

INSTRUCTIONS FOR CONSUMER REPRESENTATIVE APPLICATION REVIEW  
(to be emailed with applications)

Dear Fellow CAB Members

At our December 11<sup>th</sup> meeting, we will be reviewing applications and making recommendations for the following Consumer Representatives – One (1) CAB Member and two (2) Consumer Representatives to the Practice Transformation Task Force

Attached are the applications we have received.

Important steps in this process:

1. Please carefully review these applications and complete the attached Scoring Grid **before** the December 11<sup>th</sup> meeting.
2. If you cannot attend meeting in person we ask that you send your completed score sheet to Jeannina no later than 10 a.m. the day of the meeting. There will be no call-in capability for this meeting.
3. The day of the meeting, CAB will vote to go into Executive Session to discuss and consider applications as a personnel matter. We will, of course, honor any applicants request to discuss their application in public.
4. During Executive Session, applications will be discussed **before** we turn in our score sheets to Jeannina to tally the total scores. This will give us the opportunity to consider our scores based upon discussion. Once scores are tallied, candidates will be recommended based on the highest total scores.
5. CAB will come out of Executive Session. A motion to recommend new CAB members and alternates will be considered. The results will be reported to Steering Committee.

Priorities/Criteria for New Quality Council Members

It is important that scoring of application be based upon the following priorities. These include:

- Consumers with direct patient and family experience with health conditions including, but not limited to, heart disease, diabetes, asthma, arthritis, mental illness, or drug and alcohol abuse.
- Candidates from diverse racial, ethnic and community backgrounds.
- Candidates who are comfortable sharing views; have good problem-solving skills and willing to work with others.

- It is important to note whether an applicant has a possible conflict of interest. By conflict of interest we mean that the applicant, their employer, or immediate family members could possibly benefit from the outcome of the decision process, financially or otherwise.

Thank you for participating in this important process. If you have any questions, please feel free to contact us. Looking forward to seeing you on December 11<sup>th</sup>.