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# **Advisory Committee Coordination Office (ACCO) New Member Orientation**

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**January 23, 2025**

# ACCO: Background & Purpose

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- ACCO Background – TX Sunset Review of the Health and Human Services Commission (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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# ACCO Staff

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- Chris Herrick, Director
- Facilitators:
  - Christina Alaniz
  - Jessica Arevalo
  - Tessa Buck-Ragland
  - Kayla Cates-Brown
  - Cattina Horn
  - Francesca Kupper
  - Jacqueline Thompson
- Deanna Chizer, Staff Services Officer



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# Facilitator

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



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# Committee Liaison

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An HHSC or a Texas Department of State Health Services (DSHS) staff member assigned to an advisory committee to perform organizational tasks that support committee meetings and activities.



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# Presiding Officers

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- 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 (EC), DSHS Commissioner, or Governor, as determined by statute or rule.



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# **Circular C-022: HHSC Policy for Advisory Committees**

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**Advisory Committee Coordination Office**

# C-022 Purpose

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- 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

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

- Quorum for the IDD SRAC is 13 members.



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# Posted or Public Agenda

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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)

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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

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- 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

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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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# Advisory Committee Member Code of Conduct (1 of 2)

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1. Follow all policies and procedures in accordance with the advisory committee rules and/or bylaws established by HHSC and the Committee to include completing required orientation and ethics training.
2. Only discuss information pertaining to the charge of the Committee or information that is specifically requested by the EC. Requests for information that informs the above must be reasonable in terms of response time and scope.



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# Advisory Committee Member Code of Conduct (2 of 2)

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3. Follow all policies and procedures in accordance with the advisory committee rules and/or bylaws established by HHSC and the Committee to include completing required orientation and ethics training.
4. Only discuss information pertaining to the charge of the Committee or information that is specifically requested by the EC. Requests for information that informs the above must be reasonable in terms of response time and scope.



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# Webpage Updates

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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:

IDD SRAC:

<https://www.hhs.texas.gov/about/leadership/advisory-committees/intellectual-developmental-disability-system-redesign-advisory-committee>



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# Advisory Committee Letters and Reports

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- 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

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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

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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

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## 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

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**Advisory Committee Coordination Office**