

DRAFT

ACCEL Governance Committee Charter June 4, 2007

Introduction

On June 4, 2007 an executive Steering Committee (SC) was formed to provide oversight to the ACCEL Project in El Dorado County. The ACCEL Project is a county-wide collaborative, including representatives from the prominent health organizations in the county, whose purpose is to make El Dorado County a healthier community by uniting, maximizing, connecting, and focusing health resources. ACCEL receives funding from multiple foundations and is currently developing electronic connectivity of the County's disparate health information systems. Through this connectivity ACCEL will: a) enable and support a new patient centered (systems change) program called Care Pathways, and b), aggregate information from disparate sources, to create a county wide Health Information Exchange.

The 2006-2009 goals for ACCEL are to:

1. Improve the quality of health care and administrative efficiency in El Dorado County by:
 - ❖ Continuing to improve access to medical care through ongoing program nurturance and the development of enabling technology
 - ❖ Creating county-wide shared patient records across institutions (eMPI & 1st Gen HIE)
 - ❖ Establishing standardized processes with measurable outcomes (Care Pathways) to coordinate care at critical entry junctures
 - ❖ Building community trust and program linkages
2. Enhance health surveillance through the monitoring of aggregate data
 - ❖ Public health early casefinding
 - ❖ Chronic disease monitoring
3. Identify long-term strategic goals
 - ❖ Implement personal health record accessible to providers
 - ❖ Create a county-wide Health Information Exchange which can link to CalRHIO

Composition

The Steering Committee includes executive representation from the following organizations:

- Public Health Department, El Dorado County
- Mental Health Department, El Dorado County
- Barton Healthcare System
- Marshall Medical Center
- El Dorado County Community Health Center
- 2 Physician Champions – Western Slope & South Lake Tahoe

The Committee may decide to add members representing other community agencies at any time in the future, maintaining an odd number so a majority vote is achievable.

Responsibilities

The responsibilities of the Steering Committee are to:

1. Make critical business decisions necessary for the success of all ACCEL programs and initiatives (examples: decide to approve common consent & auth form recommended by workgroup; determine long term finance mechanisms for ACCEL projects, adopt Participant Agreement)
2. Provide strategic guidance in the evolution of all programs (example: make go / no-go decisions at project phases/critical paths for Care Pathways)
3. Provide oversight to the working committees (example: provide direction regarding inter-agency decisions; ensure resources are used effectively to support the steering committee)
4. Establish policies necessary for continued operation & development of programs

The Steering Committee uses a county-wide perspective in shaping the ACCEL programs. It flags development issues to the work groups for resolution or recommendations. Additionally, the Steering Committee serves as a conduit for input from and output to the broader community organizations not represented on the committee. Members are vocal advocates for the ACCEL Project and obtaining input from key constituents within their organization prior to meetings. They communicate the goals and progress of the project to their organization and community stakeholders.

Decision Making

Decisions are made using a solution-focused consensus model where common agreement is emphasized over differences and effective decisions are reached using compromise, range voting, nominal group techniques, decision matrices and other techniques to avoid or resolve mutually-exclusive positions within the committee.

The decision/recommendation process is as follows:

- Advisory Teams, workgroups and other experts to provide recommendations, options considered, and rationales to the Steering Committee for approval
- Steering Committee discusses, striving for consensus if possible
- If consensus cannot be reached, the majority vote rules
- A quorum to vote is at least 5 of the 7 voting members

Evaluation

Steering Committee success metrics are reviewed and approved annually. The Steering Committee as a group evaluates the efficacy of the Steering Committee's governance according to these success metrics at least annually, but preferably every 6 months, and reports the findings at a regularly scheduled meeting. Committee member self-evaluation is performed anonymously every six (6) months using the approved self-evaluation form.

These forms are electronically submitted to the Project Administrator for aggregation and group feedback.

Reporting

The Steering Committee delegates minute preparation following every meeting. The minutes will record the decisions made, voting record and action items for future meetings. The written minutes are submitted to the Steering Committee for approval at the subsequent meeting.

2007 Steering Committee Members

Signature of Acceptance

Greg Bergner

John Bachman

Dick Derby

Gayle Erbe-Hamlin

Jon Lehrman

Shannon Truesdell

Chuck Wiesen
