

HOSPITAL TRANSFORMATION REVIEW COMMITTEE

BYLAWS

Article I – Name and Mandate

Section I- Purpose

The Hospital Transformation Review Committee (HTRC) is created to assist the Illinois Department of Healthcare and Family Services (HFS) in developing a hospital transformation program to provide financial assistance to hospitals in transforming their services and care models to better align with the needs of the communities they serve. In addition, HTRC will consider and make recommendations related to qualifying criteria and payment methodologies related to safety-net hospitals and children’s hospitals.

The HTRC will assist in the development of the goals, objectives, policies, standards, payment models, or criteria to be applied when in allocating the hospital transformation funds in Phase 2 of the Hospital Transformation Program enacted pursuant to Public Act 100-581. The goals, objectives, and policies to be considered may include, but are not limited to, achieving unmet needs of a community that a hospital serves such as behavioral health services, outpatient services, or drug rehabilitation services; attaining certain quality or patient safety benchmarks for health care services; or improving the coordination, effectiveness, and efficiency of care delivery.

Section II- Functions

The HTRC will:

- A. Review and approve the policies, procedures, and rules for the hospital transformation program;
- B. Consider and make recommendations related to qualifying criteria and payment methodologies related to safety-net hospitals and children's hospitals.
- C. Approve requests from hospitals participating in the Hospital Transformation Program for
 1. Exemptions from the Health Facilities Planning Act for projects that are part of a hospital’s transformation under Section 14-12(d-5)(2)(B) of the Illinois Public Aid Code, and

2. Requests from qualified hospitals to convert to freestanding emergency center as part of their transformation pursuant to Section 14-12(d-5)(2)(C) of the Illinois Public Aid Code.
- D. Consult with appropriate HFS personnel to ensure that HTRC's work is done in a manner consistent with applicable federal laws, regulations or imposed conditions on the Hospital Transformation Program.

Article II – Membership

Section I - Composition

The HTRC shall consist of 14 members. The Speaker of the Illinois House of Representatives, House Minority Leader, President of the Illinois Senate and Senate Minority Leader will each appoint 3 members. The Governor will appoint the Director of Healthcare and Family Services, or his or her designee, as a member; and the Director of Healthcare and Family Services will appoint one member.

Section II – Vacancies

Any vacancy shall be filled by the applicable appointing authority no later than 15 calendar days after its effective date.

Section III – Ethics Commission Jurisdiction

Members of the Committee appointed by The Speaker of the House of Representatives, House Minority Leader, President of the Senate and Senate Minority Leader are subject to the jurisdiction of the Legislative Ethics Commission. Members appointed by the Governor and by the HFS Director are subject to the jurisdiction of the Executive Ethics Commission.

Section VI – Compensation

Members shall serve without compensation and shall not be reimbursed for necessary expenses incurred in the performance of their duties.

Article III – Officers

The officers of the HTRC consist of a Chair and a Vice Chair and will be elected by a majority vote of Committee members for a two year term. The Chair and Vice-Chair cannot be appointed by the same appointing authority and must be from different political parties.

Section I- Chair

The Chair shall have the authority to establish a meeting schedule and convene meetings of the Committee and to preside over meetings in a manner consistent with Robert's Rules of Order unless otherwise directed by Public Act 100-0581 or these Bylaws. Should a member fail to answer the roll call

for four consecutive meetings, the Chair may request the applicable appointing authority to appoint a replacement.

Section II- Vice Chair

The Vice-Chair shall have the authority to convene meetings in the absence of the Chair.

Article IV – Meeting

Section I – Meeting Schedule and Notice

The HTRC will hold regular meetings at least twice each month, or as often as the Chair deems necessary. Special meetings shall be called by the Chair or upon written request to the Chair by eight (8) members of the HTRC

HFS will post notices of the location, date and time of meetings and special meetings on the HTRC website.

Section II - Agenda

An agenda of business scheduled for deliberation shall be prepared and distributed to the members of the HTRC at least 48 hours prior to a scheduled meeting of the HTRC. The agenda must include review and approval, by simple majority, of previous meeting minutes, and an opportunity for public comment. HFS will publish the agenda at least 48 hours prior to the meeting on the HTRC website.

Under the new business portion of a regular HTRC meeting, any member may bring up an item for discussion that is not on the agenda posted prior to the meeting; however, no action may be taken by the HTRC on such items until a future meeting that has been properly noticed and such items are on the agenda for the meeting during which the HTRC takes action.

No item may be discussed at a special meeting if such item is not on the published agenda.

Section III—Quorum

Eight members must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Members attending in person or by video teleconference, shall be considered present for purposes of establishing a quorum. Members may participate by telephone when the member's physical attendance is prevented due to: i) personal illness or disability; ii) employment purposes or the business of the public body; or iii) a family or other emergency.

Attendance by proxy is not permitted. If a quorum is not present at the scheduled time of the meeting, the Chair may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time.

Section IV - Voting and HTRC Action

All meetings of the HTRC and its committees shall be governed by Robert's Rules of Order to the extent not inconsistent with Public Act 100-0581 and these Bylaws. Motions shall be made and seconded by members before being called for a vote. A motion shall not be made and seconded by the same member. Except as otherwise specified herein, the Chair will have the right to call for a vote by voice vote, standing vote, or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each vote.

Unless otherwise required by statute, all other votes will be by simple majority. Voting by proxy is not permitted in any case.

The HTRC will consult with HFS to ensure that any rules or projects approved by the Committee are consistent with applicable federal laws, regulations or imposed conditions on the Hospital Transformation Program.

A minimum of nine (9) members must approve the administrative rules implementing the Hospital Transformation Program and sign a written document indicating their approval. The Department will submit a certified copy of each rule along with such signed written document to the Secretary of State. Votes to approve administrative rules to implement the program will be by roll call in order to accurately capture every vote.

Approval by the HTRC of a Hospital Transformation Project will be determined by a roll call vote and require a simple majority.

Section V – Public Participation

At each meeting, the Chair will provide an opportunity for comment from members of the public. Public comment may be limited, at the Chair's discretion, to three minutes for each individual, or five minutes for a representative spokesperson of a group. The Chair may act to prevent repetition or digression, to maintain decorum, to exclude discussion of matters which have had a previous public hearing, to exclude discussion of matters over which the HTRC has no authority, and to exclude discussion of matters where public comment would interfere with due process of law.

Article V –Subcommittees

Section I - Creation

The HTRC is authorized to create subcommittees and workgroups as it deems appropriate.

Section II - Appointment

The Chair and members of subcommittees and work groups shall be appointed by the Chair of the HTRC in consultation with Department staff. Subcommittee and work group membership may include persons who are not members of the HTRC. Each subcommittee must have a HTRC member serve on the

subcommittee and represent the subcommittee at HTRC meetings. HFS will assign staff to provide support to the subcommittees and work groups.

Article VI – Professional Staff

Section I – Department Role

The Department will provide staff and operational support to the HTRC as may be reasonably required to accomplish its functions. Department staff will take minutes at all regular and special meetings of the HTRC.

Article VII—Disclosure of Documents

Section I - Freedom of Information Act Requests

In accordance with Public Act 100-0581, all Freedom of Information Act (FOIA) requests for materials of a member of the General Assembly will be submitted to the applicable FOIA Officer for the General Assembly. All other requests will be directed to the Department of Healthcare and Family Services.

Section II - Disclosure of Documents Provided to Members

In general, meeting materials that are not drafts and that do not contain business records or proprietary information will be posted on the on the HTRC website.

Article VIII – Amendment of Bylaws

Section I

The Bylaws may be amended at any meeting by a majority vote of the members present provided that the proposed amendment(s) have been provided to each member at least ten (10) days before said meeting.