



Criteria for members to serve on the THW Commission and Subcommittee

Background:

The Oregon Health Authority's Traditional Health Worker (THW) Commission promotes the role, engagement and utilization of the traditional health workforce, which includes Community Health Workers, Peer Wellness Specialists, Personal Health Navigators, Peer Support Specialists and Doulas, in Oregon's Integrated and Coordinated Health Care Delivery System.

The Commission advises and makes recommendations to the Oregon Health Authority on the development, implementation, and sustainability of this program; and ensures that the program remains responsive to consumer and community health needs. The Commission supports and fosters the utilization of the traditional health workforce as a strategy to assure the delivery of high-quality, culturally competent care and to achieve Oregon's Triple Aim of better health, better care and lower costs.

Criteria to serve on a Commission:

- (1)** Each Commission seat has its own qualifications that are determined by House Bill 3407 (please see the attached Engrossed HB3407)
- (2)** The Director of the Oregon Health Authority shall appoint the following 19 members to serve on the commission
 - (a)** Ten members, at least six of whom must be appointed from Nominees provided by the Oregon Community Health Workers Association, who represent traditional health workers, including at least one member to represent each of the following:
 - (A)** Community health workers;
 - (B)** Personal health navigators;
 - (C)** Peer Support Specialist;
 - (D)** Peer wellness specialists; and
 - (E)** Doulas;
 - (F)** One member who represents the Department of Community Colleges and Workforce Development;
 - (G)** One member who is a community health nurse who represents the Oregon Nurses Association;
 - (H)** One member who is a physician who represents the Oregon Medical Association;
 - (I)** One member selected from nominees provided by the Home Care Commission;
 - (J)** One member who represents coordinated care organizations;
 - (K)** One member who represents a labor organization;
 - (L)** One member who supervises traditional health workers at a Community-based organization, local health department, as defined in ORS 433.235, or agency, as defined in ORS 183.310;
 - (M)** One member who represents community-based organizations or Agencies, as defined in ORS 183.310, that provide for the Training of traditional health workers; and
 - (N)** One member who represents a consumer of services provided by health workers who are not licensed by this state.



- (3) In appointing members to the THW Commission, the director shall consider whether the composition of the Traditional Health Workers Commission represents the geographic, ethnic, gender, racial, disability status, gender identity, sexual orientation and economic diversity of traditional health workers.
- (4) The term of office of each member of the commission is three years, but a member serves at the pleasure of the director. Before the expiration of the term of a member, the director shall appoint a successor whose term begins on January 1 next following. A member is eligible for reappointment. If there is a vacancy for any cause, the director shall make an appointment to become immediately effective for the unexpired term.
- (5) A majority of the members of the commission constitutes a quorum for the transaction of business.
- (6) Official action by the commission requires the approval of a majority of the members of the commission.
- (7) The commission shall elect one of its members to serve as chairperson.
- (8) The commission shall meet at times and places specified by the call of the chairperson or of a majority of the members of the commission.
- (9) The commission may adopt rules necessary for the operation of the commission.
- (10) A member of the commission is entitled to compensation and Expenses as provided in ORS 292.495.
- (11) The term of the commissioners shall be as follow:
- (1) Six shall serve for a term ending January 1, 2019;
 - (2) Six shall serve for a term ending January 1, 2020; and
 - (3) Seven shall serve for a term ending January 1, 2021
- (12) **Attendance:** Regular attendance at meetings is expected of each Commission Member. A Member should notify the Chair, facilitator, or the Oregon Health Authority staff assisting the Commission, at least 24 hours in advance of a meeting if the Member is unable to attend. In an emergency, the Member shall contact them as soon as reasonably possible. Every Commissioner is required to participate in one or two standing Subcommittees during the THW Commission meeting.

Traditional Health workers Subcommittees:

Background:

Traditional Health Worker Subcommittee activities consist of directing the ongoing body of work as assigned by the THW Commission and the Oregon Health Authority that is needed to integrate Traditional Health Workers within Oregon's integrated health care system.

The Commission may establish such advisory and technical committees as it considers necessary to aid and advise the Commission in the performance of its functions. The committees may be continuing or temporary committees. The Commission shall determine the representation, membership, terms, leadership, and organization of the committees.

Standing Committee: this term refers to any standing body (such as a standing workgroup, Ad Hoc, subcommittee, etc.) of a Commission. Standing committees have a continuing subject matter on certain issue they oversee or a meeting schedule fixed by the commission action. Standing committees may be comprised of members from the Commission as well as individuals not on the Commission (Public). However, the standing committee may not include a quorum of the entire Commission membership.



Each Committee should have a minimum of two or more Commission members serving on the committee

Standing committees must be specifically designated in the Commission bylaws, which require approval by all THW Commission. Each standing committee is required to choose a chair person of its own, prepare an agenda for each meeting, ensure the agenda is shared with OEI Staff to be posted, and take minutes of its meetings for approval at the committee's next meeting. Committees report their recommendations to the full Commission for consideration.

Ad hoc committees: The term ad hoc committee refers to any ad hoc body (such as an ad hoc workgroup, etc.) of a Commission. Ad hoc committees are established by the Commission for a limited purpose and time, as the need arises, to carry out a specific task. An ad hoc committee may not include a quorum of the entire Commission membership. Ad hoc committees report to the full Commission. The Commission should formally disband an ad hoc committee when the committee's specific task is completed and a final report is provided to the Commission for consideration. The disbanding of the ad hoc committee should be noted in the Commission's meeting minutes.

THW Commission and Subcommittee Reimbursement

Per the Oregon health Authority's Office of Equity and Inclusion reimbursement policy, it is the responsibility of OHA/OEI to reimburse THW Commission and Subcommittee members directly for costs associated with traveling from rural part of state. OHA will only reimburse the following: transportation, lodging, food, and other related expense associated with the travel like Taxi, Uber and Lyft with proper receipt documentation.

The reimbursement policy applies to THW Commission and Sub-Committee members coming from very far distance of the state only; it does **not** apply to other THW Commission and Sub-Committee members coming from close by localities. OHA/OEI does not cover the cost of public Attendance at the THW Commission Meeting. Additionally, for THW Subcommittee members coming from far rural areas of the state OHA/OEI will reimburse an annual amount of \$500 dollars per year for all cost associated with Meals, transportation, and mileage

References: <https://www.sccgov.org/sites/bos/Legislation/Boards and Commissions Handbook.aspx>