

**Kaiser Foundation Health Plan of Washington
Consumer Advisory Committee Charter**

Committee Sponsors: President, Kaiser Foundation Health Plan of Washington
President & Executive Medical Director, Washington
Permanente Medical Group, PC

Composition:

The Kaiser Foundation Health Plan of Washington (Kaiser Permanente Washington) Consumer Advisory Committee (“Committee”) is an advisory committee organized (1) to afford members of Kaiser Permanente Washington an opportunity to participate in matters of policy and operation; and (2) to promote effective use of health care services within the Kaiser Permanente Medical Care Program and to suggest ways and means that the program can better serve health plan members.

The Committee consists of a minimum of twenty-five (25) members, none of whom shall be employed by a Kaiser Foundation Health Plan entity or Washington Permanente Medical Group, PC. Committee members shall serve a maximum of two, three-year terms. Committee members shall maintain their Kaiser Permanente Washington enrollment in order to remain members of the Committee.

Leadership Representatives to Committee:

The President of the Kaiser Permanente Washington region and the President & Executive Medical Director of the Washington Permanente Medical Group or their designees shall attend each meeting and may invite other regional representatives to attend.

Purpose:

The Committee shall meet at least quarterly for the following purposes:

- A. To increase communication between the program and its membership.
- B. To promote understanding of patient and purchaser priorities and suggest ways the program can better serve members.
- C. To develop ideas for continuing programs of consumer education.
- D. To offer advice on matters of policy and operation and other advice related to management decisions of major importance to the program.
- E. To assess the performance of the Committee on an annual basis.

Goal:

The Committee’s work should result in greater consumer interest in and impact upon the Kaiser Permanente Medical Care Program that is advantageous to leadership, members, and the community.

Member Qualifications:

Committee members must be 18 years of age or older and receive their care through Kaiser Permanente Washington to be eligible to apply for committee membership. The

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full Committee broadly represents, to the greatest extent practicable, the diversity of the total health plan membership in Kaiser Permanente Washington.

At the last meeting of the year, the Chair may receive names of people selected as new members of the Committee from the Nomination and Selection Committee. Names of potential members may be suggested to the Nomination and Selection Committee throughout the year by members of the Committee, or by the staff and physicians of the Kaiser Permanente Medical Care Program.

Nomination and Selection Committee:

A Nomination and Selection Committee, chaired by the Kaiser Permanente Washington President or designee, shall select candidates to serve on the initial Committee and annually thereafter. The Nomination and Selection Committee composition shall be determined by the Kaiser Permanente Washington President.

Initial Committee Terms:

Committee members shall be divided into three groups: One group of eight (8) shall have a term ending December 2018; a second group of eight (8) shall have a two-year term ending December 2019; a third group of nine (9) shall have a three-year term ending December 2020.

Officers:

Committee officers shall consist of a Chair and Vice-Chair. Each officer shall serve for a one-year term beginning January 1 through December 31 of each year, except that the initial Chair and Vice-Chair shall serve until December 31, 2018. The Chair shall preside over all meetings of the Committee and serve as the principal liaison between the Committee and Kaiser Permanente Washington. In absence of the Chair, the Vice-Chair will perform the duties and functions of the Chair.

Election of Officers:

The Kaiser Permanente Washington President shall appoint the initial Chair to serve until December 31, 2018; the Committee shall elect a Vice-Chair, also to serve until December 31, 2018.

Each year thereafter, the Committee shall elect a Vice-Chair who shall serve a one-year term. Beginning January 1, 2019, the previous year's Vice-Chair shall automatically become Chair effective January 1. If the Vice-Chair declines to become Chair or is unable to serve as Chair, the Committee shall elect a Chair by majority vote.

Charter Authorization and Amendments:

This charter authorizes the Kaiser Permanente Washington President to approve procedures and policies as necessary to effect the intent of the charter.

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This charter shall be reviewed periodically by the Committee and any recommended changes forwarded to the President of Kaiser Permanente Washington for review and input; the President will then forward recommended changes to the Regional Board for final action.

Attendance:

A minimum number of 14 members shall be present in order to convene a Committee meeting.