

Vaccine Advisory Committee (VAC) Assessment Sub-committee

A. Sub-committee's Purpose; Rhode Island Department of Health's (RIDOH) Authority

The Rhode Island Vaccine Assessment Program (RIVAP) Vaccine Advisory Committee (VAC) Assessment Sub-committee (VAC-AS) is formed by the Director of the Rhode Island Department of Health (Director) to provide advice to the Director concerning how RIVAP can faithfully execute the provisions of the Healthcare Services Funding Plan Act to assure funding for the state's universal vaccine programs for children and adults while being both (a) cost effective and easy to do business with from the perspective of RIVAP payers and (b) supportive of providers who offer vaccination services to Rhode Island residents. The responsibilities of the Committee are as follows:

1. Recommend childhood and adult assessment rates per contribution enrollee annually or upon such other frequency as may be determined by the Director or suggested by the Sub-committee.
2. Recommend consideration by the Director of any rules, regulations or procedures in accordance with Rhode Island General Laws §42-7.4 which the Sub-committee may deem helpful or necessary to fulfill the purposes of RIVAP and to assure that the assessments are administered in an equitable and fair manner.
3. Consider and report recommendations concerning any other matter expressly referred to the Sub-committee by the Director for consideration.
4. Consider and recommend to the Director procedures that support the efficiency and effectiveness of RIVAP.

The Director shall retain complete authority as to the continuance or discontinuance of the Sub-committee, whether to accept or reject or modify any of its recommendations, and whether to revise or discontinue or replace this Charter.

B. Meeting Frequency and Notice

The Sub-committee will meet at the call of the Chair at least once each year in person. Other meetings may be held in person if deemed necessary by the Sub-committee. Except for emergencies declared by the Chair or the Director, at least two weeks' notice will be provided to Sub-committee members for any meeting.

C. Membership

The Sub-committee shall initially consist of six voting members appointed by the Director. The Sub-committee can expand to a maximum of 9 voting members. Additional members would be representatives from the payer community, a licensed health care insurer or plan administrator. Other participants or consultants may be invited to assist the Sub-committee with specific deliberations. The representative of the Rhode Island Department of Health shall convene the initial meeting, and may continue as Chair unless another member is chosen as chair by the Sub-committee. The representative of RIDOH will not be a voting member of the Sub-committee.

The Sub-committee Chair will serve a one year term. At the end of the term, the Chair may be re-appointed or a new Chair will be selected from the payer representatives on the Sub-committee.

D. Description of Sub-committee Positions

Position/Title	Qualifications
1. RI Immunization Chief (or other designee of the Director)	Initial Chair
2. Licensed Health Care Insurer (may also be a plan administrator)	Member
3. Licensed Health Care Insurer (may also be a plan administrator)	Member
4. Licensed Health Care Insurer (may also be a plan administrator)	Member
5. Licensed Health Care Insurer (must also be a plan administrator)	Member
6. Designee Office of Medicaid	Member
7. Designee Office of the Health Insurance Commissioner	Member

E. Member Responsibilities

1. Sub-committee members will complete and sign a statement declaring potential conflicts of interest (e.g., affiliation with a vaccine manufacturer) annually and inform the Sub-committee of any applicable changes during the year.

F. Quorum

1. A quorum consists of at least a majority of Sub-committee member positions currently filled.
2. Motions may be made and seconded only by Sub-committee members.
3. A majority vote of Sub-committee members in attendance and voting carries a motion.
4. A Sub-committee member may participate in up to two consecutive meetings through a proxy when unable to attend. Any such proxy should announce his or her role at the start of the meeting. Any proxy designation may be revoked by the respective Sub-committee member at any time and suspended by majority vote of other Sub-committee members in attendance.

G. Consultants

To ensure that the Sub-committee's deliberations are well informed by the perspectives of key stakeholders, the Sub-committee may request that consultants participate in selected meetings.

H. Policies

The Sub-committee may from time to time adopt policies (e.g. ethics, conflicts, record retention, and communications) which govern its conduct and the conduct of its members in their role as Sub-committee members.