HUMAN SERVICES DEPARTMENT

GRADUATE MEDICAL EDUCATION EXPANSION
REVIEW BOARD & ADVISORY GROUP
OPEN MEETINGS RESOLUTION – 2019

WHEREAS, House Bill 480 (HB480) seeks to improve the healthcare workforce in New Mexico, particularly in the fields of primary care; and, to improve the health and well-being of residents, (particularly Medicaid beneficiaries and those residing in rural, frontier, and medically underserved areas); and

WHEREAS, HB480 establishes the GME Expansion Grant Program Act, which will distribute grant funding to programs developing and implementing GME training in New Mexico; and

WHEREAS, HB480 establishes the GME Expansion Review Board, which is composed of nine members, including representatives from the Human Services Department (HSD), Higher Education Department (HED), hospitals, primary care consortiums and medical organizations, and osteopathic and allopathic medical professional societies and associations; and

WHEREAS, the Board will develop a statewide strategic plan for expanding GME training programs, review grant applications and grants awarded, and evaluate program standards and curriculum guidelines, among other duties; and

WHEREAS, members of the Board will do this work in collaboration and consultation with HSD and the GME Expansion Advisory Group; and,

WHEREAS, the GME Expansion Review Board is required to follow the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4); and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act states that, except as may be otherwise provided for in the New Mexico Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act states that any meeting subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the GME Expansion Review Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED:

The GME Expansion Review Board shall hold its regular meetings on the first Friday in September, December, March and June at a time and location that will be determined for each meeting and be named in the public notice for that meeting.

Established meeting dates, times and locations shall be subject to change on the order of the Secretary of the Human Services Department or in the absence of the Secretary, the Board Chair.

Not less than 72 hours prior to an GME Expansion Review Board meeting a notice of the meeting shall be posted on the HSD website. The notice shall include the date, time, and location of the meeting and where to obtain an agenda and any meeting materials. The notice shall also contain information on access to the meeting for persons with disabilities.

In compliance with 10-15-1 (D), the GME Expansion Review Board shall publish meeting notices in the local media outlets (e.g. newspaper, television stations) in circulation in the area in which the meeting will take place.

Not less than 72 hours prior to a meeting the final draft agenda shall be posted on the HSD website. Emergency or special meetings shall be called only for matters requiring urgent action.

Notice of an emergency or special meeting shall be announced on the HSD website and shall be published in the local media outlets in circulation in the area in which the meeting will take place as soon as is reasonably feasible to provide as much notice as possible. The GME Expansion Review Board is required to report actions on emergency matters within five (5) business days of acting on an emergency action to the New Mexico Attorney General's Office.

A member of the GME Expansion Review Board may participate in any meeting by means of a conference telephone or other similar communications equipment only when it is otherwise difficult or impossible to attend the meeting in person. A Board member may participate in a meeting pursuant to this paragraph so long as: (1) the individual participating pursuant to this paragraph is identifiable when speaking; (2) all participants are able to hear each other at the same time; and, (3) members of the public attending the meeting are able to hear any individual who speaks during the meeting, and (4) telephonic attendance is requested and approved by the HSD Secretary.

A majority of statutorily appointed GME Expansion Review Board members or their designees shall constitute a quorum. For the adoption of any motion that is in order, a majority vote of statutorily appointed GME Expansion Review Board members or their designees is required. A vote by proxy is prohibited.

The GME Expansion Review Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement under Section 10-15-1 (H) of the Open Meetings Act. The general nature of any matters discussed in closed meetings shall be recorded with reasonable specificity in the minutes.

Minutes of all meetings shall be prepared within ten (10) business days of the end of the meeting, but shall not become official unless and until approved by a majority of a quorum of the GME Expansion Review Board at its next regularly scheduled meeting.

Media attendance at GME Expansion Review Board meetings will be subject to the HSD's media policies.

Passed by the GME Expansion Review Board and is effective December 6, 2019.

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Secretary David R. Scrase, M.D. Date
New Mexico Human Services Department
Member, Graduate Medical Education Expansion Review Board

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David Rakel, M.D. Date
Professor & Chair, UNM School of Family and Community Medicine
Chair, Graduate Medical Education Expansion Review Board