

Health Plan Quality Metrics Committee

Bylaws (Updated 1/9/2020)

ARTICLE 1

Committee and its Members

- The Health Plan Quality Metrics Committee (“Committee”) is established by Oregon’s 2015 Senate Bill 440, Section 2. The Committee’s purpose is to be the single body to align health outcome and quality measures used in Oregon and is charged with identifying a menu of health outcome and quality measures to be used by coordinated care organizations, and health benefit plans sold through the insurance exchange and offered by the Oregon Educators Benefit Board or the Public Employees Benefit Board.
- Members of the Committee will be appointed by and serve at the pleasure of the Oregon Health Policy Board.² Committee members will be appointed for an initial two-year term. Committee members may be re-appointed at the discretion of the Oregon Health Policy Board for up to two additional one-year terms, for a total of four years on the Committee.¹
- Members of the Committee who no longer represent the organization or role they were selected for can continue to serve on the Committee at the discretion of the Oregon Health Policy Board.²
- Members of the Committee are not entitled to compensation for services but shall be reimbursed for actual and necessary travel expenses incurred by them by their attendance at committee meetings, in the manner and amount provided in ORS 292.495.

ARTICLE II

Committee Officers and Duties

- The Committee shall select a Chair from among its members. The Chair will serve for 12 months from the date of their election.
- Duties of the Chair are:
 - Preside at all meetings of the Committee.
 - Coordinate meeting agendas after consultation with Committee staff.
 - Review all draft Committee meeting minutes prior to the meeting at which they are to be approved.

- Be advised of all presentations or appearances before legislative committees that relate to the work of the Committee.
- The Chair may designate other Committee Members to perform duties related to Committee business such as, but not limited to, attending other agency or public meetings, meetings of the Board, training programs, and approval and review of documents that require action of the Chair.
- The Committee shall select a Vice-Chair from among its members. The Vice-Chair will serve for 12 months from the date of their election.
- Duties of the Vice Chair are:
 - Perform all of the Chair’s duties in his/her absence or inability to perform;
 - Consult with Chair and staff on issues related to Committee business as needed
 - Perform any other duties assigned by the chair.

ARTICLE III

Committee Meetings

- The Committee shall meet at least quarterly and more frequently at the call of the Chair in consultation with the Committee Members and staff.
- The Committee shall conduct all business meetings in public and in conformity with Oregon Public Meetings Laws.
- Committee meetings may include the participation of two non-voting members: (1) Chair or Vice Chair of the Metrics and Scoring Committee, a sub-committee of HPQMC; and (2) Liaison from the Oregon Health Policy Board, the parent board of HPQMC. These positions will be non-voting members unless they are a current voting member of HPQMC.³
- The preliminary agenda will be available from the Committee staff and posted on the Committee website <http://www.oregon.gov/oha/analytics/Pages/Quality-Metrics-Committee.aspx> at least two working days prior to the meeting.
- A majority of Committee Members shall constitute a quorum for the transaction of business.

- If a Committee Member is unable to attend a meeting in person, the Member may participate by conference telephone or internet conferencing provided that the Member can be identified when speaking, all participants can hear each other and members of the public attending the meeting can hear any Member of the Committee who speaks during the meeting. A Committee Member participating by such means shall be considered in constituting a quorum.
- The Committee will conduct its business through discussion, consensus building and informal meeting procedures. The Chair may establish procedural processes to assure the orderly, timely and fair conduct of business.
- Decisions will be made by vote. The Chair will determine whether a voice vote or roll call vote will be used for specific decisions, taking into consideration requests of Committee Members. Use of a vote and its results will be recorded in the meeting minutes. Committee members attending via conference telephone or internet conferencing are considered present and may vote. Votes via electronic mail are not permitted. Proxy votes are not permitted.
- Official action by the Committee requires the approval of a majority of Members in attendance.
- Committee Members shall inform the Chair, Vice-Chair, or Committee staff with as much notice as possible if unable to attend a scheduled Committee meeting. Committee staff preparing the minutes shall record the attendance of Committee Members at the meeting for the minutes.
- The bylaws in this section apply to the full Committee and any subcommittees or designated workgroups.

ARTICLE IV

Stakeholder Engagement

- The Committee will seek input from stakeholders using the following process:
 - The timing of Committee engagement of various stakeholders will coincide with specific quality measurement topics as these are scheduled on the Committee's work plan.

- Stakeholder input will be accepted in the form of oral presentations before the Committee and/or briefs, white papers, studies or other written documents. Oral input provided by stakeholders should be accompanied by written documentation of oral presentations or comments offered.
- The Committee may elect to include stakeholder(s) in specific focus areas assigned to subcommittees as identified as necessary
- A public comment opportunity will be provided at every Committee meeting. Individuals or organizations interested in providing public comment to the Committee should refer to the Committee's *Guidelines for Public Comment*.
- The Committee will provide methods for stakeholders to submit electronic input via channels that may include email and/or an online input form on the Committee website.

ARTICLE V

Amendments to the Bylaws and Rules of Construction

- These Bylaws may be amended upon the affirmative vote of a majority of Members of the Committee.

Version Control

1. Changes to membership terms in Article 1 updated on May 10, 2018. **Committee members will be appointed for an initial two-year term. Committee members may be re-appointed at the discretion of the Governor for up to two additional one-year terms, for a total of four years on the Committee.** Changed from appointments for initial one-year term and reappointments at the discretion of the Governor.
2. Article 1 updated on November 8, 2018. At the request of the Governor's office, **members of the committee will be appointed by, and serve at the pleasure of the Oregon Health Policy Board.** Changed from appointments by the Governor.
3. Article 3 of bylaws were updated on January 9, 2020 to **include the participation of two non-voting members to the committee.**