

HITOC HIE PLANNING WORKGROUP CHARTER-DRAFT FINANCE

Summary

The Finance Workgroup's charter is to provide strategic input to HITOC regarding financial issues. To the greatest extent practical, members will represent the geographic, ethnic, gender, racial and economic diversity of this state. The Workgroup will have leadership, industry and content expertise in order to effectively and efficiently review the statewide strategic and operational plans, and to identify potential opportunities and challenges for statewide HIE. The workgroup will have 8-15 members. Representation may draw from some or all of the following sectors:

- Health Care (insurers, hospitals, provider organizations and individual providers)
- Finance
- Consumers or consumer groups
- Legal
- Industry (employers who purchase or self-insure to provide health care for their employees)
- Government
- Education
- Others as applicable

The charter of the Finance Workgroup is to:

- Provide input for finance goals for statewide HIE based on the strategic and operational plans including:
 - Financial Sustainability Plan
 - Phase 1 deliverables and objectives
 - Other projects as needed
- Provide input to and members for any interdisciplinary subcommittees as needed
- Provide input to inform any potential directional changes
- Assess and provide input regarding potential opportunities, risks and challenges
- Establish task-based subcommittees as needed

Membership

The Workgroup shall be composed of 8-15 representatives selected by HITOC based on recommendations from a HITOC Selection Panel, including the Chair, Vice-Chair and at least one other HITOC member. The HITOC Director will designate staff to support the Workgroup. Members of the Workgroup will receive no compensation for their services.

The Workgroup shall be authorized to engage other stakeholders as appropriate in order to inform the work of the Workgroup.

Selection Process

HITOC shall develop an open application process, announcing the opportunity on the HITOC website and shall request potential applicants to respond. The HITOC Selection Panel will bring a Workgroup Roster to HITOC for approval. Following are recommended elements for inclusion in the application:

1. Name, Title Organization, Contact Information
2. Experience in relevant areas named above
3. Areas of specific expertise
4. Examples of previous successes, experiences and work in collaborative efforts
5. Any other relevant information applicant wishes to provide
6. Stated ability to invest the time required (up to 15 hours per month)

Applicants shall be selected based upon relevant experience, proven managerial and collaborative abilities, availability, and to provide the broadest statewide reach possible. Ad-hoc, short-term participants may be included by the Chair of the Workgroup from time to time as needed. Additional Workgroup members would need to be approved by the HITOC Chair and Vice-Chair.

Participation Guidelines

The HITOC Chair will select the Chair and Vice-Chair. These individuals will serve for 1 year from the date of their confirmation or until the Workgroup disbands, whichever comes first. Members can continue for additional terms at the discretion of HITOC.

The HITOC Director and Workgroup will provide regular status updates to HITOC.

Duties of the Chair:

- Preside at all meetings of the Workgroup
- Coordinate meeting agendas after consultation with HITOC Director and staff
- Review all draft Workgroup meeting notes

- 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

Duties of the Vice Chair:

- Perform all of the Chair's duties in his/her absence or inability to perform
- Perform any other duties assigned by the Chair

Duties of Workgroup Members:

- Attend all Workgroup meetings and related subcommittees as needed
- Provide input to strategic direction and other input as needed

Member Participation

- If a Workgroup Member is unable to attend a Workgroup meeting in person, the Member may participate by conference telephone or Webinar.
- Members shall inform the HITOC Director or staff with as much notice as possible if they are unable to attend a scheduled meeting.
- The Workgroup will conduct its business through discussion, consensus building and informal meeting procedures. The HITOC Director may establish procedural processes as needed.
- A majority of Workgroup Members shall constitute a quorum for the transaction of business.
- Workgroup meetings will be held monthly or as needed.

Amendments

- The Workgroup and the affirmative vote of HITOC may amend this Charter and Guidelines upon recommendation and confirmation.