

# **State of Maine Innovation Model Steering Committee**

## **By-Laws**

### **Section A.**

The official name of this body shall be State of Maine Innovation Model Steering Committee.

### **Section B.**

The above-named Steering Committee shall exist only during such times as it may be authorized by the Commissioner of the Department of Health and Human Services, State of Maine.

### **Section C.**

**The purposes and duties of the above-named Steering Committee shall be to:**

1. Consistent understanding of status against SIM plan overall and responsible for removing barriers impeding progress and providing direction on course correction when needed
2. Ensure working groups focus/efforts maintain alignment with overall SIM Grant objectives
3. Steering Committee must operate with the mindset of overall success in reform/innovation against the SIM Grant objectives versus stakeholder-specific only interest
4. Mindset must be to make best decisions/bets on the right approach on issues versus seek perfect solutions; innovation/reform naturally is not perfect immediately, but requires bold action with an understanding that learning's with refinement to improve can be made over time
5. Understand escalated issues critical to moving the initiative forward to success and reach consensus decisions (expectation is a high % of decisions on escalated issues will be made at the Steering Committee level versus require escalation to the State of Maine Leadership Team ); the Steering Committee should consider it a failure if unable to consistently reach consensus decisions

## **Article II – Membership**

### **Section A.**

**The Steering Committee will consist of a minimum of 22 members and a maximum of 25 members,**

## **Section B.**

**Appointments to the Steering Committee shall be made by the Commissioner of the Department of Health and Human Services, State of Maine.**

## **Section C.**

**The Committee membership will be drawn as follows:**

- a. Director of MaineCare or designee
- b. Maine CDC Population Health Division Director
- c. Legislators (2 bipartisan) – same legislators that serve on the MLT
- d. Member of the Hospital Association representing Hospitals
  - i. Large – operating an ACO
  - ii. Small – engaged in payment reform activity
- e. 2 Primary Care Provider representative elected by MMA, NP Assoc, MOA, and MPCA
- f. Behavioral Health Provider representative – selected through BH group at MEHAF
- g. 1 employer - TBD
- h. CEO of Maine Health Management Coalition or designee
- i. Director HealthInfoNet or designee
- j. Executive Director of Quality Counts or designee
- k. Representative of CMS/ CMMI
- l. 2 consumer representatives; 1 rep from MEJP, one from QC stakeholder group
- m. 2 Health Plan representatives
  - i. TBD (
  - ii. Anthem
- n. Tribal representative
- o. DHHS QI Director – staff to Steering Committee
- p. SIM Program Manager - staff to Steering Committee
- q. Director of Value-Based Purchasing – Staff to Steering Committee

## **Section D.**

**Each appointment of a Steering Committee member shall be for the period of time the State Innovation Model grant is funded.**

## **Section E.**

**100% of the members will be retained each year.**

## **Section F.**

**An individual will automatically lose membership in the Committee if s(he) fails to attend three successive meetings without presenting in advance to the chairperson of the Committee a valid reason for his/her absence. Vacant seats will be filled by appointments made by the Commissioner of DHHS.**

### **Article III - Officers and Their Duties**

#### **Section A.**

**The officers shall be: a Chairperson, Vice-Chair and a Secretary.**

#### **Section B.**

**The officers will be named by the Commissioner of the Department of Health and Human Services, State of Maine.**

#### **Section C.**

**The chairperson's duties shall be:**

- 1. to preside at the meetings of the Steering Committee;**
- 2. to serve as a member of the Maine Leadership Team and represent issues of importance to the Maine Leadership Team; and**
- 3. to appoint special sub-committees, which may include persons other than Steering Committee members.**

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#### **Section D.**

**The Vice-Chair will perform the duties of the Chair in the Chairs absence and is named by the Commissioner.**

#### **Section E.**

**The Recording Secretary will be named by the Commissioner of the Department of Health and Human Services, State of Maine:**

- 1. keep records of the attendance of members at meetings;**
  - 2. keep a record of discussion and recommendations;**
  - 3. maintain a permanent record file of Steering Committee activities;**
- and**

4. **distribute minutes of Steering Committee meetings and copies of other Committee documents to Committee members, teachers, administrators, board of education, and concerned others.**
5. **The Recording Secretary is a non-voting member.**

#### **Section F.**

The MLT will be responsible for approval of changes to budget and scope of work, and any major shifts in State resource allocation and decisions requiring senior State authority. The SIM Program Manager will make monthly reports to the MLT on performance, financial, workplan progress, and any recommendations coming out of the Steering Committee. The members of the MLT will be appointed by the Commissioner of DHHS and be comprised of State of Maine senior management from the following Departments. The positions will be:

- r. Commissioner of DHHS
- s. Director of MaineCare
- t. Commissioner, Department of Financial and Professional Regulation
- u. 2 Legislators that also serve on the Steering Committee
- v. Director of Business Technology Solutions, DHHS
- w. Other DHHS Office designees, as appropriate
- x. Senior Health Policy Advisor within the Governor's Office
- y. Director SIM/VBP
- z. Governor's Office of Policy and Management
- aa. Tribal representation

MaineCare Medical Director. **It shall:**

1. **act on urgent Steering Committee matters between meeting;**
2. **prepare an agenda for each meeting if requested to do so by the Steering Committee; and**
3. **call special meetings of the Steering Committee as they are needed.**

### **Article IV - Meetings**

#### **Section A.**

**Regular meetings of the Steering Committee will be held during the calendar year. Meetings shall be scheduled bi-weekly from May through July, starting \_\_\_\_\_ and monthly starting August \_\_\_\_\_.**

#### **Section B.**

**The October meeting of the Steering Committee shall be designated as the annual meeting. Annual meetings will be used to provide a review of progress made, challenges ahead, and plans to meet goals established in the workplan.**

**Section C.**

**Meeting dates may be changed by consensus.**

**Section D.**

**The chairperson may call special meetings of the Steering Committee.**

**Section E.**

**Written notices of meetings shall be posted to the SIM website at [www.maine.gov](http://www.maine.gov) by the secretary at least two weeks before each meeting.**

**Section F.**

**Meetings shall not be more than 2 hours long, unless a majority of the members vote to continue a particular meeting.**

**Section G.**

**All meetings will be open to the public.**

**Article V - Annual Program**

**Section A.**

**The Steering Committee will plan and operate under an annual program of work. Plans, topics, and goals will be included in the program.**

**Section B.**

**The program of work for each ensuing year will be discussed during the October meeting each year.**

**Article VI - Subcommittees**

**Section A.**

**As the need for standing and special subcommittees arises, such subcommittees may be appointed by the chairperson.**

**Section B.**

**Subcommittees shall report regularly to the steering committee.**