

WA Parks Rx Task Force Charter

Purpose of this Charter

This Charter is a statement of the scope of the WA Parks Rx Task Force (Task Force). It outlines the purpose of the Task Force, identifies the membership, clarifies the operational structure, provides a preliminary delineation of roles and responsibilities, and defines the authority of the Task Force Chair. It serves as a reference of authority for the future of the Task Force.

Task Force Purpose

The purpose of the Parks Rx Task Force is to plan the development of a “Park Rx” (or Park Prescription) health and wellness pilot program that could potentially later be implemented in the Puget Sound, eastern, and southwestern regions of Washington State. This Task Force was established by ESSB 5092, through the 2021-2023 biennium operating budget passed by the Washington State Legislature and signed by Governor Inslee earlier this spring.

In a report due to the legislature by September 1, 2022, the Task Force will make recommendations on issues including, but not limited to:

- a process to establish the three-region pilot program;
- model agreements enabling insurers to offer incentives to employers to create wellness programs offering employees a discount on health insurance through use of through use of parks, trails, fitness, and recreation programs for wellness activities; and
- ways in which a private-public partnership approach could be used to fund implementation.

The Task Force will include program evaluation elements within the recommendations laid out in the legislative report. The Task Force intends for the recommendations laid out in the legislative report to be rooted in health equity.

Membership

Membership in the Task Force is defined in ESSB 5092. The following organizations were responsible for recommending 1-2 people to serve on the Task Force:

- American Physical Therapy Association – Washington Chapter
- Association of Washington Healthcare Plans
- Department of Health Community Health Worker Training Program

- Washington Recreation and Park Association
- Washington State Association of Local Public Health Officials
- Washington State Chiropractic Association
- Washington State Hospital Association
- Washington State Parks and Recreation Commission

Conducting Task Force Business

Voting Membership

Each Task Force member will have a vote.

Quorum

A quorum necessary to vote is defined as at least two-thirds of Task Force members present, either physically or electronically.

Votes on Issues

Work toward consensus, with room for dissent. Passage of issues voted on by the Task Force members requires over half of the quorum in agreement. Diverse viewpoints will be captured using a “challenges and solutions” framework. Dissenting opinions to a recommendation that passed with a majority vote will be included in the final legislative report. TF members who know they will be absent in advance of a vote can delegate their vote if necessary or can vote via e-mail to the Chair before the meeting takes place.

Conducting Task Force Business

The Task Force will meet every other month between August 2021 and June 2022. Additional meetings may be convened at the request of the Task Force Chair.

Notice for regular meetings and a meeting agenda will be provided to all members at least seven days prior to the meeting. Notice for any special meeting shall be provided at least five days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically.

Meeting notes for all meetings shall be prepared and distributed to the membership.

Meetings will be open to community members and other interested individuals. Notice of the meeting will be sent out via electronic newsletter at least seven days prior to the meeting.

Task Force Member Roles

Parks Rx Task Force Coordinator

The Coordinator will be housed at Washington State Department of Health, and will be responsible for working with the Task Force Chair and members to plan and carry out logistics for Task Force and Regional Advisory Committee meetings, track action items, assist in developing the legislative report and other actions as identified. Tasks include:

- Scheduling meetings, taking notes, and disseminating related documents to Task Force members
- Collaborating with the Parks Rx Task Force Chair to achieve its goals and objectives.
- Tracking and ensuring follow up of action items identified during meetings.
- Seeking input from Task Force members during the development of the legislative report.
- Develop a communication plan for the Task Force.

Chair

The Chair of the Task Force, as defined by the State Budget, is the Secretary of the Washington State Department of Health or his designee. The Chair shall represent the Task Force and shall collaborate with the Task Force Coordinator in conducting the business of the Task Force. The Chair shall work with members to promote collaboration. The term of office for the Chair shall be the duration of the Task Force through September 2022.

Members

Members of the Parks Rx Task Force will be appointed as a representative as outlined in the state budget.

Members should:

- Attend regularly scheduled meetings
- Participate in establishing priorities for the Task Force
- Educate and inform on Task Force activities
- Lead and participate in sub-committees to contribute to building the knowledge base

Additional Interested Parties

Parties who were not named in the State Budget but are interested in participating in the Parks Rx Task Force can attend meetings and participate on subcommittees, but do not have voting rights in decision making processes. See information in the Regional Advisory Committees and State Advisory Network sections below.

Ad-Hoc Committees

Regional Advisory Committees (RAC)

The Parks Rx Task Force will create three Park Rx Regional Advisory Committees (RACs). The regions defined in the budget proviso are Puget Sound, Eastern Washington, and Southwest Washington. The purpose of the RACs is to provide input on the design and scope of the Parks Rx Pilot Program. The RAC's role is to offer a local or community level perspective on proposed ideas and recommendations and provide key information to the Task Force to ensure the program will benefit community members. RACs will have fewer than 16 members each.

State Advisory Network

The Parks Rx Task Force will create a State Advisory Network (SAN) to advise the Task Force on the design and scope of a Park Rx Program. The SAN will be composed of state agencies and state-level partners who have content, logistical or contextual information that can help inform the state Park Rx program.

Communications

The Task Force will communicate information and progress through the following tools:

- Parks Rx Task Force GovDelivery Newsletter
- Other methods identified by Task Force members

Legislative Report

Recommendations of the Task Force will culminate in a report to the legislature in September 2022. Task Force members will have the opportunity to review and approve content of the Legislative Report. After the task force reviews and approves, additional editing will occur, and the report will be reviewed by the Office of Financial Management. The layout and structure of the report will follow established protocols and templates developed by the Department of Health.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.