

HF345 - 1E - "Palliative Care Advisory Committee"

Chief Author: **Nick Zerwas**
 Committee: **Health and Human Services Finance**
 Date Completed: **03/06/2017**
 Agency: **Health Dept**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact	X	

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings) Dollars in Thousands	Biennium			Biennium	
	FY2017	FY2018	FY2019	FY2020	FY2021
General Fund	-	44	44	44	44
Total	-	44	44	44	44
Biennial Total			88		88

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2017	FY2018	FY2019	FY2020	FY2021
General Fund	-	.5	.5	.5	.5
Total	-	.5	.5	.5	.5

Executive Budget Officer's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with MMB's Fiscal Note policies.

EBO Signature: Paul Moore Date: 3/6/2017 12:52:10 PM
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State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands	FY2017	FY2018	FY2019	FY2020	FY2021	
General Fund	-	44	44	44	44	44
Total	-	44	44	44	44	44
Biennial Total			88			88
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund	-	44	44	44	44	44
Total	-	44	44	44	44	44
Biennial Total			88			88
2 - Revenues, Transfers In*						
General Fund	-	-	-	-	-	-
Total	-	-	-	-	-	-
Biennial Total			-			-

Bill Description

Section 1.

Subdivisions 1-2 of the bill requires the establishment of a Palliative Care Advisory Council to advise and assist the commissioner of health regarding improving the quality and delivery of patient-centered and family-focused palliative care.

Membership of the Council shall consist of 18 public members and 4 members of the legislature. The commissioner of health shall appoint 18 public members. Council membership must include, where possible, representation that is racially, culturally, linguistically, geographically, and economically diverse. The Council also must include at least six members who reside outside Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Mille Lacs, Ramsey, Scott, Sherburne, Sibley, Stearns, Washington, or Wright Counties.

Council membership must include health professionals who have palliative care work experience or expertise in palliative care delivery models in a variety of settings. Membership must also include persons who have experience in palliative care research, palliative care instruction in medical or nursing school setting, palliative care services for veterans as a provider or recipient, or pediatric care.

Subdivision 3 of this bill requires that members of the Council serve for a term of three years and they may be reappointed.

Subdivision 4 of this bill requires the commissioner (or designee) to provide meeting space and administrative services for the Council.

Subdivision 5 requires the appointing authorities to appoint the first members of the Council by July 1, 2017. The commissioner shall convene the first meeting by September 15, 2017, and the commissioner or the commissioner’s designee shall act as chair until the Council elects a chair at the first meeting.

Subdivisions 6-7 require, at the Council’s first meeting, and biannually thereafter, that the members elect a chair and a vice-chair whose duties shall be established by the Council. The Council chair shall fix a time and place for regular meetings of the Council, which shall meet at least twice yearly.

Subdivision 8 requires that public members of the Council serve without compensation, except for reimbursement from the commissioner for allowed actual and necessary expenses incurred in the performance of Council duties.

Subdivision 9 requires the Council shall consult with and advise the commissioner on matters related to the establishment, maintenance, operation, and outcomes evaluation of palliative care initiatives in the state.

By February 15 of each year, the Council shall prepare and submit a report containing: (1) the advisory committee's assessment of the availability of palliative care in the state; (2) the advisory committee's analysis of barriers to greater access to palliative care; and (3) recommendations for legislative action. The Department of health is required to publish the report each year on the department's web site.

This section is effective the day following final enactment.

This legislation does not contain an appropriation.

Assumptions

Based on the legislative requirements in the bill, and our experience with supporting similar advisory Councils and Committees, we have the following assumptions:

- The Council will consist of 22 members.
- MDH will provide administrative services to support the Council.
- Meetings will occur at least **2 times per year**, and some of these meetings will take place in Greater Minnesota.
- Refreshments are required for 22 Council members; and meeting space (rent) may be necessary for meetings in Greater Minnesota.
- Cost estimates do not include any reimbursement for Council member travel expenses.
- MDH will be required to develop and maintain new web content about palliative care, including annual reports and information about the Council.
- MDH staff also will help compile and prepare annual reports.

The cost of 0.5 FTE Planner Senior State position will be necessary, along with related operational expenses, to coordinate and manage this activity. Specifically, this staff person will:

- Coordinate with the Minnesota Secretary of State's Office to manage legislative appointments for the Council (when the Council is newly established, and as member terms conclude or expire).
- Develop and implement a process and materials for making non-legislative appointments to the Council; this includes an appointment form, instructions, and evaluation criteria for reviewing/selecting members.
- Prepare and distribute letters for the Commissioner's signature to appoint new members; and to thank members whose terms have concluded.
- Prepare agendas and schedule quarterly meetings of the Council.
- Coordinate with Council members and partners to compile background materials for Council meetings; distribute materials to the Council.
- Complete RAISE forms for refreshments; meeting rooms.
- Set up meetings and provide technical assistance for laptops and projectors; gather presentations.
- Prepare meeting notes/summaries and distribute to the Council.
- Compile annual reports for the Council; evaluate and incorporate comments from members; ensure the reports meets state IT web accessibility standards; publish the final report on MDH's web site.
- Develop and maintain web content to host reports and information about the Council.
- Respond to inquiries from the Council and public, as needed (email, phone).

Expenditure and/or Revenue Formula

SUMMARY						
FUND BACT	EXPENDITURES (dollars in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
GF 1000 BACT 1	Salary and Fringe Benefits	-	37	37	37	37
	Other Operating	-	3	3	3	3

	Costs					
	Grants	-	-	-	-	-
	Administrative Services	-	4	4	4	4
	OR Indirect Cost	-	-	-	-	-
	TOTAL EXPENSES	-	44	44	44	44
	TOTAL REVENUES	-	-	-	-	-
	NET COST <SAVINGS>	-	44	44	44	44

Long-Term Fiscal Considerations

Local Fiscal Impact

If local government units are appointed to the Council, they will be required to dedicate staff time to review materials and participate in meetings. This bill requires that public members of the Council serve without compensation, except for reimbursement from the commissioner for allowed actual and necessary expenses incurred in the performance of Council duties.

References/Sources

MN Cancer Alliance: Cancer Plan Minnesota 2025: <http://mncanceralliance.org/>

Agency Contact:

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