

## Yamhill Community Care Organization Community Advisory Council

**PURPOSE:** The Community Advisory Council (CAC) is chartered by the Board of Directors to help the YCCO remain responsive to consumer and community health needs. The Triple Aim will guide the committee to focus on health care transformation that produces improved outcomes and improved experience of care at lower cost. The CAC will assist YCCO to:

- Identify and advocate for preventive care practices
- Identify opportunities to improve population health in Yamhill County
- Maximize engagement of those enrolled in the Oregon Health Plan
- Oversee the Community Health Assessment
- Adopt the Community Health Improvement Plan
- Provide feedback to YCCO about strategies to engage the community in CCO planning
- Provide advice about linking the community's medical and non-medical services to overcome barriers to health
- Provide a link back to community constituents to aid in achieving YCCCO goals
- Develop, implement and evaluate innovative initiatives, programs, services and activities

**MEMBERSHIP:** The CAC shall have no fewer than 9 and no more than 21 members. Consumers must represent 51% or more of the total CAC membership. Members should possess a collaborative working style and bring broad community perspective on health matters. Expertise and insight in the areas of mental health, addictions, wellness promotion, education, housing, senior services, culturally specific health services, children and youth, corrections and public safety, disability services and health disparities are desirable.

**Consumer Members ( 5 to 11 seats):** Any individual who is a resident of Yamhill County and is a Member of the Oregon Health Plan (OHP) may apply to be a CAC member. A legal guardian of a consumer who is an OHP member may also be considered. A person who is uninsured and regularly utilizes safety net health services may also be a member in this category. As a group, consumer members of the CAC should reasonably represent the diversity of individuals being served by the YCCO. Considerations should include but are not limited to geographic area, race, ethnicity, sexual orientation, age, disability and gender.

**Community Members (4 to 10 seats):** Any individual who is

- 1) a community leader or representative of a community organization that serves or advocates on behalf of community members enrolled in the Oregon Health Plan with YCCO; or
- 2) a representative of a community agency tasked with planning for Yamhill County population health needs, such as the local mental health and public health authorities, local Commission on Children and Families, the crisis response system, law enforcement and community corrections, housing agencies, child welfare, senior services, and other social service agencies within the community.

NOMINATION AND ELECTION: Nominations to the CAC will be solicited from the community at large, and submitted to the CAC Selection Committee. As outlined in statute, the Committee will be composed of equal numbers of members of the Board of Directors and representatives of Yamhill County. The Selection Committee may interview candidates for appointment, and will ensure training and orientation for CAC members. After the first year of the CAC, new members will be oriented by existing members, with consumer members being oriented by other consumers.

The CAC will select its own Chair and Vice-Chair. The CAC Chair will also serve on the Board of Directors. Two members of the CAC will be elected by the CAC to serve on the YCCO Clinical Advisory Panel. Each of these selections is for a 2 year term, which may be renewed at the discretion of the CAC.

MEMBERSHIP TERMS: A member term is 2 years, beginning on the first of January. Terms will be staggered to avoid excessive members leaving in any year. The initial members appointed will be randomly assigned to 1, 2, or 3 year terms. Members completing their first term may apply to continue serving for one additional term; their application will be considered by the Nominating Committee along with those of others applying. A person who has completed two terms must vacate their position for two years before being eligible to apply again.

ATTENDANCE: Members of the CAC should commit to attending at least 90% of the CAC meetings. An absence should be reported prior to the meeting to the CAC Chair or assigned YCCO staff. If a CAC member does not consistently attend meetings, s/he will be contacted by the Chair or staff and may be subject to removal. On an infrequent basis CAC members may appoint an alternative to participate as a non-voting member in their absence.

VACANCIES: A vacancy occurs when a CAC member's term expires, or when a CAC member moves out of the service area, dies, resigns or is removed. A consumer member who loses eligibility for OHP may continue to serve until the completion of their term. When possible, the member's resignation should be submitted in writing 30 days prior to the effective date. All vacancies shall be filled by the Selection Committee. The CAC may recommend to the Board of Directors that a member be removed if that action is in the best interest of the CAC. This could include but not be limited to instances where a member does not attend regularly, has failed to declare a conflict of interest, or has acted contrary to CAC directions.

MEETINGS: The CAC will meet no less than once every 3 months, but may meet more frequently. Meetings will be held at locations that comply with Americans with Disabilities Act standards. Language interpretation services will be provided as needed, provided YCCO is informed of the need for interpretation at least 3 days prior to the meeting. The time, place and location of meetings shall be made known to the public and to each CAC member at least 7 days in advance. Special meetings may be called at any time by email, phone or in person by the CAC Chair, a majority vote of the members, or in response to a request by YCCO. Notice of special meetings shall be delivered to CAC members not less than 7 days in advance.

MINUTES: Minutes must be taken at each CAC meeting. The minutes shall be reviewed and approved at the next regular CAC meeting and posted on a publicly accessible website.

DECISION MAKING: A majority of the voting members of the CAC constitutes a quorum. The YCCO will use consensus decision making processes to the extent possible. At the discretion of the Chair or at the request of any CAC member, a show of hands vote may be conducted. A quorum must be present for such formal votes, and the results will be recorded in the minutes.

COMMITTEES: The CAC may establish standing and ad hoc committees as needed. Once an ad hoc committee has completed its assigned tasks, it shall cease to exist. In addition to CAC members, committees may include individuals from the community chosen for their experience and concern about a specific issue.

COMPENSATION: No salary shall be paid to a member for his/her services as a member of the CAC. A stipend intended to reimburse for direct expenses such as transportation and child care will be offered for CAC members who face financial hardship and are not being compensated through their employment.

CONFLICT OF INTEREST: A conflict of interest transaction is a transaction with the CAC or YCCO in which a CAC member or their family member has or anticipates having a direct or indirect economic or financial interest with YCCO. Conflict of interest, or the appearance of conflict of interest, by CAC members, employees, consultants and those who furnish goods or services to YCCO must be disclosed as soon as possible to YCCO. CAC members are required to disclose any potential conflicts of interest by completing a conflict of interest declaration form, submitting it to YCCO staff and updating it as necessary. No member of the CAC shall vote or be present for a vote in a situation where a conflict of interest exists for that member. No CAC member shall be an employee or an immediate family member of an employee of the YCCO.

ROLE OF YCCO STAFF: YCCO staff shall provide support to the CAC to

- Ensure appropriate processes are in place to allow the CAC to succeed in their role
- Attend all CAC meetings; record and disseminate minutes
- Provide administrative resources to the CAC
- Provide YCCO data and reports for consideration
- Solicit representation for CAC vacancies as requested by the Selection Committee
- Provide information on significant issues or developments within or impacting YCCO
- Provide oral and written information as needed/requested in a timely fashion
- Promote community participation and education on matters impacting health service delivery

ADOPTION AND AMENDMENT OF CAC POLICIES: These policies are adopted and may be amended by a majority vote of the YCCO Board of Directors. Amendments to be considered at a meeting of the YCCO

Board of Directors must be provided to CAC members in written form at least 7 days prior to a CAC meeting so that the CAC may make recommendations regarding the proposed changes.