



OAHC Regulatory & Legislative Affairs Committee (RLAC) Roles & Responsibilities

PURPOSE:

The purpose of this committee is to address regulatory & legislative issues. It shall promote the Associations' identity & credibility within local, state or federal political structures. The committee shall appraise the membership of issues impacting home care.

In addition, RLAC will address issues relating to the reimbursement of home care services, whether they are local, state, or federal issues. The committee will also review & promote industry standards for home care services.

MEETINGS:

Committee meets every 2nd Monday each month. Meetings conducted primarily via conference call and held at 10:00 a.m. unless otherwise advised.

RESPONSIBILITIES (GENERALLY):

- Prepare for all meetings by reading materials prior to scheduled date
- Attend all scheduled meetings and/or participate via conference call as appropriate
- Notify Committee Chair if unable to attend/participate
- Contribute to discussions
- Demonstrate understanding of issues
- Understand strategic plan as outlined by OAHC Board of Directors
- Help build consensus
- Ask questions
- Be a team player
- Accept / volunteer for assignments
- Follow through with work assigned in timeframe given
- Understand and assist to achieve fiscal responsibility of committee based on OAHC strategic plan and annual budget
- Utilize resources (personal skill, peer, OAHC annual survey) for decision making

ROLE OF COMMITTEE CHAIR:

- Set schedule for meetings on calendar with Executive Director of OAHC
- Goal to have 10 regular committee meetings/year
- Work with OAHC Executive Director to plan agenda
- Ensure meeting materials and minutes are distributed one week in advance of meeting.
- Facilitate committee meetings

- Promote membership in RLAC committee to have statewide and diverse agency representation
- Lead in advocacy issues by encouraging RLAC and general membership to participate in advocacy campaigns and promote general education on home care issues within both state and federal government arena.
- Ensure that meeting minutes are submitted to OAH Board of Directors
- Guideline will be reviewed every January by the committee for updates and changes as necessary.
- Assist to welcome and orient new members to RLAC

ROLE OF STAFF & LOBBYING FIRM

Resource to committee chair and members and to assist with prioritization of issues, outlining agenda and other activities as appropriate.

ROLE OF COMMITTEE IN MEETING PURPOSE AND FULFILLING RESPONSIBILITIES:

- As requested by OAH Director and RLAC Chair assist in education of decision makers on the value of home care by articulating industry priorities and by advocating the use of a uniform industry message.
- Educate Oregon’s congressional delegation on issues important to Oregon at a legislative gathering (at least annually) held in conjunction with NAHC policy meeting in Washington D.C., or during any “in-district” opportunities.
- Monitor both Oregon and national **LEGISLATIVE** activities for issues relevant to home care. Individuals on committee may request items be added to meeting agendas.
- Monitor Oregon **REGULATORY** issues that affect our members. Review regulations sent with meeting agendas to participate in discussion at monthly meetings or as requested.
- RLAC members will act as sponsors to encourage general OAH members to participate in grassroots via email requests to advocate on behalf of association.
- Committee will continue ongoing relationship with OR DMAP on issues relevant to home care – reimbursement methodology and administrative processes for provision of services.
- Committee will participate in educational opportunities for general OAH members on processes for advocacy. Goal to develop and present educational session at each OAH annual conference.
- Represent OAH with linkage to Medicare Administrative Contractor (MAC) and provide liaison as appropriate.

ANNUAL COMMITMENT

Each member of RLAC is requested to annually renew their commitment to the roles and responsibilities of this committee.

TERM

Members will serve a pre-determined term of two years. Term will be based on calendar year. Members joining mid year will serve two years as if they had joined at the start of the year. The size of the committee will be limited at 15 members.

LEADERSHIP

CHAIR - The Chair of the Committee shall be a Provider member. The Chair will be recommended by RLAC for the position and the OAHC Board of Directors will approve the position. The Chair shall serve a 2-year term commencing on January 1st. The Chair will be the presiding officer at regular meetings and shall fulfill the role of Committee Chair as outlined above. The Chair will conduct the business of the Committee as directed by the OAHC Board of Directors.

CHAIR-ELECT – The Chair-Elect of the Committee shall be a Provider member. The Chair-Elect will be recommended by RLAC for the position and the OAHC Board of Directors will approve the position. The Chair-Elect shall serve a one-year term commencing at the beginning of the Chair's 2nd year of service. The Chair-Elect shall serve a one-year term and will automatically assume the role of Chair on the 1st day following the end of the Chair's term or January 1st. . In the years where no Chair-Elect has been selected and the current Chair is unable to fulfill his/her duties, the Past-Chair would take the place of Chair until Chair-Elect has been selected. The Chair-Elect may also assume the role of Chair if the seat becomes vacant for any reason. Chair-Elect will preside at all meetings of the Committee in the absence or disability of the Chair and shall perform such other duties as may be assigned by the Chair or Board of Directors.

SERVICE COMMITMENT DESIGNATION

Officers:

I agree to serve / be considered for the position of Chair (2-year term)

I agree to serve / be considered for the position of Chair-Elect (1-year term)

Committee Members:

I wish to serve a two-year term beginning _____.

By signing this commitment form, I _____ agree to abide by and fulfill the roles and responsibilities of an active participant of the RLAC committee for my term of service. I agree to uphold all the policies of OAHC and agree to uphold a professional ethical standard in my work on behalf of OAHC.

Signature

Date

Term Beginning Date

Term Ending Date

OAHC

Email: admin@oahc.org

Fax: 877-458-8348

Beginning January 1, 2010 all 2009 committee members of RLAC were afforded the ability to 'grandfather' in their prior service by designating their term beginning in 2010 as either one or two years.