



CHARTER

National Advisory Committee on Rural Health and Human Services

Authority

This charter establishes the National Advisory Committee on Rural Health and Human Services (The Committee) under provisions of 42 U.S.C 217a; Section 222 of the Public Health Service Act, as amended and is governed by the provisions of the Federal Advisory Committee Act (FACA), Public Law 92-463 (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities:

The Committee will serve as an independent advisory body to the Department of Health and Human Services on issues related to how the Department and its programs serve rural communities. The Committee will represent a public/private partnership that will focus attention and existing resources on rural health and human service problems, including the provision and financing of health care and human services in rural areas.

Description of Duties:

The Committee has the option of producing reports on key rural issues along with recommendations for possible solutions and may solicit input from the Department and the field regarding issues on which to focus. The Committee also has the option of conferring with and coordinating its activities with other key advisory groups in the fields of rural health and human services.

Agency or Official to Whom the Committee Reports

The Committee will submit recommendations and reports to the Secretary of Health and Human Services.

Support

Management and support services shall be provided by the Office of Rural Health Policy.

Estimated Annual Operating Costs and Staff Years:

The estimated annual operating cost in fiscal year 2011, including contracts and compensation and travel expenses for members is \$506,281. The estimated annual FY 2011 full-time equivalent is 1.1 at an estimated annual cost of \$145,716. The estimated annual costs for future fiscal years are subject to availability of funds.

Designated Federal Officer

A full-time employee, in accordance with agency procedures, will serve as the Designated Federal Official (DFO). The DFO will approve or call all of the Committee or subcommittee meetings, prepare and approve all meeting agendas, attend all meetings, adjourn any meetings when it determined to be in the best interest of the public, and chair meetings when directed to do so by ORHP, under guidance of HRSA and HHS. The DFO or his/her designee shall be present at all meetings of the full committee and subcommittees.

Estimated Number and Frequency of Meetings

Meetings shall be held approximately three times each year at the call of the DFO or designee, in consultation with the Chairperson. The DFO or designee shall approve the agenda and shall be present at all meetings. Two of the three meetings may be held in the field to gather input from rural citizens. Meetings shall be open to the public except as determined by the Secretary or other official to whom the authority has been delegated. In accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)), notice of all meetings shall be given to the public.

Duration

Continuing.

Termination

October 30, 2013.

Membership and Designation

The National Advisory Committee on Rural Health and Human Services will be comprised of up to 21 members, including the chair and an optional vice-chair (chosen by the chair) who represent the diversity of health and human service issues in rural America. Sixteen of these members shall be rural health experts while five shall be experts in the field of rural human services.

These individuals shall represent an appropriate geographic representative mix from across the country, including the Chair, selected by the Secretary from authorities knowledgeable in the fields of delivery, financing, research, development, and administration of health care and human services in rural areas. Such authorities shall include representatives from State and local governments, foundations, provider associations, and other rural interest groups. Committee members should reflect a broad array of expertise, including Title XVIII, IX, and XXI of the Social Security Act, and be knowledgeable with the range of rural-focused health programs under the purview of the Secretary, as well as knowledgeable in the fields of rural human and social services, including issues related to transportation, children and family services, social work, services for the elderly, and rural economic development.

The Committee's health members should include representatives from the following key rural health care sectors: rural hospitals, physicians with experience practicing in rural areas, nurses with experience practicing in rural areas, rural health clinic clinicians, community health center administrators or clinicians, rural health researchers, mental health clinicians with experience practicing in rural areas, and State Office of Rural Health executives.

The Committee's human service members should include representatives from the following key rural human service sectors: State health and human service department executives, Area Agencies on Aging, Head Start centers, rural human service research experts, and community action agency executives.

The Committee has the option of adding ex-officio members from the Department who bring an area of expertise needed to support and enhance Committee activities. These positions should be filled by senior policy experts from any of the Departmental operating divisions who will be designated by either the Office of Rural Health Policy on rural health issues or by the Assistant Secretary for Children and Families and the Assistant Secretary on Aging on issues related to human services in rural areas. The Committee also has the option of operating as a Committee of the Whole or in a subcommittee format.

Members shall be invited to serve for overlapping four-year terms; terms of more than two years are contingent upon the renewal of the Committee by appropriate action before its termination. Members may serve after the expiration of their term until their successor has taken office, but no longer than 120 days.

Subcommittees

The Department Committee Management Officer will be notified upon establishment of any subcommittee, and will be provided information on its name, membership, function, and estimated frequency of meetings.

Recordkeeping

Records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

In the event a portion of the meeting is closed to public, as determined by the Secretary in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)), and FACA, a report shall be prepared that shall contain, at a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

Filing Date

October 31, 2011

Approved:

OCT 6 2011

Date

A handwritten signature in black ink, appearing to read "Wendy B. Ponton", written over a horizontal line.

Wendy B. Ponton

Director, Office of Management