



THE HIV MEDICINE ACCESS WORKGROUP

How We Will Operate

1. Charge and Background:

The LGBTQ Commission was directed to submit a brief report to the Legislature regarding the following topics listed below. This report is due to the appropriate committees of the Legislature on November 1, 2021:

- i. Access to HIV antiretroviral drugs on the medicaid drug formulary, including short- and long-term fiscal implications of eliminating current prior authorization and fail-first requirements;
- ii. Impact of drug access on public health and the statewide goal of reducing HIV transmissions; and
- iii. Maximizing pharmaceutical drug rebates for HIV antiretroviral drugs.

The report is due to the appropriate committees of the Legislature on November 1, 2021. The Legislature also directed the LGBTQ Commission to collaborate with the Washington State Health Care Authority (HCA), the Washington State Department of Health (DOH), people living with HIV in Washington, consumers, and medical professionals with expertise in serving the medicaid population living with HIV as they develop the recommendations in their report.

To this end, the LGBTQ Commission has decided to convene an HIV Medicine Access Workgroup to assist them in meeting the direction given by the Legislature. In addition, the LGBTQ Commission expects to hold one or more Town Halls to assist with the effort.

2. Participants and Roles

a. HIV Medicine Access Workgroup:

Participants from each of the entities, groups, interests and affected parties listed above have been asked to collaborate with the LGBTQ Commission, as per the direction from the Legislature.

b. LGBTQ Commission:

The Executive Director, the Program Manager and interested Commission members will collaborate with the Workgroup, sponsor Town Hall meeting(s) and author the brief report required by the Legislature.

c. Facilitation team:

The facilitation team will be responsible to both the Workgroup and the LGBTQ Commission staff to guide each in meeting the charge given by the Legislature.

3. Schedule, Tasks and Products

What	When	Purpose/Product
Meeting 1	Mon Aug 23 9: 30 – 2:30	Orientation / Confirm and clarify project, products and direction
Tasks for LGBTQ Commission staff and facilitation team post-meeting	Thu Aug 26	Complete summary of Meeting 1 and update blueprint for Input Report from Workgroup; distribute
	Wed Sept 8	Provide agenda for Sept 13 meeting
Tasks for Workgroup participants post-meeting	Tues Aug 24 – Thu Sept 9	Do any requested research or tasks, or provide commentary, based on next steps identified at close of Meeting 1
Meeting 2	Mon Sept 13 9:30 – 12:30	Refine and confirm topics for recommendations; begin shaping these
Tasks for LGBTQ Commission staff and facilitation team post-meeting	Thu Sept 16	Complete summary of Meeting 1 and update blueprint for Input Report from Workgroup; distribute
	Wed Sept 29	Provide agenda for Oct 4 meeting
Tasks for Workgroup participants post-meeting	Tues Sept 18 – Thu Sept 30	Do any requested research or tasks, or provide commentary, based on next steps identified at close of Meeting 2
Town Hall #1	TBD	
Meeting 3	Mon Oct 4 9:30 – 12:30	Refine and confirm recommendations; continue shaping these
Tasks for LGBTQ Commission staff and facilitation team post-meeting	Thu Oct 7	Complete summary of Meeting 3 and update blueprint and substantive content for Input Report from Workgroup; distribute
	Wed Oct 20	Provide agenda for Oct 25 meeting
Tasks for Workgroup participants post-meeting	Tues Oct 5 – Thu Oct 21	Do any requested research or tasks, or provide commentary, based on next steps identified at close of Meeting 3
Town Hall #2		
Meeting 4 <i>*please note meeting is longer*</i>	Mon Oct 25 9:30 – 2:30	Review content of Input Report from Workgroup; affirm that dissent and discussion is adequately captured
Tasks for LGBTQ Commission staff and facilitation team post-meeting	Wed Oct 27	Complete summary of Meeting 4 and finalize Input Report.
Brief Final Report delivered to Legislature by LGBTQ Commission	Mon Nov 1	The report will also be delivered to Workgroup participants and available online

4. Norms for Workgroup

a. *Our Exchanges with One Another:*

We expect candor, confidence and compassion as we speak with and listen to one another. This means *respect*:

R = We take **responsibility** for we say, believe and feel.

E = We **engage** in **empathetic** and **energetic** listening.

S = We **support** our right to have differing communication **styles** and are slow to take offense; we don't require others to 'code switch', though we can ask respectfully for education/clarification.

P = We **ponder** what we hear before we pounce. We **present** our responses vigorously and fully.

E = We **examine** our assumptions and perceptions. We **elicit** the insights of others.

C = We stay **curious** about the insights and experience of others, and value these.

T = We treat **time** as a precious – and limited – resource.

b. *Participants can and will:*

- Speak from the point of view of their constituencies, communities and leadership.
- Will expedite internal review cycles.
- Will attend each meeting and will prepare in advance.
- Will focus on outcomes.
- Will give thorough of products review of products without wordsmithing.

c. *Meeting Management:*

- The content of each meeting is considered, pursuant to Ch. 42.56 RCW, a communication with state employee(s). Therefore, all content and communications associated with the meeting are considered public records and may be subject to disclosure.
- Meetings will be held via Zoom.
- Agendas, materials, focus questions and work requested in advance of the meeting will be prepared and distributed prior to the meeting.
- Meetings will be facilitated; will start and end on time unless agreement is reached with participants to do otherwise.
- The focus of the meetings will be on the end goal of the work.
- All meetings are open to the public to observe.

5. Products and Decisions:

a. *Products*

- The LGBTQ Commission and staff are responsible, as per direction from the Legislature, for preparing a **Brief Report** that addresses the topics listed at the beginning of this document.
- The Workgroup will provide the LGBTQ Commission with an **Input Report** to inform and assist Commission staff in preparing their Brief Report as required by the Legislature.

b. Workgroup Decisions

- Agreement from Workgroup members on the content to be included in the ***Input Report*** is desirable. In many instances, consensus may be achievable. Where consensus is not available, attending members will vote. Two votes will be available for each entity represented in the Workgroup.
- The facilitation team will be responsible for checking with the Workgroup during meetings for their collective readiness to either confirm a consensus or move to a vote.
- The depth and breadth of both agreement and dissent will be included in the meeting summary, as well as essential background.
- LGBTQ Commission staff are encouraged to include the reasons behind both agreement and dissent in their Brief Final Report to the Legislature.

c. Information that Serves the Workgroup

- The LGBTQ Commission staff will be responsible for bringing information to the Workgroup that will serve them in deliberations, in their understanding of the needs and interests of others, and in shaping the content of the Workgroup's ***Input Report***.
- The LGBTQ Commission staff will do to their best to compile and make information available. In some instances, this may mean the LGBTQ Commission will ask Workgroup members to bring information to the table.
- When requesting information, Workgroup members will weigh the importance of the information they desire relative to the time available and the impact the information is likely to have on moving the discussion forward.