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Advisory Committee Coordination Office New Member Orientation

April 17, 2023

ACCO: Background & Purpose

- ACCO Background – TX Sunset Review of HHSC
- Along with providing meeting facilitation support to the program area, ACCO works to increase transparency of the advisory committees and has established processes that are used across all HHSC advisory committees.



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Advisory Committee Coordination Office (ACCO)

- Cassandra Marx, Director
- John Chacón, Associate Director
- Facilitators/Project Managers
 - Jessica Arevalo
 - Tessa Buck-Ragland
 - Kayla Cates-Brown
 - Francesca Kupper
 - Susanna Sparkman
 - Jacqueline Thompson
- Deanna Chizer, Staff Services Officer



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Circular C-022: HHSC Policy for Advisory Committees

Advisory Committee Coordination Office

C-022 Purpose

- To assist advisory committee meetings in being productive and transparent.
- To enable more efficient and effective use of state resources.
- To enable more consistent interactions with stakeholders.
- To enable increased communication between the advisory committees and the HHSC Executive Council; and,
- To enable staff and advisory committee members to comply with law and legislative requirements.



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Quorum

The minimum number of advisory council members that must be present for a council to take formal action.

- Quorum for TCCD is 9. There are 17 voting members for TCCD.

The minimum number of TCCD advisory council members that must be present for the council to convene an open meeting.

- Quorum of the full TCCD is 13. There are 24 members (voting and ex-officio) for TCCD.



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Posted or Public Agenda

The approved committee meeting agenda that informs the public about the date, time and place of the meeting, as well as the topics to be discussed at the meeting.



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Webcast/Teams Meeting Events: (HYBRID)

An audio and video broadcast over the Internet using streaming media technology to distribute a single content source (i.e., advisory committee meeting) to many simultaneous listeners or viewers.

Click on <https://hhs.texas.gov/about-hhs/communications-events/live-archived-meetings> to view live or archived meetings.

**** Currently, meetings are conducted in a hybrid meeting format utilizing MS Teams Meeting Virtual link and in person at the HHSC or DSHS facilities in Austin, TX.**



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Bylaws

- Sometimes called “Committee Rules” or “Operating Procedures/Guidelines” that identify how the committee will conduct business.
- Bylaws are created from the HHSC template and are formally adopted by committee members to provide a framework for the committee’s operation and management.
- Initial bylaws and bylaw amendments must be reviewed by ACCO and agency legal staff before they are fully adopted.



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Statement by Members

A signed testament by each committee member that he or she understands the committee bylaws and agrees to abide by them.



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Facilitator

An ACCO staff member who contributes structure and guidance to interactions to enable committees to function effectively, comply with the OMA and make productive or successful decisions.



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Committee Liaison

An HHSC or DSHS staff member assigned to an advisory committee to perform organizational tasks that support committee meetings and activities.



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Presiding Officers

- The Chair and Vice-Chair of a committee who provide guidance and leadership in accordance with statute, rule and policy.
- Officers may be elected by members of the committee or appointed by the HHS Executive Commissioner or Governor as determined by statute or rule.



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Webpage Updates

The HHS website landing page for advisory committees is:

<https://hhs.texas.gov/about-hhs/leadership/advisory-committees>

Each committee should have their own page as well:

- TCCD: [Texas Council on Consumer Direction | Texas Health and Human Services](#)



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Advisory Committee Letters and Reports

- Some statutes or rules governing HHSC and DSHS committees require committee members to write a report, while other statutes or rules require the reports to be written by agency staff.
- For reports written by committee members, committee support staff may need to provide information as requested by committee members.
 - Staff may provide their input as a subject matter expert but should not edit or revise the committee's report.
 - There are guidelines for writing the reports and your committee liaison can provide you that information along with the approved report template you need to use.



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Subcommittee Operations and Quorum

Unless otherwise noted in statute, rule, or bylaw, the committee chair, with approval of agency staff, may establish subcommittees for purposes of studying and making recommendations on issues the committee determines appropriate to the charge of the committee.



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Making A Motion

1. The presiding officer can request a motion, which a member offers in a formal statement that is clear and understandable.
2. A member seconds the motion.
3. The Chair states the motion.
4. The Chair asks if the members wish to discuss the motion.
5. Public Comment may be taken if appropriate.
6. The Chair then calls for a formal roll call vote of all the members. ACCO facilitators conduct the roll call vote.



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Amending/Withdrawing a Motion

Amending a Motion

- First time is to **amend** the original motion.
- Second time is to restate the original motion as intended with the amended wording.

Withdrawing a Motion

- If a motion needs to be **withdrawn or rescinded**, steps #2 thru #6 must be repeated with the motion being to withdraw the original motion.



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Questions





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Thank you

Advisory Committee Coordination Office

ADVISORY COMMITTEE COORDINATION OFFICE (ACCO)

Congratulations on your appointment to the Texas Council on Consumer Direction (TCCD). The state could not function without the outstanding advice, expertise and time provided by individuals like you who volunteer to serve. Advisory committees/councils link the Health and Human Services (HHS) leadership and staff to the citizens of Texas, and help keep our state government vital, responsive, and accountable. Today's orientation is designed to assist and provide you a general introduction to topics, processes and approaches which directly affect advisory committee members.

As a result of the Sunset Review in 2014-2015, HHSC established the Advisory Committee Coordination Office to create standardized processes for all HHS advisory committees. In addition to helping staff support HHS advisory committees in a consistent manner, it also increased transparency and established processes for tasks such as electing officers and soliciting new members. These processes are used across all Health and Human Services Commission (HHSC) committees and many at the Department of State Health Services (DSHS).

One of the ways the Health and Human Services (HHS) would like for stakeholders across the state to be informed of the happenings in the state is by webcasting or live streaming the Advisory Committee/Council meetings. With this said, all PAC meetings are webcasted or live streamed to provide this stakeholder experience as well as to comply with HHS Policy.

Prior to the pandemic, committee members would attend physically to conduct their business but when the pandemic hit, we went virtual and asked members to join via the Teams Live Events meeting platform. On June 30, 2021, Governor Abbott's office approved a request by the Office of the Attorney General to lift the suspensions of certain provisions of the Texas Open Meetings Act (OMA). These suspensions had previously allowed for open meetings to be conducted on a fully virtual platform. Effective September 1, 2021, Texas Health and Human Services (HHS) advisory committee meetings could no longer meet using a fully virtual platform and must be conducted in full compliance with the OMA. This meant that meetings had to be conducted in a Hybrid meeting environment where members may join in person at the meeting location at the HHSC or DSHS public hearing meeting rooms in Austin, Texas or may continue to participate virtually via the MS Teams Meeting platform as long as the member's face is visible when they are speaking. Also, the committee member presiding over the meeting must be physically present at a meeting location that is open to the public.

At the beginning of each meeting, as part of our logistical announcements, we will remind the committee members and staff presenting virtually to turn on their cameras and unmute their microphones and speak into their microphones so that people on the webcast or live stream can hear. For members, staff, and presenters, participating in-person, we ask that they speak directly into the microphone so their voice and comment

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can be heard. The microphones in the public hearing rooms are directional, so they only pick up sound directed into the mic. We will also remind committee members and presenters to please state your name each time before speaking so members of the public viewing the meeting know who's speaking and as a matter of public record.

HHS advisory committees have several resources that are used as guiding factors. All committees/councils will have their bylaws that will provide specific guidance for that committee/council. In addition to that, there are a few additional resources that you may or may not be familiar with.

ACCO currently has six facilitators. Same facilitator assigned when possible and a back-up is assigned.

- ACCO Staff:
 - Cassandra Marx, Director
 - John Chacón, Associate Director
 - Deanna Chizer, Staff Services Officer
 - Jessica Arevalo, Facilitator/Project Manager
 - Tessa Buck-Ragland, Facilitator/Project Manager
 - Kayla Cates-Brown, Facilitator/Project Manager
 - Francesca Kupper, Facilitator/Project Manager
 - Susanna Sparkman, Facilitator/Project Manager
 - Jacqueline Thompson, Facilitator/Project Manager
- Tessa Buck-Ragland will serve as the lead facilitator for the TCCD, and John Chacón will serve as the temporary back-up facilitator for the TCCD.
- Facilitators will work closely as a team with program area staff, specifically with the program area liaison. The TCCD liaison is Michelle Thomas.
- Facilitators contribute structure and guidance to interactions to enable committees/councils to function effectively, comply with the Open Meetings Act (OMA) and make productive or successful decisions.

Roberts Rules of Order

- Serves as a guide for advisory committee meetings and decision making, but procedural matters can also be determined by consensus (discussion and vote).

Circular C-022: Health and Human Services Enterprise Policy for Advisory Committees

- Issued on July 31, 2007 to establish guidelines that cover staff responsibilities, communication of activities, and internal appointment requirements for appointment members to advisory committees.
- Revised July 19, 2010, September of 2018, and currently under revision.

ADVISORY COMMITTEE COORDINATION OFFICE (ACCO)

- Establishes system-wide guidelines regarding HHS agency advisory committees.
- Latest revision in 2018 included a new Advisory Committee Handbook to assist all programs at HHSC and some at DSHS in supporting advisory committees.
- Also created a new appointment process for all advisory committee members appointed by the HHS Executive Commissioner.
- The circular notes that advisory committees are responsible for following all applicable laws and agency rules including the Texas Open Meetings Act and the Texas Public Information Act as well as guidance from the HHS Ethics Office.
- You will be hearing from Ms. Morgan Constantino on the Texas Open Meetings Act and Public Information Act and Mr. David Reisman, the Chief Ethics Officer for HHS regarding the HHS Ethics Office.
- Circular 22 also directs staff to allow for the opportunity for public comment at advisory committee meetings.

Policies Affecting Services: *Advisory Committee Letters and Reports*

- Some statutes or rules governing HHSC and DSHS committees require committee members to write a report, while other statutes or rules require the reports to be written by agency staff.
- For reports written by committee members, committee support staff may need to provide information as requested by committee members.
- Staff may provide their input as a subject matter expert but should not edit or revise the committee's report.
- There are guidelines for writing the reports and your committee liaison can provide you that information along with a report template to use.

Subcommittee Operations:

Unless otherwise noted in statute, rule, or bylaw, the committee chair, with approval of agency staff, may establish subcommittees for purposes of studying and making recommendations on issues the committee determines appropriate to the charge of the committee.

We know Morgan Constantino will talk about the Open Meetings Act, but there are a few things we get a lot of questions on, so we want to stress them as meeting facilitators:

- 1) Only the items that are on the agenda can be discussed at a meeting. If someone talks about something not on the agenda, a facilitator will politely let you know that we need to add the topic to a future agenda.
- 2) Agenda items must be specific enough so that the public knows what will be discussed and can attend to provide comment, so we can't put a broad category on the agenda.
- 3) To ensure that all business can be conducted in the timeframes allowed and that everyone who wants to comment can, public comment is commonly limited to

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three minutes per person. While we do limit the time for each person, this does not mean we will cut them off at exactly 3 minutes.

- 4) **Communication** - Members of the committee should not communicate by email on matters of the committee. Therefore, we ask that all communication to committee members be sent via Blind Carbon Copy (Bcc) from the Committee Liaison to prevent a quorum email chain of the committee. Doing so could lead to a violation of the Open Meetings Act.

DEFINITIONS:

Committee Liaison:

- An HHS or DSHS staff member assigned to an advisory committee to perform organizational tasks that support committee meetings and activities.

Presiding Officers:

- The chair and or vice-chair of a committee who provide guidance and leadership in accordance with statute, rule, and policy.
- Officers may be elected by members of the committee or appointed by the HHS Executive Commissioner or Governor as determined by statute or rule.

Webcast/Virtual Livestream:

- An audio and video broadcast over the Internet using streaming media technology to distribute a single content source (i.e., advisory committee meeting) to many simultaneous listeners or viewers.
- Click on <https://hhs.texas.gov/about-hhs/communications-events> to view live or archived meetings.

Webpage Updates:

- Each advisory committee is required to have a webpage on the HHS or DSHS website with specific information about the committee. The landing page will include a very brief description of each committee with a link to that committee's webpage. <https://hhs.texas.gov/about-hhs/leadership/advisory-committees>

If you have any questions, please feel free to contact us through your Program Area Advisory Committee Liaison. We are always happy to assist.