



## STATE OF WASHINGTON

### **Governor's Indian Health Advisory Council August 14, 2019 - Initial Meeting Proposal A: Council Charter**

In accordance with Section 3(3) of Senate Bill 5415 (2019), the Governor's Indian Health Advisory Council (Council) is charged with:

- (A) Adopting the biennial Indian Health Improvement Advisory Plan, prepared and amended by the reinvestment committee of the Council as described in section 4 of Senate Bill 5415, no later than November 1 of each odd-numbered year, beginning in 2021;
- (B) Addressing current or proposed health or health-care related policies or actions that have tribal implications are that are not able to be resolved at the agency level;
- (C) Facilitating better understanding among Council members and their support staff of the Indian health system, American Indian and Alaska Native health disparities, historical trauma, and tribal sovereignty and self-governance;
- (D) Providing oversight of contracting and performance of service coordination with organizations or contracting entities (as defined in RCW 70.320.010) in order to address their impacts on services to American Indians and Alaska Natives and relationships with Indian health care providers; and
- (E) Providing oversight of the Indian Health Improvement Reinvestment account, ensuring that the amounts expended are consistent with the advisory plan adopted by the Council.

**Composition:** In accordance with Section 3(a) of Senate Bill 5415 (2019), the Council has fifty-one (51) members as follows:

- The following voting members:
  - One individual from each tribe in Washington State, designated by the tribal legislative body, who is either the tribe's American Indian Health Commission for Washington State (Commission) delegate or an individual specifically designated by the tribe for this role, or his or her designee (29 persons);
  - The chief executive officer of each urban Indian health program in Washington State or his or her designee who may be the urban Indian health program's Commission delegate (2 persons);
  - One member from each of the two largest caucuses of the House of Representatives, appointed by the Speaker of the House of Representatives, or his or her designee (2 persons);
  - One member from each of the two largest caucuses of the Senate, appointed by the President of the Senate, or his or her designee (2 persons); and
  - One individual representing the governor's office (1 person).
- The following non-voting members:
  - One tribal liaison from each of the following agencies: Department of Children, Youth, and Families; Department of Commerce; Department of Corrections; Department of Health; Department of Social and Health Services; Health Care Authority (HCA); Office of the Insurance Commissioner; Office of the

- Superintendent of Public Instruction; and Washington Health Benefit Exchange (9 persons);
- The chief executive officer of the Indian Health Service (IHS) Portland Area Office and each IHS Service Unit in Washington State, or his or her designee (4 persons);
- The executive director of the Commission or his or her designee (1 person);
- The executive director of the Northwest Portland Area Indian Health Board (Board) or his or her designee (1 person);

Any designations or changes to designations must be delivered to the HCA tribal liaison or his or her designee.

**Meetings – Action:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), the Council may take action only by approval of a majority of the Council in a meeting for which notice has been duly provided and only on matters reflected in the agenda that was included with such notice. The Council may discuss – but may not take action on – any matter not included in such agenda. Any action taken in violation of these requirements, including any action by secret ballot, shall be null and void.

**Meetings – Executive Sessions:** The Council may meet in executive session in accordance with RCW 42.30.110.

**Meetings – Frequency and Location:** In accordance with Senate Bill 5415 (2019), the Council will meet at least three times per year when the legislature is not in session, with one meeting to be hosted by HCA and the other two meetings to be hosted by tribes or, if no tribe is able to host, then by a member state agency.

**Meetings – Interruptions:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), in the event that any meeting of the Council is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Council may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the Council. In such a session, final disposition may be taken only on matters appearing on the agenda and representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend. The Council may establish a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of such meeting.

**Meetings – Minutes:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), HCA, as the support agency for the Council, will promptly record the minutes of all Council meetings (except executive sessions) and such records will be open to public inspection.

**Meetings – Notice:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), written notices of Council meetings will:

- include the date, time, place, agenda and other materials of the meeting;

- be provided to members of the Council personally or by physical or electronic mail or fax at least one (1) week – but in no event less than 24 hours – before the time of such meeting as specified in the notice; and
- be posted on HCA's website and prominently displayed at the main entrance of HCA's principal location and at the meeting site, if the meeting is not held at HCA's principal location, at least 24 hours before the time of such meeting as specified in the notice.

In the event a local newspaper of general circulation or local radio or television station submits a written request to HCA to be notified of Council meetings, written notices of Council meetings will be provided to such newspaper, radio station, or television station at least 24 hours before the time of such meeting as specified in the notice.

**Meetings – Open and Public:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), all meetings of the Council shall be open and public and all persons shall be permitted to attend any meeting of the Council (except executive sessions). A member of the public shall not be required, as a condition to attendance at a Council meeting, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

**Meetings – Protocol:** During Council meetings, the following protocols will be adhered to:

- Only the person recognized by the meeting chair or meeting facilitator may speak at any given time;
- All comments will be made through the meeting chair or meeting facilitator;
- All comments will be confined to the current issue;
- Members will not engage in conversations that disrupt the meeting; and
- Members will respect one another, the sovereignty of tribal governments and the U.S. federal and state governments, and cultural difference.

**Meetings – Quorum:** Quorum shall be at least two-thirds of the members of the Council.

**Meetings – Rules of Procedure:** All questions on rules of order in conducting Council meetings shall be determined in accordance with Robert's Rules of Order (11<sup>th</sup> edition).

**Meetings – Scheduling:** In each meeting, the Council shall establish the date, time, and place of the next two meetings and the agenda of the next meeting.

**Reimbursement of Expenses to Attend Council Meetings:** In accordance with Senate Bill 5415 (2019), the members of the Council representing tribes, the IHS Portland Area Office and Service Units, the urban Indian health programs, the Commission, and the Board shall be paid per diem and travel expenses in accordance with RCW 43.03.050 and 43.03.060.

**Reinvestment Committee:** In accordance with Section 3(4) of Senate Bill 5415 (2019), the reinvestment committee shall be comprised of:

- The following voting members:
  - Every Council member who represents a tribe or an urban Indian organization;
  - and

- The following non-voting members:
  - Every non-voting member of the Council.

**Technical Advisory Committees:** The Council may take action to establish one or more Technical Advisory Committees to help execute its work plan. Technical Advisory Committees shall include volunteer Council members in addition to leaders or staff of state or tribal governmental entities and other individuals. Each Advisory Committee will include at least one Council member. Each Technical Advisory Committee will select a Committee Chair from among the volunteer Council members unless one is appointed when the Technical Advisory Committee is established by the Council. The HCA Health Policy Analyst assigned as lead staff to the Council shall also provide staff support to each Advisory Committee.

**Training:** In accordance with the Open Public Meetings Act of 1971 (chapter 42.30 RCW), every member of the Council must complete training on the requirements of the Open Public Meetings Act of 1971 and deliver proof to HCA of completing such training:

- no later than 90 days after the first Council meeting that he or she attends; and
- at intervals of no more than four (4) years as long as the individual is a member of the Council.

Training may be completed remotely with technology including but not limited to internet-based training.