

Hennepin Healthcare Public Research Advisory Board (PRAB) Charter
Effective Date: November 18, 2019

I. Purpose

The Public Research Advisory Board (PRAB) is a group of volunteer members who serve as an Advisory Body to the Hennepin Healthcare Board of Directors reporting through the Mission Effectiveness Committee to assist in advising researchers at Hennepin Healthcare and its Institutional Review Board (“IRB”) on how best to engage the community and under-represented populations in evidence-supported research for improving standards of care, and to foster collaboration among those populations and researchers at Hennepin Healthcare. This includes advising the Mission Effectiveness Committee and the IRB on communities’ perspectives of research, policies, and procedures, and allowing the IRB and Hennepin Healthcare to create better strategic and business plans to better inform the community of its work and the regulations it is required to follow.

II. Objectives

1. Advance community engaged research at Hennepin Healthcare
2. Advise researchers and the IRB on how best to inform the community about, and involve the community in, the development of research proposals, including the informed consent process and any waiver or exception from the informed consent process.
3. Provide input to researchers and the IRB on how to conduct research at Hennepin Healthcare in a culturally appropriate and responsive manner for our community. This includes providing feedback on policies, strategies, business plans, procedures, and public-facing materials related to research with human participants, like a public webpage to increase community stakeholder interaction with researchers at Hennepin Healthcare.
4. Provide guidance on planning how best to respond to identified community needs and concerns regarding research proposals and the informed consent process.
5. Identify opportunities for researchers at Hennepin Healthcare to engage the community and under-represented populations in research projects, like identifying potential community organizations for partnered research and facilitating initial interactions between researchers and community organizations

III. Membership

The PRAB is appointed by the Mission Effectiveness Committee subject to the approval of the full Hennepin Healthcare Board. Members are recruited by the HHS Executive Leadership Team (ELT) working in conjunction with PRAB every two years and invited to serve two or three year staggered terms. Subject to reappointment at the end of each term, members may serve a maximum of three two-year or two three-year terms.

Staffing and resources to support the Advisory Committee provided by Hennepin Healthcare.

The PRAB will be comprised of no less than 11 members.

- Nine members will be voting members who shall be academic, professional, and community experts in human subject protection programs, ethicists, research subjects, surrogate decision-makers/legally authorized representatives, research advocates, community leaders, and service providers from community-based, organizations. Members shall represent diverse profiles (e.g., race, ethnicity, gender, age, ability, socioeconomic status, home community, geographical location within the state), experiences, and expertise. Membership shall not discriminate against any individuals based on race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Members must share an interest in research being conducted in culturally appropriate manner and responsive to community needs.
- Three members will be ex officio nonvoting members, including the Chief Medical Officer (or his or her designee of comparable rank or position), the President of the Hennepin Healthcare Research Institute (or the Vice President in their absence), and the Chair of the IRB (or the Vice Chair in their absence).

IV. Membership Selection & Appointment Process

Recommendations for membership shall be accepted from a variety of sources (e.g. newspapers such as Minneapolis Spokesman Recorder), including key internal and external stakeholders and community partners, other interested parties from the community, the Hennepin Healthcare Research Institute, and the IRB. These recommendations shall be provided to the Chief Medical Officer (CMO) and the Chair of the PRAB, both of whom will be responsible for making nominations for consideration available to the PRAB. Appointment to the PRAB shall be recommended by the full PRAB, and approved by the Mission Effectiveness Committee subject to Hennepin Healthcare Board approval.

Selection Criteria

To be considered for membership on the PRAB, individuals can either submit a letter of interest or be nominated or recommended by others in the community. The PRAB will determine which candidates will be interviewed. Information from the initial submission and subsequent interview, conducted in person or by phone, will be used for determining whether an individual has the requisite interest, background, and qualifications for the position. Interviews will be conducted by the PRAB Chair, the HHRI President, and at least one voting member of the PRAB.

A letter of interest or recommendation for the PRAB should include -

- a. Specific reasons why the applicant would be a valuable member of the PRAB including how the nominee would strengthen or build community relationships; and
- b. Examples of ways research efforts can be more culturally responsive to the community.

Preference will be given to applicants who demonstrate experience in or knowledge of the following areas –

- Diverse communities
- Human subject research protection, ethics, bioethics and law, and academic research
- Race, disability, age, gender, socioeconomic status, and/or geographic disparities
- Medical, population or public health research
- Health care system and service providers connected to patient communities

- Front line staff with patient-facing experience (e.g. Community Health Workers, Patient Navigator)

The Mission Effectiveness Committee will review and approve nominees recommended by the CMO and the existing PRAB membership.

V. Organizational Structure

For 2019, the CMO and CEO will appoint the first Chair of the PRAB who will serve a one-year term beginning February 1. During the first quarter of 2020, the PRAB will elect a Chair-Elect who will become the Chair on April 1, 2020. Thereafter, the PRAB will elect a Chair-Elect annually. The Chair-Elect will become the Chair on April 1st of the year following his/her election as Chair-Elect, unless the PRAB by majority vote re-elects the Chair to serve a second term.

The Chair will serve a one-year term, subject to election by the PRAB for an additional one-year term. Individuals may not serve as Chair more than two successive years.

The primary responsibility of the Chair is to preside at the meetings of the full committee, to lead the discussion and propose the agenda for each meeting, to enforce the rules of the committee, to decide order of priorities, and to ensure regular communication with Hennepin Healthcare staff.

The primary responsibility of the Chair-elect is to become familiar with the responsibilities associated with the position of the Chair in order to effectively fulfill those responsibilities when assuming the role of Chair the following year or once the Chair's term has ended.

VI. Role & Responsibilities

- *Voting Members:* Voting members are responsible for ensuring representation through their regular attendance and participation.
- *Ex Officio, Nonvoting Members:* Ex officio, nonvoting members are responsible for representing the position of Hennepin Healthcare Research Institute and researchers and leadership for the Hennepin Healthcare system, being active listeners in the discussion, and acting as liaisons with the broader organization on behalf of the PRAB.
- *The PRAB Chair (or another designated PRAB member) will report to the Mission Effectiveness Committee at least twice a year and may be asked by the Mission Effectiveness Chair for additional advisement.*
- *All Members: Responsible to uphold the mission of Hennepin Healthcare to protect and improve the health care provided to the community by advising on community involvement and associated operational, planning and business considerations.*

VII. Procedural Rules

- *Meetings:* A quorum shall consist of a simple majority of appointed, voting members. The PRAB will meet at least three times per year. Written notice of upcoming meetings will be sent to members at least ten days before a meeting.
- *Minutes:* Minutes of each meeting will be maintained by Hennepin Healthcare staff. Copies will be provided to the members of the PRAB within ten days before the next scheduled

PRAB meeting. Approved Minutes will be provide to the ELT and the Mission Effectiveness Committee within no more than 5 days of approval.

- *Dismissal:* For members who attend less than 70% of the meeting in a given year. The remaining members shall consider whether there is good cause to retain the member, taking into consideration whether the member is otherwise making substantial contributions to the benefit of the Committee and whatever other factors they determine in their discretion to be relevant to good cause.
- *Charter Review:* The Charter will be reviewed annually, at a minimum. The Mission Effectiveness Committee will approve the Charter. The Charter will be posted on the HHS and HHRI website.

VIII. Subcommittees

The PRAB may establish subcommittees from its membership r to address special areas of interest.

IX. Governance

Except as otherwise provided in the by-laws adopted by the PRAB, all proceedings shall be governed by the current edition of Robert’s Rules of Order, Newly Revised (2011). Decisions by the PRAB will be made by consensus. A formal vote shall be taken when a decision is required and it is to be documented for future reference. When consensus cannot be achieved, decisions will be approved by a simple majority vote. In such a case, dissenting votes and minority opinions will be noted in the record.