



CAC Ad Hoc Committee

Define Purpose

TPA Operating Procedures:

“From time to time, an advisory committee or the Executive Director may form an ad hoc committee for the purpose of investigating specific subject areas of interest. Ad hoc committees shall report to the advisory committee(s) on their activities at the next available meeting.”

Sunshine Law

[A] committee is not subject to the Sunshine Law if the committee has only been delegated information-gathering or fact-finding authority and only conducts such activities.

Need to be careful not to discuss anything that might come up for a vote to the CAC.

Outcome of ad hoc committee

Report back on committee member findings to CAC

If necessary, additional work can be done based on amount of effort:

- Option to request TPA staff to administer work order for small items
- Option for large-scale research with widespread interest to be added to the Strategic Plan.

Steps

1. Define purpose (fact finding v decision-making)
2. Create membership
3. Discuss coordination
 - Emails
 - In-person
4. Report back to CAC
5. CAC next steps if necessary