

TITLE: ADVISORY COMMITTEES

PURPOSE: To develop the Behavioral Health Planning and Network Advisory Committee (BH PNAC) and to develop other advisory committees for the purpose of informing and improving services and engaging community stakeholders in collaborative efforts in support of the Center's mission, values and goals. This policy supersedes policy number 7.01, 'Advisory Committees', dated January 30, 2006.

[Key Words: Board of Trustees, Planning and Network Advisory Committee, Local Plan, and Planning and Policy Committee.]

POLICY STATEMENT:

It is the policy of the Board of Trustees of The Center to develop volunteer advisory committees to provide consumers, providers, and the community an avenue to comment on and contribute to the mission, values and goals of the Center.

POLICY ELABORATION:

I. GOVERNANCE

A. The Behavioral Health PNAC shall be governed by a set of By-Laws which shall set out the powers, duties and responsibilities of the committee, provisions for removal of its members, and such other terms as are necessary for the committee to carry out its purpose. The By-Laws shall be in compliance with applicable statutes and governing directives. The By-Laws and all amendments shall be submitted to and approved by the Board of Trustees. The

President/CEO or the Advisory Committee may recommend amendments to the By-Laws to the Board of Trustees.

- B.** All other advisory committees will have operational procedures which define their duties, responsibilities and membership. These procedures will be reviewed and approved by the President/CEO.

II. MEMBERSHIP

A. Composition and meetings of committees

1). BH PNAC

The Membership of the BH PNAC shall consist of a minimum of 9 members and a maximum of 17 members. The intent is to have a representation of 49% community members and 51% consumer/family/advocate members. The Committee will meet at least quarterly.

2). CMDRT

This committee is an open forum with representation in its membership by medical directors from public and private hospitals, psychiatric facilities and providers, Center staff and law enforcement department heads. The committee meets monthly and is open to all community leaders.

3). MR Services Advisory Committee

This committee is a closed forum with representation in its membership from consumers, family members and advocates in services of the Center.

- 4). SafeHaven Advisory Committee
This committee is an open forum with representation in its membership from community members concerned with issues of homelessness.
- 5). Early Childhood Intervention Advisory Committee
This committee is a closed forum with representation in its membership from family members and advocates in services of the Center.
- 6). Texas Home Living/HCS Advisory Committee
This committee is a closed forum with representation in its membership from consumers, family members and advocates in services of the Center.

B. Qualifications for membership on the BH PNAC

The membership of the BH PNAC shall comply with the requirements of the State Performance Contract. Individuals recommended for appointment on this Advisory Committee, shall have a significant connection to mental health and chemical dependence services in Bexar County. Individuals recommended for appointment on the committee shall not be a Member of the Board of Trustees nor related to a Member of the Board of Trustees as a spouse, child, parent, brother or sister, or be a current employee of the Center.

III. APPOINTMENT TO THE BH PNAC

- A. A person is not eligible for appointment or continued membership if the person or the person's spouse:
1. Owns or controls, directly or indirectly more than a 10 percent interest in a business entity or other organization receiving funds from the Center by contract or other method; or
 2. Uses or receives a substantial amount of tangible goods or funds from the Center, *other than*:
 - a. Compensation or reimbursement authorized by law for membership, attendance, or expenses; or
 - b. As a consumer or as a family member of a consumer receiving services from the Center.
- B. The Center staff with the assistance of the BH PNAC Chairperson shall recruit all applicants for the Planning and Network Advisory Committee. The Center staff will score all applications and submit the names, applications, and scores of qualified applicants to the Advisory Committee. The Advisory Committee may review the prospective application(s) and interview each applicant for consideration for appointment on its Advisory Committee and make recommendations on such applicants to the Board's Planning & Policy Committee. The Board's Planning & Policy Committee is charged with the responsibility of making final recommendations for appointment to the full Board of Trustees. The Board of Trustees will appoint the members of the Advisory Committee, based upon consideration of the

recommendations received from the Board's Planning & Policy Committee.

IV. RESPONSIBILITIES OF THE BH PNAC

A). The Planning and Network Advisory Committee shall operate in accordance with their By-Laws and the charge assigned to it by the Board of Trustees. The Planning and Network Advisory Committee shall advise the Board of Trustees in the development of the Center's Local Plan. The Planning and Network Advisory Committee will address the level of access to culturally and linguistically competent providers; review and make recommendations that consider best value, consumer care and consumer choice. The Planning and Network Advisory Committee will identify gaps or unmet service needs and make a determination with recommendation to best address those identified needs. If the recommendation is found to be viable by the PNAC and Board Planning & Policy Committee, actions to expand the service delivery system to satisfy those needs through a documented competitive and balanced process will be initiated. The Planning and Network Advisory Committee will ensure objectivity in the ongoing implementation of the provider network development process, business process, and monitoring of providers. The Planning and Network Advisory Committee will meet on at least on a quarterly basis and shall report to the Board of Trustees at least twice a year on issues related to the needs and priorities of the community and implementation of plans and contracts and respond to the special charges assigned to the Committee by the Board of Trustees.

B). All other advisory committees will work to maximize and improve services within their respective area of expertise and

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will identify areas for collaborative consideration to better address service needs of the citizens of Bexar County. Minutes of meetings will be taken and provided to the members of the Board of Trustees for information. From time to time the respective committee chairpersons may be asked to provide a report to the Board of Trustees on the activities of their committee.

REFERENCES/BIBLIOGRAPHY:

Department of State Health Services Performance Contract
Quality Management Plan
Texas Health and Safety Code Sec 534.012 and Sec 534.071

OFFICE OF PRIMARY RESPONSIBILITY:

Director of Quality Improvement Support Services