

# *Global Quality Improvement Committee By-Laws*

*Revised July 2022*



**Trillium**  
HEALTH RESOURCES

Transforming Lives. Building Community Well-Being.

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## OVERVIEW

### OVERVIEW OF THE TRILLIUM HEALTH RESOURCES GLOBAL QUALITY IMPROVEMENT COMMITTEE

The goal of the Trillium Health Resources Global Quality Improvement Committee (GQIC) is to represent collaboration and strengthen the relationship between providers and Trillium Health Resources. The GQIC will discuss and monitor the quality needs of the provider network and discuss recommendations from the committee members and groups.

The GQIC should be knowledgeable of all aspects of Trillium Health Resources operations that impact the quality management component of the provider network. The GQIC relies on an exchange of information from the provider network, its membership as well as input from other committees.

**MISSION:** The GQIC serves as a fair impartial committee representing the provider network. The GQIC shall discuss and explore an open forum of ideas related to Quality Improvement issues among the provider network, in order to maintain and achieve best practices to enable the providers to help the members reach their goals.

The mission of the GQIC is founded in a set of core values. These core values serve as the foundation of the committee.

**INTEGRITY:** Provide accurate and truthful representation of issues and ideas at all times.

**COMPETENCE:** Honor responsibilities to achieve and maintain the highest level of professional competence.

**PROFESSIONAL CONDUCT:** Promote dignity and autonomy. Maintain collaborative professional relationships, remembering that the main purpose is to improve quality of care and services with the members who receive supports and services from the provider network.

**INDIVIDUAL VALUE, DIGNITY, AND DIVERSITY:** Provide supports and services that promote respect and dignity of each member supported.

**SOCIAL JUSTICE:** Assure the rights of members and those who make decisions regarding services have complete and accurate information on which to make choices.

**SOCIAL CAPITAL:** Committee members support the importance of social relations and the role of cooperation and confidence to get collective results.

**PARTNERSHIP:** Committee members will work together, representing provider agencies to develop and achieve needed improvement in areas of quality management.

### **OBJECTIVES:**

The objectives for which this Committee is formed are as follows:

1. Review quality concerns developing in the Network.
2. Assess training needs of the network related to quality.
3. Collaborate with Trillium QM staff regarding quality issues and learn about the LME/MCOs Quality Assessment and Performance Improvement Plan, quality related activities and other quality related initiatives.
4. Participate in the selection, monitoring and discussion of Trillium Performance Improvement Project topics and the formulation of project goals.
5. Review current standards and provide suggestions and feedback for improving QA/QI systems.
6. Allow for avenues in which providers can learn from each other.

The Committee membership will be designed to include a Chairperson and Vice- Chair. These roles will require a three year term.

Minutes from the Global Quality Improvement Committee will be recorded by Trillium Administrative Support and will be posted on the Trillium website Provider Page.

## BY-LAWS

### ARTICLE I NAME

The name of this committee is the Global Quality Improvement Committee

### ARTICLE II LOCATION

### THE LOCATION OF THE COMMITTEE MEETINGS SHALL BE VIRTUAL, VIA WEB EX OR TELECONFERENCE. ARTICLE III DURATION

The period of existence of this committee is unlimited.

### ARTICLE IV PURPOSE

The Global Quality Improvement Committee serves as a representative of all service providers within the Trillium Health Resources Network. The Global Quality Improvement Committee shall:

- a. focus on the overall improvement of services across the network,
- b. facilitate an open exchange of ideas,
- c. share values and principles,
- d. share issues of concern relating to quality, goals, and visions,
- e. promote collaboration and mutual accountability among providers in order to develop a strong positive relationship with Trillium.

### ARTICLE V MEMBERSHIP

Membership of the committee will consist of the following:

Two Provider representatives of I/DD services (one from an ICF/IDD facility), two Provider representatives of the MH services, two Provider representatives from SU services, one hospital provider located within the Trillium catchment area, one LIP, minimum of one QM staff from Trillium, one member of the Provider Council, one Network prescriber and one member from each regional CFAC.

Trillium's QM program provides opportunities for providers, members, and families to provide input and feedback on QM issues through CFAC representation on the GQIC. The CFAC representatives serve as liaisons for members and families while participating in the selection of quality improvement topics, the formulation of project goals, and other QM initiatives.

It is suggested that each provider representative be from a different agency, although it is the person who is elected, not the agency. Representation must include both large and small providers representing the diversity of the network.

A voting member is anyone appointed or elected to the Global Quality Improvement Committee. Each member of the committee has one vote per person. There shall be no substitutions for voting members of the Committee.

## **ARTICLE VI TERMS AND STRUCTURE**

**Section 1: Management** - The management and control of the Global Quality Improvement Committee shall be vested and exercised by the Committee consisting of not less than ten members.

**Section 2: Membership in the Global Quality Improvement Committee** - The members of the Committee shall be appointed by Trillium, based upon interest shown by current providers in the Trillium catchment area. Subsequent members will be decided on as needed by the Committee once it is established. A pool of candidates will be maintained by Trillium. Terms on the committee will be three year terms. Members can hold a second term.

### **Three Year Term:**

- 🌱 1 I/DD Provider
- 🌱 1 Adult Mental Health Provider
- 🌱 1 Child Mental Health Provider
- 🌱 1 I/DD Provider of ICF/IDD Facility
- 🌱 2 Substance Use Providers
- 🌱 1 Member of Provider Council
- 🌱 1 LIP/Outpatient Provider
- 🌱 1 Hospital
- 🌱 1 Network prescriber
- 🌱 3 CFAC members (1 member from each regional CFAC, CFAC members are liaisons for members and families)

After serving one term, a provider representative shall be eligible for one more consecutive term. At the first meeting of the Committee, and at each meeting thereafter, the Committee will accept nominations for future membership in the Committee. When a vacancy occurs in the Committee through a resignation or when a current member reaches the end of the term, the Committee shall vote upon a replacement from the list of nominations compiled for future membership. If a new member is elected to serve and complete the term for a previous member, that member is eligible to serve two terms after completing the term from the previous member.

**Section 3: Global Quality Improvement Committee Meetings** - The Global Quality Improvement Committee shall meet at least quarterly at a time and place designated by the Committee chairperson. Special meetings of the Committee shall be called upon written request of (3) members of the committee, or may be called at the discretion of the Committee chairperson. Written or oral notice of each meeting shall be given at least two days prior thereto.

**Section 4: Annual planning meeting** – At least annually GQIC will review, revise if needed, and approve the GQIC Work Plan.

**Section 5: Notices** - The GQIC chairperson or other person designated by the chairperson shall prepare and cause to be sent or published all notices herein mentioned.

**Section 6: Quorum** - A quorum at any regular or special meeting shall consist of no less than a simple majority of the currently filled seats of GQIC members, in person or via technology.

**Section 7: Voting** - All matters considered at a meeting shall be decided by a majority vote of voting members present, and all votes taken by voice, unless a roll call vote is requested. The Chairperson shall not vote except in case of a tie, in which event he/she shall cast the deciding vote. Written votes may be requested by any member.

**Section 8: Attendance at Committee Meetings** - If two consecutive meetings or a pattern of absences occur for a member of the Committee, the GQIC may vote to terminate membership and seek to fill the position.

**Section 9: Conflict of Interest** - All Global Quality Improvement Committee members shall sign a conflict of interest statement that ensures that a member will excuse him/herself from discussion and voting if the member or the member's agency has a vested interest in the decision.

## **ARTICLE VII POSITIONS AND DUTIES**

**Section 1: Officers** - The officers of the Global Quality Improvement Committee shall be a Chairperson and Vice Chair.

**Section 2: Election** - The officers shall be elected by the members of the Global Quality Improvement Committee based upon volunteers who would like to hold the position. The nomination of the officers shall be considered and voted on at the same meeting. Nominees must be present at the meeting and confirm that they are in agreement with the nomination. The officers of the organization shall hold office for a term of one year or until their successors are chosen and qualified. The officers may, if properly elected, serve more than one term of office, not to exceed three consecutive years in the same office.

**Section 3: Duties** - The officers of the organization shall perform such duties as may be required of them by the Global Quality Improvement Committee.

- a. **Chairperson** - shall preside at all meetings of the committee. They shall appoint the chairs of any standing sub committees. Only provider representatives may be elected to serve as a chairperson.
- b. **Vice Chair** - shall succeed as Chairperson in case of a vacancy in that office. They shall preside at all meetings in the absence of the Chairperson. They shall undertake such other responsibilities as the Chairperson may assign. Only provider representatives may serve as Vice Chair.

## **ARTICLE VIII NOMINATIONS**

Nominations for officers of the Global Quality Improvement Committee shall be made by members attending the first meeting for the GQIC. For future nominations, the past Chairperson,



if still a member of the committee, shall be chairperson of the Nominating Sub Committee. If the Past Chairperson is no longer a member of the Committee, the Committee shall elect its own chair. Additional nominations may be made from the floor by any provider representative member on the Committee.

No name shall be placed in nomination without the consent of the nominee. Sufficient nominations for offices shall be made to ensure choice in the election process. A quorum for elections is a simple majority of the providers in the Global Quality Improvement Committee.

### **ARTICLE IX SUB COMMITTEES**

Sub Committees- Global Quality Improvement Committee will create sub committees as needed

### **ARTICLE X AMENDMENT**

These by-laws may be altered or amended by a two-thirds vote of a quorum of the membership. Notice of which amendment or amendments has been given to the Global Quality Improvement Committee along with notice of the meeting itself. Amendments must be submitted in writing at least 15 days in advance of the full membership meeting.

### **Signatures**

The 2022-2023 GQIC by-laws were reviewed and approved by the GQIC.

Approved by:

*David P. Benth, Chair* *7/28/2022*

Chair

Date

*Frank Messina, Vice Chair* *7/28/2022*

Vice-Chair

Date