



## CHARTER

### NATIONAL ADVISORY COMMITTEE ON RURAL HEALTH AND HUMAN SERVICES

1. Committee's Official Designation: The Committee shall be known as the National Advisory Committee on Rural Health and Human Services (NACRHHS or the Committee).
2. Authority: The NACRHHS is authorized by 42 U.S.C. 217a; Section 222 of the Public Health Service (PHS) Act, as amended. The Committee is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. Appendix 2), as amended.
3. Objectives and Scope of Activities: The NACRHHS provides advice and recommendations on issues related to how the Department of Health and Human Services (HHS or the Department) and its programs serve rural communities. The Committee represents a public/private partnership that will focus attention and existing resources on rural health and human service problems, including the provision and financing of health care and human services in rural areas.
4. Description of Duties: The NACRHHS shall have the option of producing reports on key rural issues along with recommendations for possible solutions and may solicit input from the Department and the field regarding issues on which to focus. The Committee also has the option of conferring with and coordinating its activities with other advisory groups in the fields of rural health and human services.
5. Agency or Official to Whom the Committee Reports: The NACRHHS provides advice and recommendations to the Secretary of HHS (Secretary).
6. Support: Management and support services are provided by the Federal Office of Rural Health Policy of the Health Resources and Services Administration (HRSA).
7. Estimated Annual Operating Costs and Staff Years: The estimated annual cost for operating the NACRHHS, including compensation and travel expenses for members but excluding staff support is \$259,452. Estimated staff support required is 1.65 FTE years at an estimated annual cost of \$204,409.
8. Designated Federal Officer: HRSA will select a full-time or permanent part-time federal employee, appointed in accordance with agency procedure, to serve as the Designated Federal Officer (DFO) and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO approves and prepares all meeting agendas, calls all committee or subcommittee meetings, attends all

committee and subcommittee meetings, adjourns any meeting when the DFO determines adjournment to be in the public interest, and chairs meetings when directed to do so by the Secretary. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time employees will be designated as DFO and carry out these duties on a temporary basis.

9. Estimated Number and Frequency of Meetings: The NACRHHS may meet up to three times a year. Each meeting must be called or approved by the DFO. Meetings may be in person or via webcast. The NACRHHS may hold meetings in the field to gather input from rural citizens. Meetings shall be open to the public except as determined otherwise by the Secretary in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the FACA of 1972 (5 U.S.C. Appendix 2). Notice of all meetings shall be given to the public. Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and departmental regulations. A majority of the appointed members of the Committee, including the Chair, constitute a quorum, but a lesser number may hold hearings. Any vacancy in the Committee does not affect its power to function.
10. Duration: Continuing.
11. Termination: Unless renewed by appropriate action prior to its expiration, the NACRHHS will terminate 2 years from the filing date of the charter.
12. Membership and Designation: The NACRHHS consists of up to 21 members appointed by the Secretary. Members represent the diversity of health and human service issues in rural America. Approximately two thirds of the members should be rural health experts and approximately one third should be rural human services experts.

These individuals shall represent an appropriate geographic representative mix from across the country, including the Chair, selected by the Secretary, from authorities knowledgeable in the fields of delivery, financing, research, development, and administration of health care and human services in rural areas. Such authorities shall include representatives from state and local governments, foundations, provider associations, and other rural interest groups. Committee members should reflect a broad array of expertise, including Title XVIII, IX, and XXI of the Social Security Act, and be knowledgeable with the range of rural-focused health programs under the purview of the Secretary, as well as knowledgeable in the fields of rural human and social services, including issues related to transportation, children and family services, social work, services for the elderly, and rural economic development.

The Committee's health members should include representatives from the following key rural health care sectors: rural hospitals, physicians with experience practicing in rural areas, nurses with experience practicing in rural areas, rural health clinic clinicians, community health center administrators or clinicians, rural health researchers, mental health clinicians with experience practicing in rural areas, and State Office of Rural Health executives.

The Committee's human service members should include representatives from the following key rural human service sectors: State health and human service department executives,

Area Agencies on Aging, Head Start centers, rural human service research experts, and community action agency executives.

The Committee has the option of appointing ex-officio members from the Department who bring an area of expertise needed to support and enhance Committee activities. These positions will be filled by senior policy experts from any of the Department's operating divisions on issues related to human services in rural areas. Ex-officios serve under no-fixed term.

Non-federal members, appointed by the Secretary, will serve as Special Government Employees. Special Government Employees shall be invited to each serve a 4-year term. A one-time member extension of up-to 180 days is allowed with HRSA Administrator approval.

13. Subcommittees: Standing and ad hoc subcommittees, composed of members of the parent committee, may be established with the approval of the Secretary or designee to perform specific functions within the NACRHHS jurisdiction. Subcommittees must report back to the parent Committee, and do not provide advice or work products directly to the Department or HRSA. The Department's Committee Management Officer will be notified upon the establishment of each subcommittee and will be provided information on the subcommittee's name, membership, function, and estimated frequency of meetings.
14. Recordkeeping: Records of the Advisory Committee, formally and informally established subcommittees, or other subgroups of the Advisory Committee, shall be handled in accordance with General Records Schedule 6.2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
15. Filing Date: October 29, 2021

Approved:

October 27, 2021

Date

/S/

---

Diana Espinosa  
Acting Administrator, Health Resources and  
Services Administration