

OHP Bridge Advisory Committee Rules and Operating Procedures

I. Purpose and Roles

A. Committee background

The Joint Task Force on the Bridge Health Care Plan, created by HB 4035 (2022) issued a series of recommendations at its close regarding the creation, launch and operations of the new OHP Bridge benefit. These recommendations included the creation of an advisory committee that would provide a space for community members and partners to take part in guiding this new benefit over time. In response, the Oregon Health Authority (OHA) has developed the OHP Bridge Advisory Committee (OBAC), an advisory body charged with making recommendations related to the OHP Bridge benefit, OHP Bridge – Basic Health Program (BHP) Trust Fund spending, member outreach and communications. This Committee does not provide recommendations on Marketplace affordability, traditional OHP or broad CCO system changes that are not OHP Bridge specific.

The committee will convene in October 2024 and will meet monthly for the first six months with the goal of transitioning to quarterly after that.

B. Committee Duties and Responsibilities

1. Membership

Committee members are appointed by OHA leadership to fill the following seats:

- Two OHP Bridge Community Members*
- Two Healthcare Providers
- Two representatives of Healthcare Organizations
- Two Consumer Advocacy representatives
- One health equity specialist
- One consumer navigator/assister
- One Tribal member representative

In addition to the seats above, OHA and the Oregon Department of Human Services (ODHS) each have a non-voting seat on the committee. OHPB is invited to have a representative as a member on the committee.

**note: the OHP Bridge Community Members will ideally be current or former OHP Bridge members.*

2. Committee Member Responsibilities

OBAC members agree to fulfill their responsibilities through attending and participating in Committee meetings, reviewing Committee materials, and participating in the development of recommendations as needed. Members agree to participate in good faith and to act in the best interests of the Committee and those it serves. Members accept the responsibility to collaborate in developing potential recommendations that are fair and constructive for the state.

Members are expected to consider a range of issues and options to address them, discuss the pros and cons of the issues/options presented, and deliver recommendations that reflect the “sense of the group”. All recommendations put forward by the Committee should include the rationale behind them. Specific Committee member responsibilities include:

- Review provided materials in a timely manner and prior to any discussions involving provided materials.
- Work collaboratively with one another to explore issues and develop recommendations.
- Attend Committee meetings.
- Consider and integrate general public input into Committee recommendations as appropriate.

Committee members acknowledge that their role is to provide advice and guidance, and any Committee recommendations will be presented to OHA and ODHS leadership for consideration.

3. Chairpersons Role

The Committee will elect two co-chairs who will share in the responsibilities listed below.

The Chairpersons will encourage full and safe participation by members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. The Chairpersons will work with OHA staff to develop meeting agendas, establish subcommittees if needed, and ensure an efficient recommendation-making process.

The Chairpersons will alternate facilitation responsibilities every meeting and will collaborate to ensure the responsibilities listed above are covered in situations where one Chairperson is unable to attend a meeting.

4. Role of the Oregon Health Authority and Oregon Department of Human Services

OHA staff will provide technical support, subject matter expertise, logistical assistance, administrative assistance, facilitation of planning meetings and advice to the Committee. OHA staff will provide notice of the time and place of Committee meetings at least one week in advance, including posting to the [OHP Bridge Advisory Committee webpage](#).

OHA and ODHS will each appoint one member of leadership to serve as a non-voting member of the Committee. Non-voting members will provide substantive expertise and technical assistance to inform deliberations and serve as liaisons to broader OHA and ODHS leadership and OHP Bridge Trustees.

Executive agency leadership and OHP Bridge Trustees will make final decisions related to OHP Bridge design, operations and Trust Fund spending.

5. Planning Meetings

Planning meetings will be convened in between Committee meetings to develop Committee agendas and develop any necessary timelines and support needed for additional Committee work such as producing written recommendations for Agency leadership. The planning meetings will also determine how to address issues that arise between meetings. These meetings will minimally comprise OHA staff and the Chairpersons.

6. Committee Values and Principles

Both OHA and ODHS outline their values, vision and goals in their respective Strategic Plans. You can find OHA's Strategic Plan [HERE](#), and ODHS' Strategic Plan [HERE](#). The values and principles outlined in these documents are:

Health Equity / Equity	Responsibility
Innovation	Respect
Partnership	Integrity
Service / Service Excellence	Inclusivity
Transparency	Professionalism
Leadership	Wellbeing
Stewardship	

In addition to the values and principles outlined above, the OBAC will also be guided by the values and principles proposed by the inaugural OBAC members, listed below:

Value Based Care: OBAC members will focus on solutions and recommendations that support providers and CCOs in providing the best care possible with the available resources.

Collaboration: OBAC members will prioritize collaboration both in Committee discussions and operations as well as in the policies and solutions they support through their formal recommendations.

Sustainability: OBAC members will aim to promote sustainability of the OHP Bridge benefit.

Accountability: OBAC members will consider accountability in both Committee operations and their recommendations. This will include considering achievable mechanisms of accountability for policies and solutions they support.

Person-centered care: OBAC members will focus on solutions and recommendations that support providers and CCOs in providing person-centered care that considers the needs, values and preferences

of individual members. This includes advocating for the unique needs of the OHP Bridge population in a manner that demonstrates fidelity to OHP Bridge members and works to ensure their safety.

Cultural Sensitivity: OBAC members will operate with cultural sensitivity in mind, this includes but is not limited to the language used in Committee discussions, the impact and applicability of proposed recommendations and the messaging produced and supported by the committee.

Efficiency: OBAC members will consider how policies and procedures can be built and followed in a way that makes the best use of available resources and prevents the most waste, including waste of funding and time.

Evidence-based practices: OBAC members will consider all available and presented evidence before making formal recommendations to ensure that proposed policies and solutions are supported by current evidence.

Active Listening: OBAC members will strive to listen to understand, not to respond; to each other, to the public and to Agency staff.

The values and principles expressed above will serve to guide the Committee in development of any recommendations they put forth to OHA and ODHS leadership.

II. Operating Procedures

A. Protocols

All participants agree to act in good faith in all aspects of Committee deliberations. This includes being honest and refraining from undertaking any actions that will undermine or threaten the deliberative process. It also includes behavior outside of meetings. Expectations for Committee members include:

- Participation in all meetings. Voting members are not permitted to send proxies. If members cannot attend a meeting, they are requested to advise OHA staff. After missing a meeting, the member should review the meeting recording and contact staff to see if a briefing would be appropriate ahead of the next Committee meeting. Members may lose their seat if they miss more than 25% of meetings within a year.
- Speaking respectfully, briefly, and non-repetitively during Committee discussions and engaging in honest and fair dialogue with other Committee members. They will listen to each other to seek to understand the other's perspective, even if they disagree.
- Generate and explore all options on the merits of a proposal with an open mind, listening to different points of view with a goal of understanding the interests of other Committee members. This includes bringing all aspects of their concerns about these issues into this process to be addressed.
- Work toward achieving consensus on fair, practical, and durable recommendations.
- Refrain from side conversations, personal attacks, intentionally undermining the process, and publicly criticizing or mis-stating the positions taken by any other participants during the process.

- Any communications are to be mindful of these procedural ground rules and maintain a respectful tone, presenting a fair and balanced view of the issues and arguments out of respect for the process and other members even if highlighting different perspectives.
- Requests for information made outside of meetings will be directed to OHA staff and will be made with the understanding that staff are not able to fulfill all requests and that some information, such as OHP Bridge Member personal information and identifying data, cannot be shared. Responses to information requests will be limited to items that can be provided within a reasonable amount of time. In this case, “a reasonable amount of time” may be subject to staff capacity and/or the kind of information being requested. OBAC members are encouraged to submit requests for information at least a week before the next OBAC meeting. Regardless of whether a request can be filled, staff will respond to the requesting OBAC member(s) within two business days, acknowledging receipt and offering next steps, including an explanation as to why the request cannot be fulfilled if applicable.

B. Subcommittees of the OBAC

The Committee may establish subcommittees by approval of a majority of the Committee voting members in addition to approval from OHA and ODHS leadership. In order to establish a subcommittee, the Committee must identify a Committee member to serve as chair. The Committee, in consultation with OHA staff, will determine the representation, membership, terms and organization of any subcommittees and shall appoint the members of the subcommittees. To recruit membership for all subcommittees, OHA staff shall post a recruitment announcement including an interest form on the Committee’s webpage, in which members of the general public can express interest via email. The Interest Form is a basic application that tells the Committee about the individual, their background, and why they want to participate on the subcommittee. A roster of interested parties will be shared with the Committee for consideration and approval. Each subcommittee shall have a person designated as chair, who will serve as the liaison between the Committee and the subcommittee.

Subcommittees will be conducted in accordance with these operating procedures.

C. Committee Meetings

A majority of voting members constitutes a quorum for the transaction of Committee business. Meetings will be conducted in a manner deemed appropriate by the Chairperson(s) to foster collaborative decision-making and consensus building. This includes:

- Ensure a collaborative involvement process between Committee members to explore strategies and provide recommendations to achieve the Committee goals.
- Wherever possible, be interactive to ensure a balanced and fair discussion of issues, which ensures all perspectives are heard.
- Provide the Committee with the relevant, objective information, in a timely fashion, that is necessary to make informed recommendations in a readily understandable format.

Meetings will include a public comment opportunity including oral testimony. Comments from the public may be limited in time to allow sufficient opportunity to conduct the other portions of the

Committee agenda. Individuals are encouraged to submit written comments to OHA staff for circulation to the full Committee.

OHA staff will work with the Chairperson(s) to ensure that meetings:

- Clearly define opportunities where the public can provide timely input so that there is an opportunity to affect change.
- Are accessible, inclusive, meaningful, regular, and timely in addition to open, fair, and honest.
- Ensure a collaborative involvement process among Committee members and Partners.
- Are interactive wherever possible to ensure a balanced and fair discussion of issues, which ensures all perspectives are heard.
- Provide the Committee with the relevant, objective information, in a timely fashion, that is necessary to make informed decisions. Presentations will provide the facts – pro and con – surrounding the issues in a readily understandable format.
- Provide the big picture context and interconnections surrounding all issues before asking the Committee to make a recommendation.
- Are responsive to Committee requests for information and process support.

1. Consensus Process/Voting

A consensus recommendation-making approach will be used to facilitate the Committee's deliberations and to ensure that the Committee receives the collective benefit of the individual views, experiences, backgrounds, training, and expertise of its members. Consensus is a participatory process whereby, on matters of substance, members strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no members voiced objection to the position, and they agree not to oppose the position.

Members agree that consensus has a high value and that the Committee should strive to achieve it. As such, decisions on Committee recommendations will be made by consensus of all present members unless voting is requested by a Committee member. Voting shall be by roll call. Final action on Committee recommendations requires an affirmative vote of a majority of the Committee members present.

Each Committee member will have one vote except those non-voting members (i.e. OHA and ODHS leadership or their designee(s)). A vote represents that the member will recommend to their government, organization, or group that they should support or oppose the voted-upon proposal consistent with the member's vote. The names of those voting in favor and those voting against a proposal will be noted and included in the Committee's recommendations.

Members will honor decisions made and avoid re-opening issues once resolved.

2. No Consensus – Majority and Minority View

If a consensus on an issue is still not reasonably likely, as determined by the Chairperson(s), the votes of those present at the meeting will be taken and recorded. Members must be present at the meeting to vote. Asynchronous voting is not permissible.

A proposal that receives at least 70 percent of the votes of those present will be considered a formal Committee recommendation. Members voting in the minority will have their names, reasoning notes and alternative proposal if applicable noted in a Minority Report accompanying any recommendation. Those with minority opinions are encouraged to propose alternative options or approaches during the committee discussion in order to promote continued idea sharing and ensure discussion remains productive and solution-focused.

If a proposal receives less than 70 percent of the votes of those present, staff will document the opinions of those in favor and opposed to the proposal. Committee members will review this documentation and offer guidance on the language used to represent their vote. Agency representatives will present this documentation to Agency leadership and Trustees if applicable.

3. Documentation

All meetings of the Committee will be recorded and written summaries prepared. Written summaries will be reviewed and approved at the subsequent meeting. The video recordings will be posted on the Committee website. Meeting agendas, summaries, and supporting materials will also be posted to the Committee web page.

Interested parties may receive notice of Committee meetings and access Committee materials through eSubscribe.

The Committee will utilize a work plan to provide specified tasks to accomplish the goal of providing recommendations on the OHP Bridge benefit, Trust Fund spending, member outreach and communications. The work plan will be a working document throughout the course of the Committee.

Recommendations will be documented by OHA staff, reviewed and finalized by the Committee, and shared with Agency leadership and the Trustees by the non-voting agency members for final decision-making.

4. Communications

Members agree that transparency is essential to the Committee's deliberations. In that regard, members are requested to include both the Chairperson(s) and OHA staff in written communications commenting on the Committee's deliberations from/to interest groups (other than a group specifically represented by a member). These communications will be included in the public record as detailed below and copied to the full Committee as appropriate.

Committee members should take care to not "reply all" to emails sent to them by the Chair or staff. Written comments to the Committee, from both individual Committee members and from agency representatives and the public, should be directed to OHA staff. Written comments will be distributed by OHA staff to the full Committee in conjunction with distribution of meeting materials or at other times at the Chair's discretion. Written comments related to recommendations of the Committee will be posted to the Committee web page. Members should encourage interested individuals and groups to submit comments to the Committee either in writing or orally during scheduled public comment at Committee meetings.

Materials and written comments to the Committee, both from individual Committee members and from agency representatives and the public, should be directed to OHA staff. Materials and written comments

submitted will be distributed by OHA staff to the full Committee through an established, transparent process. Materials and written comments will be posted to the Committee web page.

5. Public Status of Committee Meetings and Records

Committee meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law (ORS 192.610-690). Members of the public may testify before the Committee upon the invitation of the Chairperson(s) or at the invitation of the majority of the members of the Committee. In the absence of a quorum, the Committee may still receive public testimony.

Committee records, including formal documents, discussion drafts, meeting summaries, and exhibits, are public records. Communications of Committee members are not confidential because the meetings and records of the Committee are open to the public. "Communications" refers to all statements and votes made during Committee meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence.

6. Amendment of Operating Procedures

These rules and procedures may be changed by an affirmative vote of a majority of the members of the Committee, but at least one day's notice of any proposed change will be given in writing to each member of the Committee.

Adopted: 12/11/2024