

Administrative Processes for ACA State Innovation Waiver Task Force

1. Posting materials

- a. All agendas will be posted at least six days in advance at <http://calendar.ehawaii.gov>
- b. All agendas will be filed with the Lieutenant Governor's office at least 6 days in advance
- c. Minutes and any other materials will be available at <http://governor.hawaii.gov/healthcare-transformation>

2. Public input

- a. Members of the public are encouraged to come to meetings and provide input.
- b. Members of the public who wish to provide oral testimony are asked to sign-in and indicate which agenda item they plan to address. Except in extraordinary circumstances, the order in which testifiers signed in will be the order in which they're called to speak.
- c. We encourage written testimony and would appreciate it being submitted by email at gov.healthcareanalyst@hawaii.gov at least 3 days before the meeting.
- d. Those providing oral testimony will be asked to summarize their comments in writing after they testify if they are unable to bring it to or submit it in advance of the meeting.
- e. Oral testimony will generally be scheduled after formal presentations and task force discussion have taken place but before task force members vote.
 - i. We encourage testifiers to limit oral remarks to 2 minutes or less per agenda item.
- f. Please notify the Healthcare Transformation Coordinator at least 3 days in advance if specific ADA accommodations are required by emailing gov.healthcareanalyst@hawaii.gov or phoning 586-0034.

3. Minutes

- a. Meeting minutes will be taken by staff and will reflect
 - i. Task force member attendance
 - ii. The general tenor of discussion
 - iii. How members voted on specific questions
 - iv. What members of the public testified (their testimony will be posted at <http://governor.hawaii.gov/healthcare-transformation>)
- b. Task force members will be asked to review and amend or approve them at the beginning of the next meeting.

4. Agency designees

- a. Agencies are asked to inform the chair in writing (email will suffice) who their agency designates to attend task force meetings no later than October 1, 2014.
- b. Each agency's designee may be changed from time to time as necessary since the task force is slated to continue through June 2017.
- c. In future, the task force may consider whether alternate agency representatives are needed to ensure quorum and also appropriate given the need for continuity as well as ensuring compliance with the Sunshine Law.

5. Meeting management

- a. Quorum for the task force is 9 members.
- b. A simple majority of the members present (provided there is quorum) will decide any votes.
- c. Any materials for distribution to task force members will be submitted to the Chair for approval.
- d. The Chair or staff will distribute approved materials to task force members.

6. Other

- a. Additional meeting management rules may be proposed by members and adopted as needed.
- b. A Vice Chair may be named from among task force members if needed.
- c. To advance the work of the task force committees or permitted interaction groups may be formed.
- d. Subject matter experts may be requested to present to the group or, as resources permit, hired to contribute their expertise to specific requests from the task force. Any paid subject matter experts will be retained according to state procurement rules and will be overseen by the Chair.

7. Contact information

Meeting notices: <http://calendar.ehawaii.gov>

Minutes and other materials: <http://governor.hawaii.gov/healthcare-transformation>

Submit written testimony: gov.healthcareanalyst@hawaii.gov

Request ADA accommodations: gov.healthcareanalyst@hawaii.gov or call 586-0034

Contact Healthcare Transformation Coordinator: beth.giesting@hawaii.gov