

Partners Provider Council

Guidelines

Mission:

The Partners Provider Council serves as a professional representative and advocate for all service providers in the Partners Behavioral Health Management (PBHM) catchment area. The Council will facilitate an open exchange of ideas, bring forward concerns and solutions while promoting collaboration and mutual accountability among providers.

Purpose:

1. To review, provide input and make recommendations to PBHM related to their policies, procedures, forms, activities, guidelines and other system operations and functions as identified by the Council and/or PBHM
2. To make recommendations about network funding priorities and financial strategies to sustain a quality provider network
3. To review trends, make recommendations and disseminate information related to provider access, utilization and performance measures
4. To review and make recommendations for provider quality and outcome indicators and PBHM use of network quality management data
5. To undertake other tasks as deemed appropriate by the Council to promote and support service providers

Council Membership:

The Council strives to have agency membership that represents the disciplines of the Partners Network. The membership is represented by all disciplines including Mental Health, Substance Use, Intellectual/Developmental Disabilities, and Physical Health. Membership includes agencies, Licensed Independent Practitioners, and hospitals.

Elections:

Agency nominations for Council membership will be solicited from all agencies in the PBHM network. Each agency will be given one ballot to vote for Council member agency candidates. Agencies will be elected to serve on the Council and will appoint one identified staff representative and one identified staff alternate that are able and willing to effectively represent all provider issues that impact the provider network. Only member agency appointed representatives and alternates will have voting privileges on the Council. Notification to change a member agency representative and/or alternate must be submitted in writing to the Council President prior to the new representative and/or alternate having voting privileges on the Council. Member agency elections will be held during the month of October and newly elected agency member representative will be seated at the January meeting. Nominations and election of Council officers will be held at the October meeting.

In order for each consumer population served to have equitable representation on the Council, ballots will have candidate agencies grouped by the primary population they serve. The Council will also take into consideration the geographic representation of the candidates.

Terms:

Council member agencies are elected to two-year terms starting in January.

Attendance:

If a member agency representative is not available to attend a Council meeting, her/his appointed alternate will attend. A call-in option is also available for those who are unable to attend in-person. If a member agency has not been represented at more than two consecutive meetings or more than four meetings in a 12-month period starting in January of each year, that member agency may be removed from the Council by a majority of the Council Officers.

Meetings:

The Council will meet 10 times a year with no meetings in July or December. All meetings are open to the provider network. An annual meeting will be held in January at which time newly elected member agencies will be seated. Council Officers will be elected in October of each year and seated in January.

Voting:

The Council may take official action on an issue by voting with the outcome being decided by a simple majority of a quorum of the Council. Each member agency will have one vote that will be executed only by their appointed representative or alternative. Only the identified member agency representative or their identified alternate may vote. Changes to agency representatives or alternates must be communicated to the Secretary in advance.

Quorum:

A simple majority of the Council membership will constitute a quorum.

Officers:

Officers will consist of President, Vice-President and Secretary. Officers will be elected from the membership at the October annual meeting and will serve one-year terms. Officers together have the responsibility to fill member vacancies.

President Duties: Preside at all meetings, appoint member agency representatives and other community provider and/or other representatives to serve on work groups and represent the Council as appropriate. The President at her/his discretion may schedule special Council meetings to meet the needs of the Council and/or provider network.

Vice-President Duties: Preside at all meetings in the absence of the President, succeed the President in case of a vacancy in that office and represent the Council at the direction of the President.

Secretary Duties: Complete and maintain minutes of Council meetings and be responsible for official Council correspondence at the direction and oversight of the President. The Secretary will maintain a list of Council authorized member agency appointed representatives and alternates that have voting privileges.

Conflict of Interest:

If a specific issue being discussed is directly related to a member agency and/or a member agency representative or alternative, that member agency representative or alternative will refrain from voting if he/she has a vested interest in the outcome of the vote.

Guideline Changes:

These guidelines may be changed by a two-thirds vote of a quorum of the Council. Proposed changes must be presented in writing at a Council meeting at least one month prior to the meeting that the changes will be considered.

Historical Council Membership Information:

The Council was established with twenty-three founding member agencies selected by PBHM from their provider network. The founding member agencies will serve a two-year term and may be elected to one additional two-year term. The initial election of Council officers will be held at the August 2012 Council meeting. The Council added one seat that will be held by a licensed independent private practitioner (LIPP). The President Elect will establish a LIPP work group to identify a process to recruit and fill the LIPP vacancy. A special election will be held at the October 2013 annual meeting to bring the membership to 25.

Amendments:

1/27/17: A motion was made and seconded to amend guidelines to allow for 28 voting member agencies and one alternative. The motion was passed with all voting members in favor. It was clarified that membership is at the agency level, rather than individual – meaning Agencies are elected to the Council and are responsible for sending the delegates/voting person to the Council meeting each month.

Guidelines Adopted: 08/24/12, Amended: 01/27/17, Amended: 9/27/19