

# **Governor's Health Workforce Council Task Force Protocol**

## **General Information**

The Council shall establish task forces to address identified priorities, as deemed necessary by the Council. Any task forces created by the Council shall study, deliberate and develop thorough recommendations to the Governor's Health Workforce Council (Council) regarding topics assigned by the Council. These recommendations will be used to help inform the work of the Council.

Task force meetings are open to the public. Task force information will be made available on <http://www.in.gov/dwd/ghwc.htm> and is subject to the Indiana Access to Public Records Act. Such information will include names of task force members, meeting dates, times and locations, meeting agendas, minutes, reports, and any other information the task force chair(s) would like posted. Information should be forwarded to the Bowen Center for Health Workforce Research and Policy (BCHW) Staff [bowenctr@iu.edu](mailto:bowenctr@iu.edu) as soon as this information becomes available. Documents should be sent in their original file format or as an electronically converted PDF file. Scanned PDF documents are unable to be posted to the website.

## **Responsibility of the Council**

1. The Council shall create task forces as deemed necessary to examine specific topics or issues related to health workforce planning and policies.
2. The Council Chair shall appoint a chair(s) for each task force.
3. The Council shall charge a task force with a specific set of tasks at the time the task force is established.
4. The Council shall periodically review the charge and progress of all established task forces.
5. The Council shall consider recommendations brought forth by each task force.

## **Duties of Task Force Chair(s)**

1. Identify task force members, with the recommendation and input of Council members. The maximum recommended number of task force members is 15.
2. Finalize the date, time, location, and agenda at least five days in advance of task force meetings. These details shall be sent electronically to Bowen Center Staff at least four days in advance of task force meetings for public posting. Task force meetings should be held at a location that is available to members of the public.

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3. Attend Council meetings and give presentations on the work of the task force as scheduled.

### **Meetings/Ground Rules**

1. Each task force should meet regularly.
2. The purpose of the task force is to give advice and make recommendations. Members should strive to find common ground and articulate it in the recommendations.
3. Task force members are expected to make a good faith effort to attend meetings and represent the concerns and interests of the organization that the member represents. Task force members must appear in person at task force meetings; other forms or participation will not be allowed.
4. Task force support staff will take minutes at each meeting. Minutes should include the date, time and place of the meeting; members present and absent; and a brief summary of discussions. Task force minutes should be approved by a majority vote of the task force and then sent to Bowen Center Staff for public posting. Task forces may choose to reach majority consensus of meeting minutes electronically (via email consensus) or in person (at task force meetings).
5. Policy recommendations must represent a majority vote of the task force before being presented to the Council for consideration. Task forces may choose to reach majority consensus of recommendations electronically (via email consensus) or in person (at task force meetings).
6. Each task force shall prepare a progress report for each Council meeting. Progress reports should be sent electronically to Bowen Center Staff and the Council Chair no later than 2 weeks prior to the next Council meeting.
7. When speaking with others outside the task force, task force members should indicate that they are not speaking on behalf of the task force or the Council and are only presenting their own personal views.
8. Task forces from time to time, based on their work, activities, or specific topic areas, may hold focus groups or other events to gather specific feedback from non-task force members.
9. Each task force shall submit a final report that summarizes all task force activity and final recommendations to the Council by the date set by the Council.
10. Task force members shall serve at the pleasure of the Governor, voluntarily, and without compensation.

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