

## A.1

### Guidelines Governing HCCSC Committee Service

The following guidelines apply to service on HCCSC committees:

1. There is no limit to the number of committees on which an individual may serve if, using the criteria outlined in the HCCSC Charter, the Executive Committee and the Board determine that the individual is a suitable member of each committee to which he applies and if, once appointed to multiple committees, the individual fulfills his responsibilities to each.
2. In general, no more than one employee of an organization or agency may serve on a committee. However, other employees of that organization or agency may attend meetings from time to time at the invitation or with the approval of the committee chair but may not exercise a vote.
3. Approved members are expected to attend committee meetings in person and may not send substitutes without the permission of the committee chair.
4. When a committee member's employer or employment status changes, he must reapply for membership on the committee by submitting a new Prospective HCCSC Committee Questionnaire to the Collaborative Applicant. From the new questionnaire, the Executive Committee and the Board will determine whether, as a result of the change in employer or employment status, the individual's continuing service on the committee creates any new conflicts of interest or other challenges to the effective operation of the committee.
5. To ensure that the System Performance and Recipient Approval and Evaluation Committee includes primarily individuals who have no conflicts of interest in prioritizing HCCSC needs or making other decisions that affect resource allocation, the number of CoC-funded service providers on that committee will be limited. In addition, the role of service providers on the committee will be restricted to providing information, analysis, and advice. They may not participate in voting on any decisions that affect, either directly or indirectly, resource allocation. In selecting representatives of service providers to serve on this committee, the Executive Committee and the Board will give preference to providers that (a) have submitted the most highly ranked applications in the CoC funding process and (b) have demonstrated (i) a commitment to improving the HCCSC system as a whole and (ii) an understanding of the best practices that will promote that improvement.