



JOINT TASK FORCE ON HOSPITAL DISCHARGE CHALLENGES House Bill 3396 (2023)

Task Force Rules 82nd Legislative Assembly 2023 - 2024 Interim

The Joint Task Force on Hospital Discharge Challenges will operate in accordance with the Oregon Constitution, applicable statutory provisions, and general parliamentary procedure. Task Forces may provide recommendations and conduct other duties as outlined in applicable enabling legislation. Task forces typically do not introduce legislation.

1. **Chair or Co-Chairs.** The chair or co-chairs of the task force shall be elected by the members of the task force or appointed as described in enabling legislation.
2. **Quorum.** A majority of the voting members appointed to the task force shall constitute a quorum for the transaction of business. In the absence of a quorum, the chair or a co-chair may assign one or more members to receive public comment. A task force member may participate by telephone or other electronic means for purposes of a quorum.
3. **Meetings.** All task force meetings shall be open to the public. The task force shall meet at times and places specified by the chair or co-chairs or a majority of the voting task force members. The chair or co-chairs shall set agendas, and cause notice of the time and place of task force meetings at least 24 hours in advance, including posting on OLIS. The notice shall specify the type of meeting and, if applicable, whether public comment will be taken. All meetings must be contemporaneously streamed on the Internet. If a task force is meeting remotely, the meeting must also be broadcast on one or more television monitors at a location either within or proximate to the Capitol that is accessible by members of the public, so that the public is able to observe all deliberations.
4. **Task Force Action.** A roll call vote shall be taken on any task force action. The affirmative vote of a majority of the voting members of the task force is required to approve a recommendation.
5. **Recording.** Task force meetings shall be recorded unless the meeting is held outside the Capitol and the use of recording equipment is not practicable. A recording log sufficient to serve as an index to the recording shall be available to the public within a reasonable time after the meeting. At a minimum, written minutes must be kept noting attendance and any subject matter discussed. A recording and recording log must be made if a work session is held.
6. **Off-site Meetings.** Any task force meeting held outside the Capitol shall adhere to the notice provisions required under task force rule #3 above.
7. **Field Trips.** A written summary of the task force's activities may be prepared in lieu of a recording of a meeting when the task force conducts a tour, inspection, or other similar activity outside the Capitol provided, however, a recording of the meeting and recording log

must be made if any work session is held. If a written summary is prepared, it shall be made available to the public within a reasonable time after the meeting.

8. **Amending the Rules.** Task force rules may be amended by the affirmative vote of the majority of the voting members of the task force, but at least one day's notice of any proposed change shall be given in writing to each task force member.

Dated: September 14, 2023



JOINT TASK FORCE ON HOSPITAL DISCHARGE CHALLENGES House Bill 2296 (2023)

Task Force Operating Procedures 82nd Legislative Assembly 2023 - 2024 Interim

The Joint Task Force on Hospital Discharge Challenges (Task Force) was established by the Oregon Legislative Assembly and the Governor with the passage and signing of [House Bill 3396](#) (2023). The measure provides that the Task Force, by vote of a majority of its members, may adopt rules necessary for the operation of the Task Force.

A. TASK FORCE MEETINGS

At least one week before a meeting of the Task Force, an agenda with meeting topics will be posted to the [Oregon Legislative Information System](#) (OLIS). Meeting materials, including slides and relevant resources, will be posted before meetings to the extent practicable. A Task Force meeting occurs when a quorum is present, defined as a majority of voting Task Force members. In the absence of a quorum, the Task Force may not take action, but present members may still receive informational presentations and public comment.

Task Force meetings will be conducted remotely via Microsoft Teams, with all meeting materials and recordings available to the public on OLIS and placed with the Oregon Archivist in accordance with Oregon law. Subject matter experts and other individuals may present to the Task Force at the invitation of the Chair or a majority of voting members. Meetings will also include space for public comment, registration for which will open with the posting of a meeting's itemized agenda. Comments from the public may be limited in time to allow sufficient opportunity to conduct the other portions of the Task Force agenda. Members of the public are encouraged to submit comments in writing.

B. CONSENSUS AND VOTING

A consensus decision-making approach will be used to facilitate the Task Force's deliberations and to ensure that the Task Force receives the collective benefit of the individual views, experiences, backgrounds, training, and expertise of its members. Consensus is a participatory process whereby, on matters of substance, members strive for positions that they can accept, support, live with, or agree not to oppose. Consensus means that all members agree not to oppose the position. A member who opposes a position may request a roll call vote.

A roll call vote will take place when the Task Force acts on reports and recommendations to the Legislative Assembly. A member's "aye" vote signifies that the proposed report reflects the findings and recommendations agreed upon by the majority of Task Force members. An "aye" vote does not mean that the member agrees with each individual finding or recommendation. A

member's "no" vote signifies that the member does not agree that the report reflects the findings and recommendations agreed upon by the majority of Task Force members. A "no" vote will be noted within the report with a link to the member's statement of explanation, to be provided within 24 hours of the vote and posted to OLIS. A Task Force member must be present to vote, and every member present shall vote except for non-voting members of the Legislative Assembly.

C. MEMBER DUTIES AND RESPONSIBILITIES

By volunteering to serve on the Task Force, members have agreed to provide advice, frame policy choices, and develop recommendations to be presented to the Legislative Assembly for consideration. Specific Task Force member responsibilities include:

- i. Reviewing meeting materials in advance of each meeting.
- ii. Attending meetings. A member who cannot attend a meeting should notify LPRO staff and request a briefing following the meeting.
- iii. Participating actively in meetings, speaking concisely and non-repetitively during discussions and engaging respectfully with other Task Force members, staff, agency representatives, consultants, invited guests, and members of the public.
- iv. Directing to the Chair and to LPRO staff any communications or requests for information from agency representatives, consultants, subject-matter experts, or invited guests of the Task Force. Staff will assist the Chair to obtain responses to member inquiries as quickly as practicable.

D. CHAIR AND VICE-CHAIR DUTIES AND RESPONSIBILITIES

House Bill 3396 provides for the selection of a Chair and Vice-Chair from among voting members of the Task Force. The Chair and Vice-Chair will encourage full participation by members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the consensus decision-making process. The Chair will work with LPRO staff to develop meeting agendas, establish a technical work group if needed, and facilitate meetings. The Vice-Chair will lead discussions at the direction of the Chair and will perform the duties of the Chair in their absence.

Planning meetings will be convened by the Chair prior to Task Force meetings to develop agendas and identify the resources needed to complete the goals and tasks assigned to the Task Force. Planning meetings will include a review of work plans and technical questions that arise between meetings. Attendees will include the Chair and Vice-Chair, LPRO staff, and may include legislators and, at the discretion of the Chair, other Task Force members, consultants, or subject-matter experts.

At the discretion of the Chair, the Task Force may establish a technical work group to advise the full Task Force on technical issues. The Chair shall serve on the work group and determine its meeting times and discussion topics. LPRO staff will support technical work group meetings and may provide planning and analysis. The Chair will appoint members to the work group from among Task Force members, taking care to avoid a quorum of Task Force members. Individuals who are not members of the Task Force may not serve on a technical work group. A technical work group may invite guests, such as consultants or subject-matter experts, to make presentations and, at the Chair's discretion, to participate in work group discussions. Technical

work groups may advise the Task Force but may not make formal recommendations to the Legislative Assembly.

E. STAFF DUTIES AND RESPONSIBILITIES

House Bill 3396 directs the Legislative Policy and Research Office (LPRO) to provide staff support to the Task Force. Support may include, but is not limited to: technical support, substantive expertise, logistical assistance, administrative assistance, and advice to the Task Force. Additionally, the measure directs LPRO staff, either directly or contracting with third parties with relevant expertise, to gather, review, and analyze data and information in support of the measure's objectives.

Staff from executive agencies, including the Oregon Health Authority and the Oregon Department of Human Services, are directed to provide data and policy analysis to the Task Force at the direction of the Chair.

F. COMMUNICATIONS AND RECORDS

Staff will send an email with an agenda and meeting materials to members in advance of each Task Force meeting. These materials will also be posted to OLIS.

Task Force communications are considered public record according to Oregon law (ORS 192.311 et seq.). "Communications" refers to all statements and votes made during Task Force meetings, memoranda, work projects, records, documents, or materials developed to fulfill the charge, including email correspondence. Task Force members should avoid using "reply all" on email communications to adhere to quorum requirements.

G. REPORTS TO THE LEGISLATIVE ASSEMBLY

House Bill 3396 requires the Task Force to make reports and recommendations to interim committees of the Legislative Assembly related to health care and human services in the following manner:

- i. At any time, the Task Force may provide recommendations for administrative changes that do not require legislative action to the Governor and to the Legislative Assembly.
- ii. By December 15, 2023, to the extent practicable, the Task Force will make recommendations for legislative changes (not subject [ORS 192.245](#) report requirements).
- iii. By November 15, 2024, the Task Force shall submit a final report with findings and recommendations, in the manner provided in [ORS 192.245](#).

LPRO staff will draft reports, based upon Task Force discussion, analysis, and research, for the Task Force to review. Unless so requested by the legislature and agreed to by the Task Force, the Task Force's responsibilities will conclude once the final report is submitted to the Legislative Assembly.

Dated: September 14, 2023