

# HEALTHCARE ADVISORY AD-HOC COMMITTEE

of the Town of Chebeague Island  
MAINE

Adopted by the Board of Selectmen:

Effective: October 12, 2016

Attest:

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Town Clerk

Seal:

**1. PURPOSE AND AUTHORITY**

The purpose of the Healthcare Advisory Ad-Hoc Committee is to begin the work of creating a Healthcare Advisory Committee, subject to approval at a future Town Meeting.

The purpose of the to-be-established Healthcare Advisory Committee is to carry out the directive of Town Meeting (6/22/2016) to form a standing committee to assess and evaluate the healthcare needs and to advise the Board of Selectmen and the community in these matters. The committee will be formed pursuant to 30-A M.R.S.A. § 3001.

**2. ORGANIZATION AND ADMINISTRATION**

- a. **Membership.** The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation:
  - i. One member of the Board of Selectmen or the Town Administrator,
  - ii. One member from the Island Commons Resource Center,
  - iii. One member from the Chebeague Island Council,
  - iv. Two members currently or formerly professionally engaged in healthcare activities,
  - v. Two members at large.
- b. **Appointment.** The Committee shall be appointed by the Board of Selectmen. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
- c. **Member Term.** Members shall serve for terms of three years and may be reappointed for additional terms. Terms shall be staggered to minimize the number of expiring terms in a single year.
- d. **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this memorandum, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings or appoint a chairman pro tempore with a term of one meeting.
- e. **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk. The secretary need not be a member of the committee.
- f. **Meetings and Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice. Attendance at meetings may be by electronic means rather than in person.

- g. **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members present in person or electronically.
- h. **Support.** The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
- i. **Public nature.** All meetings and records shall be subject to the Maine Freedom of Access Act, 1-M.R.S.A. Sections 401-410.

### 3. TASKS LIST

- a. The primary task of the committee is to advise in the creation of a longer term Healthcare Advisory Standing Committee to 'assess and evaluate the healthcare needs of the Island and make appropriate recommendations' (Town Meeting 6/11/2016).

The recommendations should be in the form of a proposed ordinance presented to the Board of Selectmen in time for consideration at the June, 2017 Town Meeting.

The recommendation should address the following topics as a minimum:

- a. Evaluation of the current medical services available to seasonal and year-round residents of Chebeague island. At a minimum address:
  - i. Non-emergent treatment for injuries and ailments,
  - ii. Vital signs and blood testing, and monitoring,
  - iii. Suture removal and other follow-up medical procedures.
- b. Brief Case Studies of existing Municipal health centers in Maine; at a minimum include:
  - i. Isleboro: <http://townofislesboro.com/departments/health-center/>
  - ii. North Haven: <http://www.northhavenmaine.org/north-haven-medical-clinic>
- c. Brief Case Studies of existing Non-Profit health centers
- d. Recommendations to the Board of Selectmen such as:
  - i. Role the Town could play in a health care center
  - ii. Organizational structure
  - iii. Cost/Benefit Analysis
  - iv. Level of services for the island
  - v. Regional cooperative efforts
- b. Embodiment of these recommendations in the form of a draft ordinance creating a Healthcare Advisory Committee for consideration at Town Meeting.

- c. In carrying out the work of the committee
  - i. Hold public meetings to solicit input from the community.
  - ii. Involve committees, organizations and other interested parties in all phases of plan development and implementation.
  - iii. Seek guidance from other healthcare professionals regarding legal and insurance aspects of possible healthcare delivery models.

**4. AUTHORITY OF THE COMMITTEE**

- a. The Committee's authority shall be advisory only.

**5. AMENDMENTS**

This directive may be amended by the municipal officers at any properly noticed meeting.

**6. SEVERABILITY**

In the event any portion of this directive is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.