

IN-HOME CARE COMMITTEE PROTOCOLS

The following processes are expected protocols for the In-Home Care Committee. They are not required but should be followed to the greatest extent practicable.

Meetings

- The In-Home Care Committee will meet three times a year with meetings generally occurring in January, July, and October. The meeting schedule will be set and distributed on or about the end of the previous year to the greatest extent possible.
- OHCA will hold a Spring In-Home Care Conference, generally occurring in April, to which all member in-home care agencies are invited.
- Meetings will be held in the conference center located in the OHCA building, unless circumstances require otherwise.
- If compelling circumstances dictate, OHCA staff has the discretion to change the meeting schedule described here, in collaboration with the committee co-chairs. As much notice as possible will be provided of any schedule change.

Committee Co-chairs

- The In-Home Care Committee shall have two co-chairs. The co-chairs are charged with:
 - Working with OHCA staff to develop agendas for meetings
 - Bringing issues to OHCA staff that are relevant to member in-home care agencies
 - Chairing the conference and the committee meetings
 - Serving as a liaison between member in-home care agencies and OHCA
 - Serve as a liaison with the in-home care member of the OHCA Board of Directors.
- The co-chairs shall serve a two-year term, which shall begin January 1 or as soon thereafter as an appointment is made. Regardless of when the appointment is made, the term shall end December 31 of the year following the appointment.
- As circumstances require, a new co-chair may be appointed immediately and serve out the remainder of a previous co-chair's term.
- To the extent possible, OHCA shall seek the names and background/interest information of in-home care agency members who wish to serve as co-chair at least 30 calendar days prior to the appointment. OHCA staff have the discretion to modify this timeframe as necessary.
- The chair of the OHCA Board of Directors shall appoint the co-chairs using his/her sole discretion.