Meeting Facilitation and Planning Consultant Services

The Oregon Council for Behavioral Health (OCBH) under the direction of the Oregon Legislature, through an OHA contract, and at the request of behavioral health payors, providers, and consumers, passed legislation to modernize statutes, in order to reduce the redundancy of administrative work and to clarify roles and responsibilities in the public behavioral health system.

OCBH is seeking a consultant to lead and facilitate the committee meetings and overall processes to achieve the required study goals of HB 4092 sect 2 to recommend behavioral health delivery system changes that advance the following goals:

1. Evaluate the provisions in ORS chapters 414 and 430, administrative rules and state contracts affecting behavioral health care providers, coordinated care organizations, private behavioral health care providers and community mental health programs; and
2. Make recommendations for revisions to the statutes, administrative rules, and contracts.
3. Identify redundancies, contradictions, and outdated language in the provisions in ORS chapters 414 and 430 and recommend solutions that address or resolve those redundancies, contradictions, or outdated language to increase efficiencies in the publicly funded behavioral health system to better serve Oregonians.
4. Define and clarify the roles and responsibilities under ORS chapters 414 and 430 and related contract expectations and deliverables of all major behavioral health system partners that constitute the public behavioral health system, including but not limited to coordinated care organizations, community mental health programs, behavioral health organizations, county governments and the Oregon Health Authority; and
5. Develop recommendations to ensure a regulatory framework that is better for the population of behavioral health care consumers and the publicly funded providers needed to serve the population, including by:

    A. Maximizing access to behavioral health services.
    B. Creating portability and accountability for the behavioral health workforce.
    C. Promoting behavioral and physical health integration; and
    D. Addressing the differences between the regulatory structures for privately funded and publicly funded health systems in this state.

Working at the direction of OCBH and a steering committee, the facilitator will develop and execute a plan and timeline for the committee to develop recommendations. The facilitator will engage committee members in a participatory group process to achieve consensus on recommendations and preliminary as well as final reports to the legislature. They also may collaborate with individual committee members and subject matter experts to research background information that may inform these recommendations.

Committee meeting planning and facilitation responsibilities include but are not limited to:

- Scheduling meetings and preparing agendas in collaboration with the steering committee
- Assigning and tracking tasks for committee members
- Collating and summarizing feedback
- Retaining committee documents, meeting summaries and action items, and sharing with committee members shortly after each committee meeting and delivering all documents to OCBH for archiving

- Researching committee questions or coordinating with subject matter experts to provide timely answers.
- Establishing committee timelines and milestones to ensure committee deliverables are on track.
- Inviting and preparing guests or additional subject matter experts to speak with the committee as needed.
- Limited coordination with other similar, existing committees as the steering committee recommends.
- Initiating creative activities that stimulate the development of recommendations.
- Ensuring all voting committee members have the opportunity to share their perspectives and positions on key topics.

Necessary skills:

- Basic knowledge of Oregon's behavioral health delivery system; experience preferred.
- Project and relationship management
- Experience managing coalition consensus processes and maintaining a timeline and communications that are inclusive and transparent.
- Detail orientation to adhere to required activities and timeline, and big picture view to understand how specific language revisions affect the broader system.
- Ability to incorporate diverse perspectives and prioritize equity.
- Creativity in engaging multiple and diverse stakeholders, including using visual aids.

Estimated Timeline: 15-20 hours **average** monthly, for 18 months.