



Greater Columbia Accountable Community of Health

Collaboration • Innovation • Engagement

GCACH Workforce Committee Charter

CHARGE

The Greater Columbia Accountable Community of Health (GCACH) Workforce Committee is responsible for the development, implementation and oversight of a comprehensive workforce strategy to ensure that the GCACH provider system retains, hires and trains the staff necessary to support the successful implementation of the Delivery System Reform Incentive Payment (DSRIP) program projects being implemented.

RESPONSIBILITIES

The Workforce Committee's responsibilities will include the following:

- ✓ Reviewing the GCACH Provider system workforce needs and developing and recommending a target state for their workforce.
- ✓ Supporting a gap assessment between the current and target workforce states.
- ✓ Assessing the impact of DSRIP and the specific DSRIP projects being implemented on the workforce.
- ✓ Developing a workforce transition roadmap and overseeing the implementation of that roadmap.
- ✓ Developing a workforce training strategy and overseeing the implementation of that training strategy.
- ✓ Monitoring the GCACH's Provider workforce performance relative to the workforce transition roadmap and training strategy and recommending adjustments as needed to address challenges and changes in the market
- ✓ Collaborating with other Workforce Agencies and Councils, (e.g. Washington State Health Workforce Council, Benton-Franklin Workforce Development Council, Area Health Education Council, Workforce Training and Education Coordinating Board) and ACH organizations as appropriate.

COMPOSITION

The Workforce Committee will consist of between 10 and 20 members, and be chaired by the GCACH Workforce Sector Board of Directors representative. The Workforce Committee is a working committee whose members will be invited from the Leadership Council, Board of Directors, and Workforce development experts.

The Workforce Committee will include Educational Institutions, K-12 education, community colleges, human resources representatives, workforce experts, individuals with experience in workforce design and development, and frontline staff.

The Chair of the Workforce Committee will be appointed by, and report to, the GCACH Board of Directors.

The members of the Workforce Committee will serve throughout the duration of the Medicaid Transformation Project (MTP). Any vacancies in the Workforce Committee will be filled by the professionals listed in the first paragraph. The Board of Directors has the ability to restructure the committee if necessary.

MEETINGS

Beginning in 2017, the Workforce Committee will hold meetings as needed to lay the groundwork, determine focus areas, establish a governance structure, and to discuss the workplan of the Workforce Committee. This committee will be highly engaged during the Implementation Planning process in 2018 as detailed plans for the project areas are developed and refined. The Workforce Committee will meet as necessary to assess how to best meet the workforce needs of the committees, and for the region overall.

Notice of all regular and special meetings will be sent to members of the Workforce Committee by email at least one week prior to the meeting date. Members may waive their right to notice by participating in the meeting.

To be a validly constituted meeting, the majority of all members of the Workforce Committee must be present in person or electronically (to the extent electronic participation is permitted).

Workforce Committee members will be expected to:

- ✓ Read meeting materials in advance and come prepared to contribute substantively in the work of the Committee
- ✓ Actively engage in discussions and contribute expertise to decision-making processes
- ✓ Provide timely review and feedback on documents when solicited
- ✓ Represent their Sector on Workforce issues, needs, barriers, and opportunities
- ✓ Participate in surveys and information gathering as appropriate

DECISION MAKING

The Workforce Committee will use a collaborative, consensus-based decision-making process that requires the approval of at least majority of the Workforce Committee members (physically or electronically) present for any Workforce Committee decision.

Consensus-based decisions by the Workforce Committee will be submitted to the GCACH Board of Directors for review. If the Workforce Committee's decision is approved by the Board, the findings will become a part of the work plan. If the Workforce Committee's decision is not approved by the Board, the Workforce Committee will work towards a mutually acceptable solution until such time a majority of the GCACH Board concurs with the decision.

AMENDMENTS

Amendments to this charter will require the approval of the GCACH Bylaws Committee and GCACH Board of Directors.

REPORTING

The Workforce Committee will keep regular minutes of its meetings and will provide such minutes to the other committees or sub-committees from time to time or as requested by the GCACH Board. The minutes of the Workforce Committee meetings will be made available to the Leadership Council, and posted on the GCACH website.

CONFLICTS OF INTEREST

Workforce Committee members are required to comply with the GCACH Conflict of Interest policy.