



COUNTY OF SAN DIEGO

STATE OF CALIFORNIA

# HEALTHY SAN DIEGO

## Joint Consumer and Professional Advisory Committee

**Jean M. Shepard, Director  
Health and Human Services Agency**

**January 10, 2008**  
(Approved by HSD with a quorum)

# HEALTHY SAN DIEGO – JOINT CONSUMER AND PROFESSIONAL ADVISORY COMMITTEE BY-LAWS

## SECTION 1 NAME

“Healthy San Diego” may have both a Consumer Advisory Committee and a Professional Advisory Committee to advise the Health and Human Services Agency on matters of policy and operations for Medi-Cal Managed Care. It is intended that these committees shall be made up of Consumers and Professionals. The Consumer and Professional Advisory Committees may elect to meet jointly as the Joint Consumer/Professional Advisory Committee (CAC/PAC) as specified in these by-laws.

## SECTION 2 POWERS AND DUTIES

These advisory committees are established in accordance with Welfare and Institutions Code Section 14089.05 to monitor Medi-Cal Managed Care issues or other issues concerning health care delivery that may impact upon this system and advise the Director, Health and Human Services Agency concerning those issues.

## SECTION 3 MEMBERSHIP

Membership shall be set forth as follows:

**Consumer representation shall consist of the following members:**

1. **Medi-Cal Beneficiaries (3)** - from nominations of individuals who are current or former recipients of Medi-Cal funded health services from various organizations in San Diego County that serve Medi-Cal beneficiaries;
2. **Consumer Representative (3)** – one shall be the Executive Director of the Legal Aid Society of San Diego, and 2 others from nominees from the Legal Aid Society, said nominees shall have a demonstrated commitment to and experience in advocacy for consumer health issues;
3. **Countywide Consumer Interests (5)** – selected by each member of the Board of Supervisors, who shall represent consumer health interests and have a demonstrated commitment and experience in addressing health care issues;
4. **Organized Labor (1)** – from 3 nominations from the local organized labor group and/or its affiliates, said nominees shall have demonstrated experience and concern with health care issues for employees;

5. **Business (2)** – reflective of large and small businesses, from nominations of any local, city, countywide and/or ethnic chamber of commerce, one of which shall be appointed from the Regional San Diego Chamber of Commerce;
6. **Advocate for Children’s Issues (1)** – from nominations from various San Diego County organizations (including San Diego County Commission on Children, Youth and Families) that represent the interests of children; said nominees shall have demonstrated experience in advocacy for children in health issues;
7. **Children with Special Needs (1)** – from nominations from various San Diego County organizations (including San Diego Regional Center and March of Dimes) that represent the interests of children with special needs; said nominees shall have demonstrated commitment and experience in advocating for this group or shall be parents of children with special needs;
8. **Foster Children (1)** – from nominations from the San Diego County Foster Care Services Committee representing foster parents who have an interest in assuring effective health care access services for children placed in foster homes;
9. **Mental Health Consumer (2)** – from nominations of the San Diego County Mental Health Advisory Board representing a patient (1) and a representative of a family that regularly utilizes mental health services in San Diego County;
10. **Taxpayer Representation (2)** – from nominations from various San Diego County organizations that represent taxpayer’s interests;
11. **Members at Large (3)** – from nominations from various community health advocacy organizations located in San Diego County;
12. **Others (2)** – nominated by the County of San Diego Health and Human Services Agency (HHSA), to assure adequate geographic and underserved representation, not employees thereof.
13. **Consumers (5)** - designated by health plans as stated in #1 below under “Health Plans”.

**Professional representation shall consist of the following members.**

1. **Health Plans** - Only those health plans that are awarded HSD Medi-Cal contracts shall have a representative appointed to the Professional Advisory Committee. An equal number of consumer representatives shall be appointed to the Consumer Advisory Committee for each plan on the Professional Advisory Committee.

2. **Physicians** (2) – from nominations by the San Diego County Medical Society, one of whom shall be the current Chief Executive Officer (or designee) of the San Diego County Medical Society;
3. **Physicians** (3) – representing traditional providers of Medi-Cal, each selected by the National Medical Association, San Diego Chapter; by the Hispanic Physicians Association, San Diego Chapter; and other medical associations in San Diego County representing traditionally underserved groups;
4. **Hospitals** (3) – 1 shall be the Chief Executive Officer (or designee) of the Hospital Association of San Diego and Imperial Counties; 2 other local hospitals with at least one being a Disproportionate Share Hospital (DSH);
5. **Nursing** (1) – from nominations of professional organizations representing nurses' interests, with particular focus and expertise in community nursing and community health status;
6. **Public Health** (1) – the public health officer (or designee) of the County of San Diego Health and Human Services Agency (HHS);
7. **Community Clinics** (1) – from nominations by the Council of Community Clinics or from not for profit clinics providing services to Medi-Cal beneficiaries;
8. **Education** (1) – nominated by publicly funded local colleges or universities, which prepare students for careers in public health or other health professionals; nominees must have demonstrated experience in addressing public health issues;
9. **Legal Profession** (1) – lawyer or judge, active or retired, whose practice reflects an interest and/or expertise in public health care issues;
10. **Mental Health Professional** (1) – from nominations by the local Mental Health Advisory Board;
11. **Optometry** (1) – from nominations by the San Diego County Optometric Association, of optometrists practicing in San Diego County who have an interest in publicly funded managed care systems;
12. **Pharmacy** (1) – from nominations by the San Diego County Pharmacists Association, of community pharmacists in San Diego County who have an interest in publicly funded managed care;
13. **Podiatry** (1) – from nominations by the San Diego County Podiatrists Association, of podiatrists practicing in San Diego County who have an interest in publicly funded managed care systems;

14. **Dentist** (1) – from nominations by the San Diego County Dental Society, of dentists who have significant interest in policies regarding publicly funded managed care;
15. **Other** (1) – from miscellaneous recommendations made by interested health providers in San Diego County.

#### **SECTION 4 VACANCIES**

The method for filling vacancies shall be as follows. Nominations from the organizations noted in Section 2 Membership shall be submitted to the Director, Health and Human Services Agency. From these nominations the Director, as a Deputy Chief Administrative Officer, shall select a name to fill each vacancy. The Director, Health and Human Services Agency, as a Deputy Chief Administrative Officer shall approve all appointments or reappointments to the committee.

#### **SECTION 5 QUORUM**

A quorum shall be defined as one person more than one half of the members. The definition of members excludes unfilled positions and those vacated by resignation or removal. To establish a quorum of the Joint Consumer/Professional Advisory committee (CAC/PAC), a simple majority of each committee must be present. Within this framework, a majority vote shall represent the final action of the CAC/PAC.

#### **ATTENDANCE SECTION**

Members are required to communicate their attendance or absence via email or telephone to Healthy San Diego designated support staff. Failure to do so will result in an unexcused absence. A member with three unexcused absences in a 12-month period shall be subject to removal by consensus of the Chair of the Consumer Advisory Committee and the Chair of the Professional Advisory Committee.

#### **SECTION 6 MEETINGS**

1. Meetings of the Consumer, Professional, and/or the Joint Consumer/Professional Advisory Committees shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part 1, Division 2, Title 5 of the Government Code, relating to meetings of local agencies (Ralph M. Brown Act).
2. The Joint Committee shall meet at least quarterly at a time to be determined by the committee. Said meeting will be held in the County Administration Center, 1600 Pacific Highway, San Diego, CA or at a duly noticed location designated by the Chair. If the Joint CAC/PAC elects to meet at least quarterly, the Consumer and Professional Advisory Committees will not be required to meet separately.

3. Special meetings may be called at a time and place designated by the Chair. The Committee staff pursuant to the government code shall give notices of regular and special meetings.
4. Consumer members and Professional members, as designated in these by-laws, may meet separately if deemed necessary. Should they meet separately each committee must conduct their meetings in accordance with these by-laws and report to the Joint Consumer and Professional Advisory Committee as specified in section 8.

## **SECTION 7 OFFICERS**

1. The elected officers are the Chair and Vice -Chair of the Professional and Consumer Advisory Committees.
2. A nominating committee appointed by the Chair and approved by the Committee shall present the slate of officers in May. The Consumer and Professional Advisory Committees shall elect officers in June. Officers take office on July 1 and serve a four-year term.
3. The maximum length of a given office shall be two consecutive terms.
4. The Joint CAC/PAC shall be chaired on a rotating basis by the elected Chairperson of the Consumer Advisory Committee and the elected Chairperson of the Professional Advisory Committee.

## **SECTION 8 RESPONSIBILITIES OF THE OFFICERS**

1. The Chair (comprised of the Chairperson of the Consumer Advisory Committee and the Chairperson of the Professional Advisory Committee) shall be the principal executive officers and the official spokesperson of the committee. The Chair shall preside at all meetings of the committee and carry out the policies of this committee. The Chair shall make all committee appointments subject to the approval of the committee as a whole. The Chair shall have the general powers and duties of management usually vested in the office of the Chair and having the powers and duties as may be prescribed in these by-laws. The Chair shall maintain consultation with the Director of Health and Human Services Agency.
2. The Vice-Chairs' shall do everything necessary to assist in the performance of the Chair's duties for the Joint Consumer and Professional Advisory Committee and each shall exercise the powers of the Chair in the absence of the other.
3. The Chairperson of the Consumer Advisory Committee shall serve on the Professional Advisory Committee and the Chairperson of the Professional Advisory Committee shall

serve on the Consumer Advisory Committee when they meet separately. The chairperson of each advisory committee shall be a voting member.

## **SECTION 9 COMMITTEES**

1. Additional subcommittees of the Consumer, Professional, and Joint Consumer and Professional Advisory Committee may be established, as necessary, and may meet as often as necessary.
2. All established subcommittees shall report at each regular meeting of the committee. These reports may be oral or written, unless specified otherwise by the Committee.

## **SECTION 10 RULES OF ORDER**

Meetings of this Committee shall be governed by the authority of Robert's Rules of Order modified to allow for the open participation of the Chair. The rules contained in Robert's Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Committee.

## **SECTION 11 AMENDMENTS**

These by-laws may be amended at any regular meeting of the Committee by a vote of the majority of the existing membership. The amendment must be submitted in writing no later than the previous regular meeting.

## **SECTION 12 EFFECTIVE DATE**

These by-laws shall become effective upon the adoption by the Joint Consumer and Professional Advisory Committees.



**JEAN M. SHEPARD, Director**  
**Health and Human Services Agency**

*Adopted by the Joint Consumer and Professional Advisory Committee*