

THE HEALTH SERVICES COST REVIEW COMMISSION
GUIDELINES FOR TAKING ACTION ON STAFF POLICY RECOMMENDATIONS

With the goal of promoting efficiency and clarity in the process of advancing staff policy recommendations, receiving written comments on recommendations, responding to comments, and taking final Commission action on policy recommendations, the Commission has adopted the following Guidelines:

1. The Commission has set a timeframe for the submission of written comments by the public and interested parties regarding draft recommendations. Specifically, written comments must be submitted within fourteen (14) days, beginning on the day the draft policy recommendation is first made available to the public and interested parties, which will be prior to the public meeting where it is presented. No oral testimony will be received by the Commission at the time a draft policy recommendation is presented to the Commission at its public meeting. Notice of the written comment period will be posted on the Commission's website.
2. Staff will only consider and respond to timely filed written comments. Staff's final recommendation will include substantive written responses to those timely filed comments it receives. Staff's final recommendation will be available to the Commission, the public, and to interested parties no less than seven (7) days before the Commission meeting where final Commission action on the policy recommendation is expected. If staff's written responses are not provided in accordance with this section, then the Commission, by vote, may defer taking final action on a policy recommendation.
3. The Commission may adjust the time period for staff analysis or public comment where circumstances warrant. Requests for additional comment time from the public and any interested parties must be made at the Commission meeting when staff presents its draft recommendation.
4. To provide staff with sufficient time to fully analyze the comments received, and for interested parties to respond to the staff analysis, the Commission understands that, at times, the final recommendation may not be offered or acted on at the first Commission meeting after staff presents the draft policy recommendation.
5. In those circumstances where the public interest is best served, the Commission may condense the time period for taking action on a staff policy recommendation.
6. When staff presents a final policy recommendation for action during a public Commission meeting, the Commission will allow those persons or parties who previously submitted timely written comments to present oral testimony summarizing their positions before final action is taken.
7. Any oral testimony that the Commission hears will be limited to those issues raised in written comments. If the Commission determines that the final policy recommendation includes substantive changes to the draft policy recommendation, then the Commission may allow for additional oral testimony on such changes.
8. The Chairman will set a reasonable period of time for each oral presentation to be made.