

DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
ADVISORY COMMITTEE FOR CARES BUSINESS PLAN STUDIES

A. OFFICIAL DESIGNATION: Department of Veterans Affairs Advisory Committee for CARES Business Plan Studies.

B. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee will continue the Capital Asset Realignment for Enhanced Services (CARES) process, which has included the independent CARES Commission report in February 2004 and the Secretary's CARES Decision in May 2004 (based upon recommendations in the Commission report). The Secretary's CARES Decision identified implementation issues that required further study, to include additional stakeholder input, at selected sites. The Committee will fulfill the Department's pledge to consult with stakeholders as part of its implementation of the Secretary's CARES Decision. The Committee will ensure that the full range of stakeholder interests and concerns are assembled, publicly articulated, accurately documented, and considered in the development of site-level business plans for implementing CARES recommendations and decisions. In attaining its objectives, the Committee will be guided by the Department's imperative that health care for veterans be accessible, high quality, and cost-effective, be delivered in a safe environment, and maximize revenues from alternative or complementary uses for those sites where care is currently being provided.

C. PERIOD OF TIME NECESSARY FOR THE COMMITTEE TO CARRY OUT ITS PURPOSE(S): The Committee and its subcommittees are expected to complete their responsibilities not later than December 31, 2008.

D. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee or designated subcommittee shall report to the Secretary of Veterans Affairs, or to a designee chosen by the Secretary.

E. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: The Office of Strategic Initiatives within the Veterans Health Administration, or a designee chosen by the Secretary, will provide any necessary support for the Committee and its subcommittees.

F. DUTIES OF THE COMMITTEE: Subcommittees will be established to perform duties and functions within the Committee's purview. The Committee or designated subcommittee is responsible for assembling and providing stakeholder input to the Department in connection with the Department's study, development, and selection of business plans to implement the CARES Decision at sites identified in the CARES Decision that required further study. The Committee or designated subcommittee will provide advice on proposed business plans or alternative business plans to be considered, and may relay any general concerns that the Department should consider in the selection process.

The advice provided by the Committee or designated subcommittee will be site-specific. The Committee or designated subcommittee may provide advice to the Department through a contractor hired by the Department to perform the CARES studies. In

providing input and advice, the Committee or designated subcommittee shall comply with and meet any deadlines set by the Department and/or the VA contractor. At each site, and at the following defined stages, the Committee or designated subcommittee will:

- Provide advice regarding stakeholder issues as the study of potential business plans begins at each site.
- Provide advice regarding possible business plans to be studied at each site.
- Provide advice regarding the draft business plan for each site.
- Provide advice regarding the final business plan for each site.

The Committee or designated subcommittee will hold public meetings at each site to seek and provide stakeholder input. In addition to the public meetings, the Committee or designated subcommittee will seek stakeholder input through other means, such as advertising and creation of a Web site as supported by the VA contractor. All Committee and subcommittee meetings and activities shall comply with the requirements of the Federal Advisory Committee Act and VA's policies governing advisory committees, including but not limited to the Act's public notification, open meetings, and recordkeeping requirements.

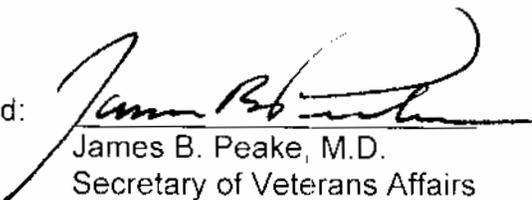
The Committee and its subcommittees may consist of individuals who can effectively express the views of veterans service organizations, governmental agencies, health care providers, planning agencies, and community organizations with a direct interest in the study outcome.

G. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS:
Estimated operating costs are \$450,000 and 2.1 FTE staff-years for the expected term of the Committee.

H. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The Committee or designated subcommittee may meet up to 5 times at each site. The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of meetings. The DFO or a designee will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

I. COMMITTEE TERMINATION DATE: December 31, 2008

J. DATE CHARTER IS FILED:

Approved: 
James B. Peake, M.D.
Secretary of Veterans Affairs

Date: 12/28/07