PRIMEWEST HEALTH
Public Health & Human Services Directors
COMMITTEE CHARTER

Developed in March 2018

Article I. Purpose

The Public Health & Human Services Directors Committee (PH/HS Committee) works with PrimeWest Health to provide advice on matters that directly concern PrimeWest Health and its member counties. The purpose of the PH/HS Committee is to assist PrimeWest Health in the following areas:

- Facilitate cooperation and communication between PrimeWest Health and the county Public Health and Human Service agencies within PrimeWest Health’s owner counties and the community at large
- Provide input and guidance to directors employed by PrimeWest Health related to their program areas.
- Assist PrimeWest Health in setting member care management and member health and human services priorities, including participating in ongoing planning activities of the PrimeWest Health Care Management department
- Develop and review formal core values and a guiding principles document regarding PrimeWest Health member care management and relationships between county Public Health/Human Services staff and PrimeWest Health staff
- Develop, review, and provide input on county case management best practices
- Identify and provide input on key statistics and measures for review such as enrollment, utilization, costs, Health Effectiveness Data and Information Set (HEDIS), Ambulatory Care Sensitive Conditions (ACSC), Emergency Room (ER) utilization, and other identified reports on a quarterly basis
- Develop and modify PH/HS Committee mission and charter statements
- Provide input on the outcome of satisfaction surveys
- Actively participate in PH/HS Committee agenda items and discussions
- Provide input on legislative changes at the county level that could affect PrimeWest Health

Article II. Composition

The PH/HS Committee will be called PrimeWest Health Public Health & Human Services Advisory Committee. It will be composed of one director from Public Health and one director from Human Services of each of PrimeWest Health’s 13 counties.

The Director of Care Management and the Care Management Project Coordinator will provide staff support to the PH/HS Committee. The PH/HS Committee will request the assistance of PrimeWest Health personnel when appropriate. The Director of Care Management will be responsible for preparing the agenda and disseminating information.
Article III. Organization Structure

Officers: The PH/HS Committee will have a chairperson who is elected for a one-year term. The chair will alternate each year between a Public Health and a Human Services director.

Article IV. Procedural Rules

The PH/HS Committee will meet monthly or as scheduled. A majority of the PH/HS Committee constitutes a quorum for the transaction of business. The PH/HS Committee will take action by the affirmative vote of a majority of the PH/HS Committee members present in person or remotely connected at a duly held meeting. Members of PrimeWest Health’s management team and other staff will attend meetings.

The PH/HS Committee chairperson will chair all meetings of the PH/HS Committee. The chairperson will generally direct the agenda items to be addressed by the PH/HS Committee with input from other members of the PH/HS Committee and in consultation with the Director of Care Management. The chairperson will be responsible to find his/her own replacement if unable to attend a meeting. The chairperson is also assigned as an ex-officio on the Joint Powers Board (JPB). Minutes of each meeting will be kept and copies provided to the PH/HS Committee within two weeks following the monthly meeting; the Director of Care Management will provide these meeting minutes to the JPB regularly to provide an account of the PH/HS Committee’s activities and actions.

The PH/HS Committee will annually review and reassess the adequacy of this charter and recommend any proposed changes.