



SAPC PROVIDER ADVISORY COMMITTEE

Bylaws

August 2020

Version 1.0

PURPOSE: The Department of Public Health (DPH), Substance Abuse Prevention and Control (SAPC) values provider input and sees it as central to creating and sustaining a comprehensive and effective continuum of substance use disorder (SUD) prevention, treatment, and recovery services that meets the diverse needs of Los Angeles County residents. As the continuum of care evolves, SAPC seeks meaningful stakeholder participation to effectively consider the consumer and provider perspective in network-wide policy decisions. The SAPC Provider Advisory Committee (PAC) functions as the vehicle through which the entire SUD provider network has the opportunity to advise SAPC on system development. The PAC analyzes information and data and provides recommendations on how to improve prevention and treatment services and implement various regulatory components for SUD services. PAC members represent their agency, the population(s) served, and levels of care offered. PAC members act as community leaders by discussing and disseminating SAPC generated policies and procedures throughout the SUD provider network.

The PAC complements existing provider association meetings (e.g., California Association of Alcohol and Drug Program Executives [CAADPE], California Opioid Maintenance Providers [COMP]), since membership is open to all network providers with participation based on an application process. Additionally, the PAC focuses on local requirements, whereas existing associations also focus on State-level advocacy.

LOCATION: The Alhambra, 1000 South Fremont Avenue, Building A-9 East, Third Floor, Alhambra, California 91803, or as otherwise designated by SAPC.

MISSION: To promote a culture of transparency and collaboration for the betterment of those seeking and receiving services in SAPC's SUD network by fostering opportunities to share perspectives and experiences, influence decisions, and resolve the most pressing issues impacting SUD prevention and treatment consumers and providers in Los Angeles County.

BACKGROUND: SAPC values provider input and sees it as critical to the success of Los Angeles County's transformation to a modern managed care model, inclusive of the full continuum of prevention and treatment services. Therefore, SAPC convened a PAC to promote effective and patient-centered prevention and treatment services. The PAC serves as an advisory body to SAPC and engages in an ongoing process to ensure SUD services are developed with the insight and knowledge of SAPC's provider network. In addition, SAPC staff from across the Division participate to provide a multi-disciplinary knowledge base.

COMMITTEE STRUCTURE: Membership shall not exceed 22 participants, unless otherwise determined by SAPC. Twenty of the PAC members are treatment providers, chosen by the PAC Selection Committee. Treatment providers represent a range of interests and expertise based on populations served, professional experience, quality of care/performance, levels of care offered, operating budgets, and staffing size. The remaining two PAC members represent prevention services and are appointed by the Prevention Branch Chief. Committee meetings are convened quarterly. In the event that major policies need to be implemented quickly, additional meetings may be held to request feedback from the PAC membership.

The Task Force or Working Groups may require additional time commitments beyond the quarterly PAC meetings. For example, SAPC may need Task Force or Working Groups to address specific SUD system priorities (e.g., timeliness and access to services). Additional time may also be needed to review and provide feedback on proposed policies and procedures, and other operational documents for the PAC.

MEMBERSHIP: Membership composes SAPC-contracted or directly-operated prevention and treatment service providers. PAC members are appointed based on their unique knowledge, understanding and experience regarding SUD issues impacting Los Angeles County and reflect the ever-changing demographics of Los Angeles County. The inaugural PAC membership is 1.5 years in length from the first meeting and will continue until June 2021. Subsequent terms will be 2 years (1 term = 2 years). Members may serve no more than two consecutive terms (4 years) with a one-year waiting period before serving additional terms. Initial appointments for PAC membership shall be staggered with half the member terms set for 1.5 years and the other half for 2.5 years and will continue until June 2022. Staggering the initial terms will allow for a rotation in membership appointments. SAPC will use application numbers that were randomly assigned to each PAC member.

Example:

Group A (50% of members)	Group B (50% of members)
June 2021	June 2022
June 2023	June 2024
June 2025	June 2026

Members are appointed by the PAC Selection Committee to represent the following key areas:

Areas of Expertise		Applicable Levels of Care
<ul style="list-style-type: none"> • Accessibility Services (e.g., language/mobility) • Co-Occurring Disorders (e.g., Mental Health and Physical Health) • Criminal Justice • Culturally Specific Services • Homeless Communities • LGBTQ • Medications for Addiction Treatment 	<ul style="list-style-type: none"> • Pregnant and Parenting Women • Prevention Services (e.g., environment/ policy, school-based, DUI) • Recent Immigrant/ Undocumented Immigrant • Transitional Age Youth • Youth 	<ul style="list-style-type: none"> • Outpatient • Residential and Inpatient • Opioid Treatment Program • Withdrawal Management • Recovery Bridge Housing • Recovery Support Services

Additionally, to ensure a complete and informed process and engagement, SAPC's Division Director or designee serves as the Chair.

PAC SELECTION COMMITTEE: The PAC Selection Committee is composed of no more than nine persons, which includes five SAPC representatives and four PAC members. In the first year, only SAPC Executive Managers or designees will be responsible for carrying out PAC Selection Committee duties. Thereafter, SAPC representatives and PAC members will carry out duties. The Co-Chair will appoint PAC members to the Selection Committee from the general PAC membership. All member terms begin on the first of July.

PAC LEADERSHIP:

CHAIR: The SAPC's Division Director or designee chairs the PAC.

CO-CHAIR: The PAC membership selects the Co-Chair. For the inaugural year, the PAC Selection Committee will hold an election no later than the third meeting after the first PAC meeting. In subsequent terms the PAC Selection Committee holds an election by the second meeting of the new term. The PAC Chair presides over the election of the Co-Chair. Nominations, including self-nominations, must be submitted to the PAC Chair for a vote. The candidate that receives a majority vote, is appointed as the Co-Chair. In the event of a tie, candidates with the largest number of votes participate in a runoff election.

TERM: The tenure of the PAC appointed Co-Chair shall be a one term (2 years) with a maximum of two consecutive terms. The Co-chair will remain in effect until the new Co-Chair is selected. The new Co-Chair should have at least one year of PAC membership. Persons may become eligible to serve additional terms after a waiting period of one year. The Co-Chair provides mentorship to other PAC members to ensure and support succession in leadership within the PAC.

CO-CHAIR EXPECTATIONS AND QUALIFICATIONS: The Co-Chair is a member of the PAC and has full voting privileges, including serving as tie-breaker when needed. The Co-Chair is expected to attend all quarterly meetings (except under extenuating circumstances) and 75% of ad-hoc meetings during each calendar year. The Co-Chair is expected to serve a minimum 24 months. The Co-Chair should be familiar with all Service Planning Areas (SPAs) and keep the needs of all eight SPAs in mind. The Co-Chair must be flexible, unbiased, respectful, collaborative and able to adhere to the PAC mission.

In the event of a deadlock the Chair shall be the determining vote.

CHAIR AND CO-CHAIR ROLE AND RESPONSIBILITIES: The Chair and SAPC Executive Managers work collaboratively with the Co-Chair to set the monthly agendas and facilitate the quarterly PAC meetings. The Co-Chair serves as a liaison between the PAC membership and SAPC. The Chair and Co-Chair lead and support ongoing efforts made by the PAC membership to communicate public health needs and gaps in services to the community at

large. The Chair and Co-Chair provide advocacy and support for public health issues and programs that support the mission and vision of DPH and SAPC.

MEMBER-AT-LARGE RESPONSIBILITIES:

COMMITMENT/MEMBER EXPECTATIONS: Applicants (including selected Co-Chair) must meet the following expectations:

1. Willing and able to dedicate at least four hours a month (by participating in task forces or working groups, as needed);
2. Working understanding of SUD system policies and procedures, state regulations, and certification standards;
3. Willing to promote and implement changes to advance and grow the system beyond current practice for improving patient care and outcomes;
4. Prepared to discuss issues and recommendations at committee meetings and disseminate pertinent information to non-PAC participating SUD providers, both within and outside of agency of employment;
5. Participate in quarterly meetings, and agree to discontinue participation after failing to attend two committee meetings during a 12-month period; and
6. When unable to continue functioning as a member of the PAC, submit in writing, official notification of resignation to the Chair and Co-Chair.

MEETINGS: Meetings occur during the year as determined by SAPC Executive Managers based on priority objectives, issues, and tasks to be accomplished. There shall be, at a minimum, four meetings per year. Quarterly meetings focus on the review and discussion of new and pending policies and procedures. The Task Force and Working Group sessions convene separately from the general PAC meetings. Task Force and Working Groups will be established based on SAPC's need to address gaps in the SUD system of care (e.g., access to language services). These sessions will be longer, revolve around a specific topic, and require providers to study a particular problem and draft recommendations. SAPC Executive staff call and facilitate Task Force and Working Groups, with the Co-Chair or designee if needed. PAC members may delegate a representative to attend PAC meetings as a proxy. The representative will have the same responsibility as a regular PAC member (e.g. voting rights) and will be counted as part of the quorum. If the PAC member chooses to have a representative attend on their behalf, they must notify SAPC one week prior to the meeting. PAC membership may attend by teleconference. If a PAC member wishes to attend by teleconference, they must notify SAPC one week prior to the meeting.

All PAC meetings shall be opened to the public. Members of the public will be provided an opportunity to address an agenda item before a vote for recommendation takes place and the public can comment on any items of business at the end of the meeting.

A copy of the agenda will be posted 72 hours prior to the meeting on the SAPC website at <http://publichealth.lacounty.gov/sapc/>. Approved meeting minutes will be posted on the SAPC website 72 hours after approval.

QUORUM

A quorum is defined as a majority (fifty percent plus one) of the appointed members. PAC members are only allowed to vote on recommendations if a quorum is present. Votes will be tabulated after each recommendation.

DUTIES: Prior to PAC meetings, participants may receive relevant documents/information. Members need to read the material, formulate questions and ideas, and reflect on potential decisions in advance of the meeting. PAC Members need to engage in discussions fully and request information as necessary to influence deliberations.

APPLICATION PROCESS: Staff (counselors, program managers, executive directors, etc.) from any SAPC network provider may apply for membership, provided the Executive Director or designee approves the application in advance. The PAC Membership Application is available electronically via the SAPC website. To request or submit an application, email SAPC_ASOC@ph.lacounty.gov.

SELECTION PROCESS: SAPC first reviews all applications to ensure candidates meet established criteria, as outlined below. Then, the PAC Selection Committee considers, discusses, and scores each application. Only applications that score a minimum of 15 (out of 20) points advance to voting (refer to Scoring Sheet Rubric for scoring explanation). A majority vote is needed for final selections. When highest scoring candidates do not adequately represent County needs (e.g., no candidate from SPA 5), lower scoring applications are reviewed and voted on until equal representation and geographic distribution are met, thereby replacing the lowest score(s) that met the minimum threshold. No more than one PAC member may come from one agency; however, based on gaps in needed applications, and at the sole discretion of SAPC, multiple representatives from an agency may be allowed. Additionally, smaller agencies are given one point added to their scores to ensure that they are appropriately represented.

The PAC Selection Committee reviews the application and selects membership based on the following criteria (corresponding application question[s] referenced below):

- Candidate must have at least one year of experience in the identified area of expertise (Q3);
- Ability to work with others in an effective and collaborative way (Q4);
- Understanding of the SUD issues impacting Los Angeles County (Q1 & Q2);
- Ability to think from a systems-level, as well as an agency-level perspective (Q1 & Q2); and
- Ability to convey information to management and staff within their agency, as well as staff working at other agencies serving the same priority population (Q4).

Each criterion listed above is scored on a five (5) point scale.

Score	Scoring Sheet Rubric
0	No response
1	Did not respond to most of the question or responses were short or irrelevant
2	Responded to most of the question but lacked thoroughness
3	Fully responded to the question
4	Fully responded to the question and provided relevant information beyond expectation

APPLICATION SUBMISSION: SAPC staff confirms receipt of all applications via email. Upon receipt of the application, SAPC staff reviews all applications for accuracy and completeness. SAPC staff advances all completed applications to the PAC Selection Committee for review. The candidate may forfeit consideration for membership if any section of the application is incomplete. SAPC notifies all applicants of the final decision.

Direct questions or requests for assistance with the application, the Systems of Care Branch at [SAPC ASOC@ph.lacounty.gov](mailto:SAPC_ASOC@ph.lacounty.gov).

DECISION MAKING: The PAC provides strategic advice, guides quality improvement, and evaluates program effectiveness. The primary responsibility of PAC members is to offer SAPC recommendations based on their varying expertise and skillsets. The PAC is purely advisory; final decision-making resides with SAPC. SAPC is under no obligation to adopt or execute any recommendation of the PAC, but will take all recommendations under advisement.