



Oregon

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Tips for Giving Public Comment to the Universal Health Plan Governance Board

The Universal Health Plan Governance Board (UHPGB) was established to create a plan to finance and administer a universal health plan to meet the needs of Oregonians, and we want to hear from you.

The board receives comments from the public in two ways:

1. Written comment is submitted through its website.
2. Oral comment is given during a meeting. To provide oral comment, you must register ahead of time on the website.

The UHPGB website: <https://www.oregon.gov/dcbs/uhpqb/Pages/public-comment.aspx>

Written comment tips

1. Address your comments to the board or the committee:
 - If you are writing to the full board, address your comments to the board.
 - If you are writing to a committee, address your comments to the specific committee.
2. Give your comments a subject line
 - Let the board or committee members know the topic on which you are commenting. For example:

To: Finance and Revenue Committee

From: Jane Oregonian

Subject: Paying for the plan

3. Try to keep your comments to one to two paragraphs.
4. Try to submit your comments as early as possible. This gives the board or committee members more time to consider what you have said.

Oral comment tips

There are two ways to provide oral comments:

1. In person at a board meeting
2. Virtually at a board meeting or committee meeting (committees only meet virtually)

1. Commenting in person at a board meeting

- The board meets on the third Thursday of each month from 9 a.m. to noon.
- The board meets in Room 260 on the second floor of the Labor and Industries Building at 350 Winter St. NE in Salem.
- The board takes public comment at the beginning and end of each meeting.
- Choose when you would like to comment:
 - Comments are taken at the **beginning** of the meeting for specific items on the agenda that call for a vote.
 - Comments at the **end** of the meeting are for general comments about the board's work.
- There is pay parking outside the building on the street.
- Check the meeting agenda for public comment times.
 - The agenda can be found on our website or you can join the board's mailing list (https://public.govdelivery.com/accounts/ORDCBS/subscriber/new?topic_id=ORDCBS_746) and the agenda will be emailed to you.
 - The board provides an agenda with times for when they will take comment. Sometimes the board is ahead or behind schedule.
- Arrive early so you can park and find where you are going in the building.
- When you arrive in Room 260 on the second floor, there will be a table inside the door with printed agendas and a public comment sign-up sheet
 - Sign up on the sign-up sheet.
- The board/committee chairperson will call your name when it is time for you to comment.
- You will be given two minutes to provide your comments.
- Prepare what you plan to say –it is OK to write out and read what you wrote.
- The board may not respond directly to what you say.

ATTENDING BOARD MEETINGS IN PERSON IS THE ONLY WAY YOU MAY SIGN UP IN PERSON AND COMMENT THE SAME DAY.

2. Commenting in a board or committee meeting from your computer

YOU MUST REGISTER AHEAD OF TIME TO COMMENT IN AN ONLINE MEETING

- Register to provide public comment **at least 24 hours before** the meeting on our public comment webpage: <https://www.oregon.gov/uhpgeb/Pages/public-comment.aspx>
- You will receive an email from board staff providing information.
- Read the email and respond with any questions you have about the process as soon as possible.
 - UHPGB has a small staff, and response time just before and during a meeting will be slower.
- Check the meeting agenda for public comment times:
 - The agenda can be found on our website or you can join the board's mailing list (https://public.govdelivery.com/accounts/ORDCBS/subscriber/new?topic_id=ORDCBS_746) and the agenda will be emailed to you.
 - The board provides an agenda with times for when it will take comment. Sometimes the board is ahead or behind schedule.
- The board/committee chairperson will call your name when it is time for you to speak.
- You will be given two minutes to speak.
- Prepare what you plan to say – it is OK to write out and read what you wrote.
- The board may not respond directly to what you say.