

One Care Implementation Council
Council Composition and Communication Subcommittee

Monday, October 6, 2014 2:30 PM – 4 PM

State Transportation Building

Park Plaza, Boston, MA

Attendees: Dennis Heaphy (by phone), Denise Karuth (by phone), Bob Rousseau, Howard Trachtman (by phone), and Florette Willis

Handouts: Agenda, Implementation Council FAQs, Implementation Council By-Laws

1.) Introductions

It was noted that purpose of the meeting was to discuss the current policies and procedures around the composition of the Implementation Council and to make recommendations regarding concerns raised about Council composition and engagement. Additionally, the subcommittee will be tasked with making recommendations on Council communication both within and between meetings.

2) Implementation Council Member Composition

Subcommittee members discussed ways to engage Council members interested and able in continuing to participate in the Council. The subcommittee recommends that the following principles be upheld through the composition of the Implementation Council:

- Diversity among Council member representatives
- Representation from consumer populations and broader stakeholders affected by the implementation of One Care
- Respectful communication
- Shared dedication to the success and sustainability of One Care and to the protection of the rights of all consumers

Additionally, the subcommittee recommends the following participation guidelines for the Implementation Council:

- Attendance at monthly Council meetings
 - It is requested that Council members not miss more than two consecutive meetings or three meetings total over the course of the year.
 - Council chairs will reach out to members who miss two consecutive meetings to discuss potential barriers to engagement and meeting attendance guidelines
- Participation in at least one subcommittee meeting over the course of the year
- Engagement in One Care education and outreach efforts to enrollees and the broader stakeholder community

The subcommittee recommends that the above values and guidelines be adopted by the Implementation Council.

3) Council Communication

- It was noted that the some issues with communication access at Council meeting by phone still persist.
 - It was noted that significant improvements have been made to phone access
 - It was suggested that the Council chairs remind Council members to introduce themselves and to use the microphones when speaking
- A recommendation was made to build a calendar of Council meeting for 6 months at time to assist Council members in planning for Council meetings.
 - Implementation Council staff will look into the possibility of further projecting Council meeting dates and locations.