

## Expectation of Local Program Standing Committees

LPSCs must follow the *Administrative Rules on Agency Designation (2003)*

Admin Rule Language	State Program Standing Committee Guidance/Interpretation
<p>4.2.2.5: A majority of the membership of the Local Program Standing Committee shall be [individuals receiving services] and family members.</p>	<ul style="list-style-type: none"> <li>• 51% of the committee members* need to be individuals with lived experience and/or family members of those with lived experience. This can include peer staff employed by the agency, but effort should be made to bring in non-staff individuals to diversify perspectives.</li> <li>• *Members have the right to:               <ul style="list-style-type: none"> <li>○ facilitate or present items/topics to the group as desired</li> <li>○ hold power in space, for example being heard</li> <li>○ vote on recommendations</li> <li>○ develop/modify the agenda</li> <li>○ take and/or affirm minutes</li> </ul> </li> <li>• After 51% requirement is met, non-peer staff may make up other committee seats. These participants should be mindful not to over-power the voice of members with lived experience in discussions. If a discussion seems to center non-peer staff voices only, the committee should re-assess why that is and build solutions together.</li> </ul>
<p>4.2.5.5: The Agency Board of Directors shall determine its policy for reimbursing committee members for expenses that, if not reimbursed, would prohibit the member from attending committee meetings.</p>	<ul style="list-style-type: none"> <li>• Members have a right to reimbursement for time, travel, or other expenses that otherwise prohibit attendance.</li> <li>• Agencies should ask members annually to ensure barriers to attendance are being adequately addressed through current reimbursement practices</li> </ul>
<p>4.2.6 The Local Program Standing Committee shall advise the agency on performance with respect to the points below. Responsibilities of the Program Standing Committee shall include:</p> <ul style="list-style-type: none"> <li>• Hiring of key management</li> <li>• Evaluation of quality</li> <li>• Local System of Care Plan development</li> <li>• Review/ recommend agency policy</li> <li>• Aggregate grievance and appeal resolution</li> </ul>	<ul style="list-style-type: none"> <li>• The primary purpose of the committee is to be an advisory body to the agency</li> <li>• In order to advise, members need a base level background of current agency operations, continuous improvement plans, challenges, and opportunities. Agency staff and local topic experts should visit the committee regularly to provide this context. Ideally, there will be time or members to ask clarifying questions and offer recommendations to the presenter.</li> </ul>

<b>Topic Not Written into Administrative Rules</b>	<b>State Program Standing Committee Guidance</b>
Meeting best practices	<ul style="list-style-type: none"> <li>• Meetings should comply with open meeting law and follow Robert’s Rules of Order</li> <li>• Local committees should discuss how often to meet each year, ideally about once per month</li> <li>• Because meetings are open to the public, non-members such as prospective members, community partners, or other agency staff may join. The committee should determine whether these observers can contribute throughout the meeting or should hold comments until a public comment period designated in the meeting. The risk in allowing public comment throughout is that member voice may be lost or minimized.</li> </ul>
Suggested meeting topics	<ul style="list-style-type: none"> <li>• Since there is a requirement to have those with lived experience in the space, the state program standing committee invites local committees to get feedback about current peer services offered at the agency and way to improve/expand these services</li> </ul>