DEPARTMENT OF HEALTH & HUMAN SERVICES

Health Resources and Services Administration

Rockville MD 20857

CHARTER

ADVISORY COMMITTEE ON INTERDISCIPLINARY, COMMUNITY-BASED LINKAGES

Authority

The Advisory Committee on Interdisciplinary, Community-Based Linkages (Advisory Committee) is authorized by Title VII, Part D, section 757 (42 U.S.C. 294f) of the Public Health Service (PHS) Act, as amended by the Affordable Care Act, P.L. 111-148. The Advisory Committee is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972, (5 U.S.C. Appendix 2), as amended, which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities

The Committee shall provide advice and recommendations on policy and program development to the Secretary of the Department of Health and Human Services (Secretary) concerning the activities under Part D of Title VII of the PHS Act, and is responsible for submitting an annual report to the Secretary and Congress concerning activities under Part D of Title VII of the PHS Act. In addition the Advisory Committee develops, publishes, and implements performance measures and longitudinal evaluations, as well as recommends appropriation levels for Part D of Title VII of the PHS Act, as amended.

Description of Duties

The Advisory Committee shall (1) provide advice and recommendations to the Secretary concerning policy and program development and other matters of significance concerning activities under Part D of Title VII of the PHS Act, as amended by the Affordable Care Act; (2) prepare and submit to the Secretary; the Committee on Health, Education, Labor and Pensions (formerly the Committee on Labor and Human Resources) of the Senate; and the Committee on Energy and Commerce (formerly the Committee on Commerce) of the House of Representatives, an annual report describing the activities of the Advisory Committee, including findings and recommendations made by the Advisory Committee concerning activities under Part D of Title VII of the PHS Act; (3) develop, publish, and implement performance measures for programs under part D of Title VII of the PHS Act, as amended; (4) develop and publish guidelines for longitudinal evaluations for programs under Part D of Title VII of the PHS Act; and (5) recommend appropriation levels for programs under Part D of Title VII of the PHS Act.

Agency or Official to Whom the Committee Reports

The Advisory Committee provides advice and recommendations to the Secretary. The Advisory Committee prepares and submits annual reports to the Secretary, the Committee on Health, Education, Labor and Pensions of the Senate, and the Committee on Energy and Commerce of the House of Representatives.

Support

The Bureau of Health Workforce of the Health Resources and Services Administration is responsible for providing necessary support for the Advisory Committee.

Estimated Annual Operating Cost Estimates and Staff Years
The estimated annual cost for operating the Advisory Committee, including compensation and travel expenses for members but excluding staff support is $75,961. Estimated staff support required is 0.8 FTE years at an estimated annual cost of $118,107.

Designated Federal Official
HRSA will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Official (DFO) to attend each Advisory Committee and subcommittee meeting and ensure that all procedures are within applicable statutory, regulatory and HHS General Administration Manual directives. The DFO approves or calls all of the Advisory Committee's meetings, adjourns any meeting when the DFO determines adjournment to be in the public interest and chairs meetings when directed to do so by the official to whom the Advisory Committee reports.

Estimated Number and Frequency of Meetings
Meetings are held not less than three times per year at the call of the DFO. Such meetings shall be held jointly with other related entities established under Titles VII and VIII of the PHS Act where appropriate. Meetings shall be open to the public except as determined otherwise by the Secretary or designee in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act. Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and departmental regulations.

Duration
Continuing.

Termination
Unless renewed by appropriate action prior to its expiration, the charter for the Advisory Committee will expire two years from the date it is filed.

Membership and Designation
The Advisory Committee consists of sixteen (16) members appointed by the Secretary. The Secretary shall appoint the members from among individuals who are health professionals from schools of the types described in sections 751(b)(1)(A), 753(b), and 755(b).

The Secretary ensures a fair balance between the health professions, that at least 75 percent of the members of the Advisory Committee are health professionals, a broad geographic representation of members, a balance between urban and rural members and the adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the profession involved. All members are Special Government Employees. A quorum is a majority of the members who have been appointed to the Advisory Committee.

Subcommittees
Subcommittees may be established with the approval of the Secretary or designee. Subcommittee members may be members of the parent Advisory Committee. The Department's Committee Management Officer will be notified upon the establishment of each subcommittee

and will be provided information on the subcommittee's name, membership, function and estimated frequency of meetings.

Recordkeeping

The records of the Advisory Committee, or other subgroups of the Committee, are handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date

March 24, 2015

APPROVED:

3/20/15
Date

Bahar Niakan
Director, Office of Administrative Management

NOTICE OF RECHARTERING
ADVISORY COMMITTEE ON INTERDISCIPLINARY, COMMUNITY-BASED LINKAGES

This Committee was established by statute and has functions which are of a continuing nature so that its duration is not governed by Section 14(a) of the Federal Advisory Committee Act, Public Law 92-463, but is otherwise provided by law. The Committee is hereby rechartered in accordance with Section 14(b)(2) of said Act.

3/20/15
Date

Bahar Niakan
Director, Office of Administrative Management