



SUD Provider Advisory Committee (SUD-PAC) Charter

Purpose:

MSHN's SUD Provider Advisory Committee is charged with serving in an advisory capacity to offer input to MSHN regarding SUD policies, procedures, strategic planning, monitoring and oversight processes, to assist MSHN with establishing and pursuing state and federal legislative, policy and regulatory goals, and to support MSHN's focus on evidence-based, best practice service and delivery to persons served.

Group Functions:

1. Support for implementation of evidence-based best practice service delivery to persons served.
2. Provide input on prevention (PX), treatment (TX), and recovery network policies & procedures.
3. Provide input on MSHN's Quality Assurance Reviews (review process, standards, QI enhancement).
4. Support and provide input on MSHN and MDHHS performance improvement initiatives.
5. Provide input on MSHN's PX/TX/Recovery annual plan processes.
6. Support and provide input on MSHN's Strategic Plan.
7. Provide input on regional concerns that impact providers and/or clients (e.g. barriers to access).
8. Support of MSHN's fulfilment of state and federal legislative, policy and regulatory goals.

Membership:

1. Selected from volunteers to MSHN application process.
2. Two (2) representatives will be chosen from each sub-group of providers: Prevention, Detox, Residential, Outpatient, Recovery Housing, and Recovery Coaches = 12 provider members + MSHN staff.
3. Each sub-group should include 1 administrator, 1 clinician/line worker/etc., not from the same provider.
4. Membership will be rotated between 2, 3, and 4 years during the first term to provide for ongoing experience within the group.
5. If a PAC member needs to step down from the group before the end of his/her respective term, a person from that same organization may be recommended by that member, preferably from that same service category. If no one is available from that category, the vacant seat will be opened to the full provider network for new members from that category.
6. Upon the end of a PAC member's full term, that seat will be open to the full provider network. Organizations with outgoing representatives may offer new staff members to fill that seat.

Meeting Frequency:

1. Every other month on off-months between OPB meetings. PAC meetings will be on the 2nd Monday of the months of January, March, May, July, September, and December.
2. Special meetings can be called if a pressing issue arises.
3. Consistent attendance is expected in person or by phone.
4. 1-2 hours at 1-3 pm.
5. Location: MSHN office in Lansing with call-in capacity.

Structure:

1. All twelve (12) provider PAC members are liaisons to MSHN's provider network. Any one of them can be conduits for information, feedback and/or agenda items from the full provider network to the PAC for consideration.

2. MSHN staff participating with and supporting the PAC will include representatives from the Prevention, Treatment, and Quality & Performance Improvement (QAPI) teams. Depending on agenda items for which required expertise extends to other departments (e.g. Utilization Management, Finance, etc.), MSHN personnel will be invited to attend on an as-needed basis. MSHN staff will be non-voting members.
3. MSHN's Prevention representative to the PAC will serve as the PAC Chair. Serving as PAC Vice-Chair will be MSHN's Treatment representative.
4. The Chair and Vice-Chair will develop the agenda with direction and input from PAC members, and the Chair will facilitate the meetings.
5. MSHN staff will ensure meeting notes are taken and distributed, and will perform other functions as needed to support the PAC.
6. Topics for discussion can be submitted for the agenda by any provider by contacting any PAC member or any MSHN PAC support staff two weeks in advance of the next scheduled meeting date.

Member Conduct/Ground Rules: MSHN's SUD Advisory Group seeks a culture that is professional, productive, and respectful. To that end, the ground rules include:

1. Only one person speaks at a time; no one will interrupt while someone is speaking.
2. Members express their (his/her) own views, rather than speaking for others at the table or attributing motives to them.
3. No sidebars or end-runs.
4. Members will avoid grandstanding (i.e., extended comments/speaking), so that everyone has a fair chance to speak.
5. No personal attacks. "Challenge ideas, not people."
6. Members will seek to focus on the merits of what is being said, making a good faith effort to understand the concerns of others. Questions of clarification are encouraged. Disparaging comments are discouraged.
7. Members will seek to identify options or proposals that represent shared interests, without minimizing legitimate disagreements.
8. Members agree to do their best to take account of the interests of the group as a whole.

Meeting Efficiency

1. Agendas will be distributed to members of the PAC by MSHN staff, when possible, seven (7) days ahead of time, but no less than four (4) days prior to the scheduled meeting.
2. Members will be prepared for the agenda content and have completed assignments on time.
3. Members agree to make a strong effort to stay on track with the agenda and to move the deliberations forward.
4. Members share equally in the work of the Committee.

Decision-Making

1. Members understand that decisions made by this advisory body will be framed as recommendations to MSHN.
2. Members are respectful of the defined decision-making protocol and supports majority recommendations, even when presenting a minority view.
3. Members reserve the right to disagree with any recommendation and accepts responsibility for offering alternatives that accommodates their interests and the interests of others.
4. Members will follow the "no surprises" rule. Concerns should be voiced when they arise, not later in the deliberations.
5. Consensus shall be the primary mode of decision making and efforts shall be made to extend dialogue and gather information toward consensus to the extent possible.

6. Should consensus not be achieved, any member of the PAC may call for a vote of the members. A vote of the PAC is not binding, but will be used to further inform reporting to MSHN Leadership on the strength of PAC members' position on the subject. Minutes and reporting shall reflect both the majority and minority opinions on that matter.