

WYOMING TELEHEALTH NETWORK (WYNETTE) OPERATING CHARTER

Purpose

This document establishes the Operating Charter of the Wyoming Telehealth Network (WYNETTE) to broaden the level of telehealth activities across Wyoming. The WYNETTE will enable leaders of the healthcare community to organize around shared interests and ensure that the healthcare community's voice is heard effectively in telehealth network matters.

WYNETTE GOALS

The growing interest in telehealth is evidenced by the increasing number of efforts to build telehealth capacity. These efforts have the potential to improve health care access, quality, and cost-effectiveness, and include both the public and private sectors. However, the efforts have, for the most part, developed independently.

Over the last two years, representatives from the organizations listed below have formed the Wyoming Telehealth Leadership Group.

- Wyoming Department of Health (WDH);
- Cheyenne Regional Medical Center (CRMC);
- Wyoming Medical Center (WMC);
- Wyoming Hospital Association (WHA);
- University of Wyoming Center for Rural Health Research and Education (UW-CRHRE);
- Wyoming Medical Society (WMS);
- Wyoming Health Information Organization (WyHIO).

This group is addressing statewide telehealth network issues, and has adopted three major goals:

1. Complete the deployment of a statewide telehealth network.
2. Implement telehealth applications for the statewide telehealth network, focusing initially on Continuing Medical Education (CME), with later expansion to clinical applications.
3. Develop a plan for sustaining Wyoming's telehealth efforts.

BENEFITS OF COLLABORATION

A collaborative effort of Wyoming's healthcare community could provide a number of benefits:

- Improve the cost, quality, access to, and safety of healthcare in the public and private sectors.
- Educate the public, the healthcare community, and key business and political leaders on the value of telehealth.
- Reach consensus across the healthcare community on the needs, direction, implementation, and use of telehealth.
- Ensure the community's voice is heard in matters of in telehealth direction setting, technology selection and implementation, education, laws, and incentives for adoption.
- Implement and sustain statewide networks to support telehealth.

- Highlight the telehealth activities of network members.
- Increase the number of organizational, community, and state level telehealth activities.

WYNETTE ACTIVITIES

Initial activities of the WYNETTE are proposed as follows:

- Seek financial and political support.
- Guide and oversee network design, installation, and operations.
- To build credibility and value, begin delivery of those priority services that can be quickly implemented with existing resources.
- Determine the longer term service needs and priorities of the healthcare community.
- Develop and implement the network business plan, with an emphasis on sustainability and measurement of value provided.

OPERATING PRINCIPLES

WYNETTE operations will be guided by the following set of principles:

- Support inclusiveness in participation across all interested parties and organizations statewide.
- Recognize the varying organizational needs, models, and developmental stages of telehealth initiatives across Wyoming.
- Build upon existing activities, experience, skills and resources in the design and implementation of statewide networks.
- Encourage participation and commitment by members to build consensus, support WYNETTE operations, and establish an effective voice for state-level telehealth perspectives, issues, and opportunities.

NETWORK LEADERSHIP AND OPERATION

Telehealth Leadership Group

The Telehealth Leadership Group (Group) will provide initial leadership and guidance for WYNETTE activities. The initial Group shall consist of representatives of the following organizations:

- Wyoming Department of Health (WDH);
- Cheyenne Regional Medical Center (CRMC);
- Wyoming Medical Center (WMC);
- Wyoming Hospital Association (WHA);
- University of Wyoming Center for Rural Health Research and Education (UW-CRHRE);
- Wyoming Medical Society (WMS);
- Wyoming Health Information Organization (WyHIO).

Telehealth Leadership Group Responsibilities

The Telehealth Leadership Group (Group) will be responsible for the following WYNETTE activities:

- Articulate the mission, purpose, goals, means, and primary constituents served.
- Provide oversight of the design, financing, and implementation of the telecommunications infrastructure and related services required for operations.

- Ensure adequate resources are available for implementation and operations.
- Ensure legal and ethical integrity, and maintain accountability.
- Ensure effective planning.
- Enhance public standing and support.
- Determine, monitor, and strengthen the services, consistent with the mission.
- Maintain appropriate records of operations and the Group's activities.
- Create and empower committees as deemed appropriate to carry out activities.
- Determine membership criteria, classes, and fees.

Voting and Quorum

A quorum shall be required to conduct official business. A quorum shall be a majority of the members of the Group. Actions and approvals of the Group shall be by consensus. However, the Chairperson may ask for a vote if a clear consensus of the voting members cannot be reached. In those situations requiring a vote, a majority vote shall be required to pass a motion. A majority vote means a majority of the votes cast, at a legal meeting, a quorum being present.

Meetings

Meetings shall be held at regular dates and times as determined by the Group. Special meetings shall be held at the call of the Chairperson, or one-half of the members of the Group. Minutes shall be kept and distributed to members of the Group and other interested parties. Meeting participation by electronic means shall be allowed.

Officers

The Group shall elect from its membership a Chairperson and Vice-Chairperson at its regular meeting in XXXX of each year, to serve a one-year term beginning in XXXX of each year. Election shall be by majority vote.

- A. Duties of the Chairperson: The Chairperson shall preside at the Group meetings, provide minutes be taken and distributed, and ensure all actions and recommendations are communicated to the necessary parties.
- B. Duties of the Vice-Chairperson: The Vice-Chairperson shall preside at the Group meetings in the absence of the Chairperson. The Vice-Chairperson shall, at the Chairperson's request, perform any of the duties of the Chairperson.

Period of Agreement

This Charter is effective upon signing and shall remain in effect until termination by any Group Member with 30 day written notice.

Amendments

This charter may be amended by a two-thirds vote of the Group.

Adoption

We, the undersigned, are all of the initial Telehealth Leadership Group of the Wyoming Telehealth Network (WYNETTE), and we consent to, and hereby do, adopt the foregoing Charter, consisting of the three (3) preceding pages.

Dated: _____

DRAFT