



TRANSITION COMMITTEE CHARTER

Revised January 16, 2026
Board Review February 19, 2026
Board Approved February 19, 2026

PURPOSE

The Transition Committee will serve as a continuation and synthesis body to address outstanding policy, design, and transition issues arising from the work of prior committees and as directed by the Universal Health Plan Governance Board (“Board”). The committee will refine unresolved proposals, develop recommendations on outstanding plan details, and identify issues requiring further clarification, sequencing, or escalation to the Board. The primary purpose of the committee is to develop and recommend to the Board a consolidated transition road map that synthesizes outstanding issues, dependencies, and sequencing considerations for Board deliberation and decision-making. The committee’s work will follow a structured, iterative workflow focused on intake, refinement, and consolidation of outstanding transition-related issues.

SCOPE AND AUTHORITY

The committee is a recommendation-making body and has no authority to make decisions for the Board. Committee members serve at the pleasure of the Board and may be removed or replaced by a vote of the Board.

A quorum, or simple majority of committee members, must be present to vote. Voting on recommendations to the Board must be taken by public roll call vote of all members of the committee. Recommendations are adopted by a simple majority of committee members present.

COMMITTEE MEMBERSHIP

The Transition committee will be co-chaired by Board members Judy Richardson and Mike Leahy. Participation on the committee shall be invitation-only based on the following criteria:

- Current participation in a committee of the Universal Health Plan Governance Board, and
- Nomination by the chair of their current committee.

TIMELINE AND MEETING FREQUENCY

The committee will operate from March 2026 through July 2026, meeting twice per month, with the intent of delivering a coherent, Board-ready set of recommendations and supporting materials, including a recommended transition road map, prior to the Board’s July meeting.



PROCESS

1. **Topics.** Topics and issues for consideration may be submitted by:
 - Standing committees as part of close-out
 - Board members
 - Staff (with Board or leadership request)
 - The Transition Committee itself (gap identification)

2. **Intake Criteria.** Each issue shall be reviewed by staff for the following, with a one-page summary provided to committee members.
 - Description of the unresolved issue
 - Originating committee or source
 - Why it was not resolved previously including any other decision dependencies
 - What decision or guidance is needed
 - Whether Board action is likely required

3. **Triage Categories.** Upon intake, the committee assigns each issue to one category:
 - **Refinement (Committee-Ready).** Needs clarification, narrowing, or integration of prior work; committee develops recommendations for the Board.
 - **Exploration (Staff Support).** Needs additional staff research or synthesis, committee provides directional guidance and reviews resulting analysis before making recommendation.
 - **Additional Analysis (Consultant Support).** Issue requires more detailed analytic or consultant support, committee reviews outputs, and develops recommendations for Board.
 - **Out of Scope / Sunset.** No longer relevant or intentionally deferred.

Issues will be sequenced for committee consideration based on urgency, dependencies, and Board timelines, with priority given to committee-ready refinement issues.

4. **Issue Life cycle.** Each issue shall be tracked across meetings with a simple status:
 - Intake
 - In Review
 - Recommended
 - Escalated
 - Returned to Staff
 - Closed



WORKPLAN

Phase 1: Issue Intake and Triage (March–early April)

Goal: Populate and prioritize the universe of “loose ends.”

- Establish and approve:
 - Intake criteria
 - Triage categories
- Review and validate an initial issue inventory compiled by staff
- Identify:
 - Items resolvable by refinement/recommendation
 - Items requiring Board direction
 - Items requiring additional research or consultant input
 - Items that should be closed or sunset

Outputs:

- Issue register
- Board-facing summary of “open transition questions”

Phase 2: Refinement, Recommendation, and Escalation (April–June)

Goal: Work the issue list down methodically.

- Work two to three prioritized issues in depth per meeting
- Vote on recommendations
- Identify new issues entering intake (if any)

Outputs (rolling):

- Board recommendation memos
- Sunset decisions for resolved or deferred items

Phase 3: Consolidation and Close-Out (late June–July)

Goal: Close the committee cleanly and enable the Board to complete a clean reconciliation.

- Confirm disposition of all tracked issues
- Package final recommendations coherently
- Identify any residual risks or dependencies post-committee

Outputs:

- Consolidated recommendation package
- Formal sunset of committee responsibilities