

## **Port Gamble S’Klallam Health Advisory Committee**

### **A. Scope of Authority**

The Port Gamble S’Klallam Tribal Council appoints the Health Advisory Committee (HAC) to advise the Tribal Council on Health Services Department (HSD) policies, annual budget, and goals.

### **B. Meetings and Attendance Requirements**

1. Meetings will be held quarterly. If a HAC member misses two (2) or more meetings, the other HAC members may recommend Tribal Council replace that HAC member.
2. Attendance of a regularly scheduled, official Committee meeting entitles each member to the collection of a “Standing Committee” stipend at the rate set in the *Tribal Boards and Committees Policy*.

### **C. Structure**

1. The HAC shall be made up of seven (7) tribal members familiar with the Health Services Department or who have a strong interest in learning the overall governing policy and operations of health and wellness programs.
2. The appointment process shall follow the Tribal Boards and Committees Policy.
3. Terms of the Health Advisory Committee shall be for four (4) years and shall be staggered.
4. Unanticipated vacancies (for example due to death or resignation) may be reappointed for the remainder of the term at the initiation of staff.
5. The HAC shall elect a Chairperson and Vice-Chair. They will be responsible for conducting the meetings and recommending reports to the Tribal Council from senior management staff as needed.
6. A quorum of the HAC shall be four (4) members.

### **D. Ethics & Conflict of Interest**

1. Decisions Affecting Family Members. Committee members shall not be present during the portion of a meeting when a decision is being made or advice to Tribal Council is being formulated on an issue that directly involves the Committee member or a member of his or her immediate family, or when there’s the appearance of a conflict. Issues that affect a class of persons to which a Committee member or their family belong, such as Tribal elders or Tribal fishers, will not preclude that member’s participation.
2. Private Financial Gain. Committee members shall not use their positions for private financial gain (except the collection of a stipend) for themselves or others and shall avoid the appearance of doing so.
3. Gifts. Committee members shall not accept anything of value if given or if it reasonably could appear that it was given for the purpose of influencing the discharge of his or her duties.
4. Confidential Information. Membership on this Committee may provide members with access to confidential and/or privileged information, or information that is not otherwise available to the general community. Committee members shall not

disclose such information outside the scope of the Committee's duties or use such information for private gain.

5. Committee Members Who Are Employees of the Tribe. Committee members who are employed by the Tribe are subject to the Employee Handbook section pertaining to *Leave for Meetings and Training*. Committee members shall not receive special treatment as employees.

#### **E. Rules of Order**

The HAC shall use a basic guide of Roberts Rules of Order when conducting business.

#### **F. Participation in Special Meetings, Travel, Sub-committees**

1. Phone Polls are discouraged outside of regularly scheduled meetings. However, emergent items that require a vote of the HAC may arise. Therefore, all attempts will be made to contact every HAC member. Each vote shall be recorded and then presented at the next HAC meeting for approval in the form of minutes.
2. HAC members may be asked to participate in special meetings that may require travel and or participate on assigned sub-committees.

#### **G. Training Requirements**

1. After the appointment to the HAC, an orientation to the HAC will be provided to the new member by a senior health staff member. Members will be required to sign a confidentiality form.
2. Committee members who are employed by the Tribe shall be subject to the Employee Handbook section pertaining to *Leave for Meetings and Training* and may be required to comply with additional policies and procedures.

#### **H. Tribal Member Access**

Any PGST member may make a request to the HAC through written communication to the Health Services Executive Administrative Assistant.

### **Health Advisory Committee Mission**

The Port Gamble S’Klallam Health Advisory Committee (HAC) shall advise the Tribal Council on policies and procedures that impact the health needs of tribal people, balancing potential expansion of services with the careful fiscal management of existing programs. The HAC shall recommend tribal health goals, priorities, implementation strategies, and health regulations to the Tribal Council for review and adoption.

### **Health Advisory Committee Goals**

- Medical, dental, and wellness services and programs are culturally appropriate and of the highest quality possible.
- Resources are used cost-effectively.
- Policies reflect community attitudes and values to the extent deemed possible.
- Liaison is provided between the community and staff.
- Advocacy is provided for increasing community understanding and easy use of health programs and resources.
- A preventive approach to improving community health and wellness are emphasized.
- A safe and clean environment for the tribal community and staff is promoted.

### **Health Advisory Committee Responsibilities**

- Review and recommend approval of medical, dental, and other health policies.
- Ensure that community health status and risk factors are evaluated periodically and included in the development of improved strategies.
- Review and approve annual department goals.
- Review and recommend the annual HSD budget, including Purchased Referred Care allocations.
- Provide recommendations on expanded services, benefits, and coverage when the budget allows.
- Review community input, assist with interpretation, and recommend changes to services.
- Review and approve special medical/dental requests that fall outside of policy.
- Review and respond to patient complaints, denials for services, and appeals when they go through the proper chain of command and reach the HAC level.

**Tribal Council retains the authority to disband a board or committee if it is not complying with the requirements of this policy or if it has been determined the work has been completed.**