity of members hip is strongly encouraged, including, but not limited to:

- Oregon Health Plan membership - members or their guardians
- Geographic location - urban, suburban, rural
- Population served - specific population groups, ages, homeless, etc.
- Organization type - nonprofit organization, health systems, etc.

Term length - The terms of BLAC members, who are appointed CAC representatives, is determined by the CAC Charter.

~~The term of the 9 local-only BLAC members is three years, with option to re-apply. -option of reapplication process. (Staggered to develop a rotating set of term expiration dates. Half of members will serve 3 years and half of members will serve 4 years.)~~

Election Timeline:

- January: Potential nominees attend BLAC meeting
- February: The recruitment workgroup announces BLAC member nominees and the BLAC holds a vote

Feb 28: Member terms expire

- March 1: New member terms begin
- March: New member orientation before March BLAC meeting

Work Groups - Work groups ~~will~~ form and meet as work-load dictates. Possible work groups include:

- Recruitment (2-3 members)
- Committee Structure ~~e~~ (2-3 members)
- Community Health Assessment (CHA) & Community Health Improvement Plan (CHIP) (2-3 members)
- ~~Sub-committees based on Institute of Medicine (IOM) categories~~

Committee Leadership Positions (Essential Roles & Term Length)

BLAC Chair - The chair provides leadership for the ~~committee~~ Committee and is responsible for establishing meeting schedules, creating agendas and disseminating meeting materials in advance of meetings, calling meetings to order, and facilitating meetings in an efficient, ~~and~~ productive manner. The chair works closely with the CAC coordinator and is a member of the CAC Communication Coordination Committee. The Chair participates in regional CAC meetings, in an ex officio capacity; and, in that capacity, is not a voting member of the CAC.

Term length - 2 years; 2 term limit.

BLAC Vice-chair - The ~~Vice~~ chair ~~will~~ performs all chair duties in the absence of the chair. The ~~Vice~~ chair ~~will~~ provides leadership for the recruitment committee and ~~will~~ maintains application/membership application files year round. The ~~Vice~~ chair ~~will~~ keeps a current membership list, including member terms, ~~with contact information, updated on Dropbox.~~ The ~~Vice~~ chair ~~will also~~ provides orientation training for all new members prior to their first official BLAC meeting ~~committee meeting to ensure they have all the background information needed to be active members.~~ The ~~Vice~~ chair ~~will~~ works closely with the ~~Regional~~ CAC coordinator.

Term length - 2 years; 2 term limit.

BLAC Secretary - The secretary ~~will~~ ensures minutes are taken at each meeting and are disseminated to members in a timely manner. The secretary ~~will~~ also works with the ~~Regional~~ CAC coordinator to provide eCommittee transparency.

~~for committee. The secretary forwards approved minutes to a Benton County Health Services designee for publication on their website.~~

~~Term length – 2 years; 2 term limit.~~

~~**BLAC Liaison**
Liaison duties/Regional CAC Vice Chair -- The Benton County Liaison Vice Chair is the BLAC's official representative to the CAC. The Liaison is elected from BLAC members who hold current appointments to the CAC. The Liaison is responsible for ensuring communication between the BLAC and the CAC, the CAC and the BLAC, and between the BLAC and the CAC Communication Coordination Committee. The Liaison works with the CAC Coordinator. The Liaison of the CAC will serve as liaison to the regional CAC. The liaison will be include responsibility for ensuring communication between BLAC and the Regional CAC and working with the CAC Coordinator. The Vice Chair abides will abide by all duties listed on page 6 part D of in the Regional CAC charter.~~

Election of leadership positions

BLAC members ~~are will be~~ invited to nominate themselves or ~~a~~ colleagues ~~s~~ for a Committee Leadership positions ~~in June of each year. Members will be invited to participate in elections in July of each year.~~ Results shall be determined by a simple majority ~~vote of elected members in attendance.~~ In the event of a tied ~~d~~ vote, a second election will take place between the two tied candidates.

Election Timeline:

- ~~May: BLAC chair determines what positions are open for election.~~
- ~~September~~**June:** Nominations are solicited for ~~open positions~~**leadership positions:**
- ~~October~~**July:** ~~Officer e~~Elections ~~are will be~~ held ~~during a BLAC meeting.~~
- **October 31:** Officer terms expire
- **November 1:** New officer terms begin
- **August:** Orientation is provided for new leadership positions.

Resignation

Members may resign by submitting written notice to the BLAC Chair. Automatic resignation occurs when ~~the a~~ representative moves out of Benton County ~~;~~ ~~the~~ member should inform the BLAC Chair. If a BLAC member misses three consecutive meetings, ~~t~~The BLAC Chair will review continued inclusion in ~~the~~ ~~committee~~**Committee** with ~~the~~ member. ~~This d~~Decision will be left to Chair's discretion.

Mid-term Elections

- a. If a BLAC member is elected mid-term to a seat with MORE than a year until that seat expires, that seat will expire at the same time as if the seat had not been vacated.
- b. If a BLAC member is elected mid-term to a seat with LESS than a year until that seat expires, that seat will expire after a subsequent three-year term.