

# Trillium North Community Advisory Council Charter



TITLE	Trillium North Community Advisory Council (CAC) Charter
REGION(S) SERVED	<ul style="list-style-type: none"> <li>• Clackamas County</li> <li>• Multnomah County</li> <li>• Washington County</li> </ul>
DATE CHARTERED	Authorizing Charter: 6/23/2022 Revision/Approval: 6/01/2023 Revision/Approval: 12/5/2025
TIMELINE	<p>This is a standing/ongoing Community Advisory Council.</p> <p>The Charter is to be reviewed annually by the CAC. Any amendments will go to Trillium Community Health Plan Coordinated Care Organization (CCO) Governing Board for final approval.</p>
MEETING FREQUENCY	<p>The CAC will meet monthly. The CAC will meet the first Thursday of every month from 10 am – 11:30 am PST.</p> <p>CAC members will vote to decide on where and how meetings are hosted annually. For in-person meetings, the CAC will offer a hybrid option for CAC members not able to meet in person. All CAC meetings are virtual until further notice.</p> <p>Standing sub-committees or ad hoc work groups will meet as determined by and voted on by the CAC.</p>
SPONSOR	Trillium Community Health Plan (Trillium) <a href="#">North CCO Board of Directors</a>
PURPOSE	<p>Engage Trillium Oregon Health Plan (OHP) members and the community to advise and make recommendations to the Governing Board on the strategic direction of the organization, ensure that the CCO remains responsive to consumer and community health needs, and provide recommendations related to the priorities of the CCO in achieving healthcare transformation with a focus on health equity.</p> <p>Provide a link back to community members to aid in achieving the goals of healthcare transformation, with a particular focus on the CCO’s effectiveness in providing quality services that are accessible to all members. Serve as member and community voice to the North CCO Board of Directors.</p>

OVERSIGHT	<p>The CAC roles and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assist in identifying and advocating for preventive care practices to be utilized by the CCO.</li> <li>• Assist in directing, tracking, and reviewing Trillium Social Determinants of Health-Health Equity (SDOH-HE) spending programs, including Supporting Health for All through REinvestment (SHARE) initiative spending.</li> <li>• Assist in identifying Health-related Services (HRS) Community Benefit Initiative (CBI) investments.</li> <li>• Work with Trillium in a community-wide, collaborative Community Health Needs Assessment (CHNA) and help identify strategies for the Community Health Improvement Plan.</li> <li>• Submit an annual report on the progress of the Community Health Improvement Plan (CHIP).</li> <li>• Adopt the CHIP to serve as a health blueprint for Trillium’s strategic efforts, and develop recommendations for innovative, evidence-based initiatives.</li> <li>• Contribute to the development of an annual CAC demographic report.</li> <li>• Review data and make recommendations to address issues related to health disparities, including linkages between medical and non-medical services, in conjunction with the Clinical Advisory Panel (CAP).</li> <li>• Provide recommendations on strategies to effectively engage the community in transforming health care.</li> <li>• Serve to meet CCO 2.0 requirements of the CAC.</li> </ul>
SCOPE	Represent Trillium members and all communities within Clackamas, Multnomah, and Washington Counties

<p>OPERATING PRINCIPLES</p>	<p>All members adhere to established team agreements/ground rules. CAC meetings are open to the public. All CAC meeting materials and deliverables are posted to the <a href="#">Trillium CAC website</a>.</p> <p>The CAC will clarify its decision-making model prior to all decisions. The CAC decision making model is an abbreviated Robert’s Rules of Order. A motion can be made and seconded by any voting CAC member.</p> <p>Fifty-one percent (51%) of CAC members constitutes a quorum. A quorum can act. All CAC members are voting members. An abstention counts as a vote.</p> <p>To gain a broad perspective on the issues it is considering, the CAC will seek input from other supportive committees, such as the Clinical Advisory Panel, the Compensation Advisory Committee, or the Finance Advisory Committee, prior to making recommendations to the Board. Likewise, the CAC will provide input to other committees regarding the impact on consumers and the community in proposals under consideration.</p> <p>Recommendations will be presented to the Trillium Board for final approval prior to implementation.</p> <p>The CAC will be represented on the following internal Trillium committees:</p> <ul style="list-style-type: none"> <li>• Community Health Improvement Plan</li> <li>• Social Determinants of Health (SDOH)/Share Initiative spending</li> <li>• Health Related Services/Community Based Investment</li> </ul> <p>CAC subcommittees may include:</p> <ul style="list-style-type: none"> <li>• Prevention</li> <li>• Health Equity</li> <li>• Member Engagement</li> </ul> <p>The CAC will develop additional subgroups as well as convene ad hoc project teams as needed.</p> <p>When conflicts arise, the members will discuss and resolve the conflict with the CAC Co-chairs, with the support of Trillium staff. If unable to resolve, Trillium will resolve the difference in the best interests of the CCO.</p>
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<p><b>CO-CHAIRS</b></p>	<p>The CAC will review a slate of nominees, from which it will select Co-chairs. When possible, both CAC Co-chair positions will be filled by OHP consumer members.</p> <p>Both Co-chairs will hold their positions for a two-year term. They may be nominated for reappointment at the end of their two-year term, if no other candidates are interested in serving.</p> <p>The CAC Co-chairs will represent the CAC in all matters.</p> <p>The CAC Co-chairs are accountable for:</p> <ul style="list-style-type: none"> <li>• Convening and leading meetings</li> <li>• Developing, prioritizing, and approving meeting agendas with support from the CAC Coordinator</li> <li>• Ensuring engagement of CAC members</li> <li>• Facilitating conflicts among CAC members</li> <li>• Providing leadership to CAC members</li> <li>• Ensuring regular communication to CAC members regarding decisions made by other groups that impact the CAC, with help from the CAC Coordinator</li> <li>• Working with staff to provide reports and recommendations to the Governing Board on behalf of the CAC</li> <li>• Providing oversight and helping to develop CAC sub-committees and the CAC member who leads them</li> </ul>
<p><b>GOVERNING BOARD REPRESENTATIVES</b></p>	<p>The CAC shall appoint two CAC members to represent the Council on the Trillium CCO Governing Board. One of the representatives shall be a consumer member of the CAC. The other member may be a non-consumer member of the CAC, although consumer representation is preferred.</p> <p>These representatives shall be full voting members of the Board and are responsible for ensuring good two-way communication between the CAC and the Governing Board regarding CAC activities and recommendations, as well as assisting the Governing Board in its work to communicate with the larger Clackamas County, Multnomah County and Washington County communities.</p> <p>The CAC Coordinator will meet with the CAC representatives to the Trillium CCO Governing Board prior to each governing board meeting to assist in developing the CAC report, and prior to CAC meetings to assist in developing the governance board report to the CAC.</p>

<p>MEMBER ACCOUNTABILITY</p>	<p>Each council member is responsible for fully and actively participating on the council to achieve CAC goals as described in this Charter—accepting his/her/their responsibilities diligently and carrying his/her/their share of the work.</p> <ul style="list-style-type: none"> <li>• Define and advocate for innovation.</li> <li>• Act as a representative for their community and for the individual groups they represent.</li> <li>• Look for ways to transform and improve care.</li> <li>• Maintain a commitment to the community and the CCO</li> </ul>
<p>TERMS</p>	<p>CAC membership must be at least 51% Trillium consumer members.</p> <p>All CAC members will serve a two-year term. At the completion of their term, CAC members may reapply for membership.</p> <p><u>Annual Recruitment</u></p> <ul style="list-style-type: none"> <li>• The CAC Co-chairs are responsible for ensuring CAC member vacancies are filled with help from the CAC Coordinator</li> <li>• The nominating process will be done annually in June.</li> <li>• The selection process will conclude by the end of August to ensure new members are appointed in September.</li> </ul> <p><u>Special Circumstances</u></p> <p>In the event a member cannot complete their term, the Selection Committee may initiate a recruitment to fill the vacant slot. Once a replacement is chosen, they will serve until the original member’s term is complete. At that time, if the replacement wishes to continue as a CAC member and is in good standing with the Committee, they may be appointed to the CAC. The partial term served shall not count towards their term limit.</p> <p>In the event a CAC member resigns, is asked to resign, or is otherwise unable to serve on the CAC, the CAC selection committee shall promptly replace the empty seat within ninety (90) days of the CAC seat becoming open.</p> <p>If Trillium expands to provide services in service areas not previously served by Trillium, a request will be submitted to OHA for an extension of time up to three months to complete its initial selection of CAC members.</p>

	<p>In the event the selection committee is unable to replace a CAC member who resigns, is asked to resign, or is otherwise unable to serve on the CAC, within the required ninety (90) day deadline, or the six-month deadline in the instance of a Consumer Representative, Trillium may request from OHA an extension via Administrative Notice for one additional month to complete its replacement of the open CAC seat(s).</p>
<p><b>MONITORING EFFECTIVENESS</b></p>	<p>The CAC Representatives to the Trillium CCO Governing Board will provide oral reports related to the Council's work plan, progress, and recommendations to the Trillium CCO Governing Board at their monthly meeting.</p> <p>The CAC Representatives to the Trillium CCO Governing Board will provide oral reports to the CAC at their next monthly meeting on Trillium board action items.</p> <p>Annually, the CAC will publish a report to the community regarding the Community Health Improvement Plan and progress in meeting the goals outlined in the plan. The CAC will provide feedback and advise the best way to communicate this information to the community.</p>