OREGON HEALTH INFORMATION TECHNOLOGY OVERSIGHT COUNCIL

Health Information Exchange (HIE) Strategic Planning Workgroup

The Workgroup and its Members

- The HIE Strategic Planning Workgroup ("Workgroup") is created by the Oregon Health Information Technology Oversight Council ("Council").
    - The Workgroup's function is to provide content expertise and study, review, deliberate on, and make strategic recommendations to the HITOC on the five domains of governance, finance, technical infrastructure, business and technical operations, and legal/policy for inclusion in the Oregon statewide HIE Strategic and Operational plans. These plans are required by the Office of the National Coordinator for Health Information Technology (ONC) through the State HIE Cooperative Agreement and are due to be submitted by July 15, 2010.

- The staff employed or arranged for by the Director of the HITOC shall serve as staff to the Workgroup. The Office for Oregon Health Policy and Research (OHPR) and other state agencies will support the work of the Workgroup in a manner mutually agreed upon by the Director and the respective entity(ies).

- The Members of the Workgroup will be appointed by, and serve at the request of the Council. The Workgroup shall cease to exist upon a majority vote of the Council to disband the Workgroup.

- Members of the Workgroup receive no compensation for their services, but shall be reimbursed for per diem and travel expenses for their attendance at Board meetings and Committee meetings as provided in ORS 292.495.

Workgroup Officers and Duties

- The Chair of the Council shall select a Workgroup Chair and up to one Vice Chair from among Workgroup Members. The Officers will serve

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for 6-months from the date of their appointment or until the Council disbands the Workgroup, whichever occurs first.

- Duties of the Chair are:
    - Preside at all meetings of the Workgroup.
    - Coordinate meeting agendas after consultation with Council staff.
    - Review all draft Workgroup meeting minutes prior to the meeting at which they are to be approved.
    - Be advised of all presentations or appearances of the HITOC or staff before Legislative or Executive committees or agencies that relate to the work of the Workgroup.
    - The Chair may designate, in the absence of the Vice-Chair or when expedient to Workgroup business, other Workgroup Members to perform duties related to Workgroup business such as, but not limited to, attending other agency or public meetings, meetings of the Council, and approval and review of documents that require action of the Chair.

- Duties of the Vice Chair are:
    - Perform all of the Chair's duties in his/her absence or inability to perform;
    - Accompany the Chair to meetings of the Workgroup at which final recommendations of the Workgroup are presented; and
    - Perform any other duties assigned by the Chair.

Workgroup Meetings

- The Workgroup shall meet twice per month or more frequently at the call of the Director in consultation with the Workgroup Members and staff.

- The Workgroup shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.

- The preliminary agenda will be available from the Workgroup staff and posted on the Council's website at least two working days prior to the meeting. The final agenda will be established by Workgroup members at the beginning of each Workgroup meeting.

- A majority of Workgroup Members shall constitute a quorum for the transaction of business.

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- If a Workgroup Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the absent Workgroup Member can be identified when speaking, all participants can hear each other and members of the public attending the meeting can hear any Member of the Workgroup who speaks during the meeting. A Workgroup Member participating by such electronic means shall be considered in constituting a quorum.

- Workgroup Members shall inform the Director or Workgroup staff with as much notice as possible if unable to attend a scheduled Workgroup meeting. Workgroup staff preparing the minutes shall record the attendance of Workgroup Members at the meeting for the minutes.

- The Workgroup will conduct its business through discussion, consensus building and informal meeting procedures. The Director may, from time to time, establish procedural processes to assure the orderly, timely and fair conduct of business.

Amendments to the By-Laws and Rules of Construction

- These By-laws may be amended upon the affirmative vote of six (6) Members of the Council.

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