



**COLORADO**

Department of  
Regulatory Agencies

Division of Insurance

## **Primary Care Payment Reform Collaborative -- Standard Operating Procedures and Rules of Order**

**Revised February 2021**

*This document defines how the Primary Care Collaborative (the Collaborative) operates, in partnership with the Colorado Division of Insurance. These rules have been approved by the Collaborative members and will be reviewed at least once annually and updated as necessary.*

### **Member Selection Process**

Members of the Collaborative are selected by the Insurance Commissioner in accordance with HB 19-1233. The application process will be open to the public. Opportunities to apply for membership, on an annual basis or as vacancies arise, will be posted on the DOI website and communicated to the public through a notice or other consumer alert. Beyond the requirements in HB 19-1233, the Commissioner will consider the following criteria when selecting members: strength of application, geographic location, industry/organization represented, diversity of population, and other factors.

### **Term Length**

Members will serve one-year terms, starting on the date of their appointment, with the opportunity for one re-appointment, for a total of two years. At the end of the second year, members may request an additional 6 month or one-year extension, to ensure continuity. Members seeking re-appointment should notify the Commissioner on or before the end of their term, and do not need to fill out a new application. A minimum of one-third of the Collaborative membership (7 members) should carry over into a consecutive term during annual or other transition periods involving more than one-half of current group members. Should less than one-third of Collaborative members express interest in continuing their current term, the Commissioner may request certain members to continue for an interim period to share institutional knowledge with new members.

### **Meeting Frequency, Length, Location**

Meetings will be coordinated to the Collaborative's availability and preferences to every extent practicable. For 2020, meetings will be held approximately every 3 weeks at the Division of Insurance and will last approximately 2 hours per meeting.

### **Meeting Agendas, Materials and Notes**

Division staff will post meeting notes to their website and send notes out to Collaborative members with the following meeting's materials. Meeting materials will be sent to members approximately one week in advance (to the extent possible) of scheduled meetings and will be posted to the Division's website. Meeting agendas will broadly follow the annual calendar of topics and will ensure statutory requirements for the Collaborative's annual recommendations report are met. Collaborative members may suggest meeting topics or presentations but the statutorily required topics will be prioritized.





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## **Scheduling and Logistics**

Division staff will coordinate meeting times, location, materials, and other logistics.

## **Collaborative Chair/Co-Chair(s)**

Collaborative members may nominate and elect member(s) to serve as a Chair or as Co-Chairs, to assist Division staff with administrative and substantive tasks, such as meeting planning, agenda development, and goal planning. At the first meeting of the calendar year, Collaborative members may nominate fellow members to serve as Chair/Co-Chair(s), and/or notify Division staff in writing of their interest to be candidates. The election of the Chair/Co-Chair(s) will be conducted at the subsequent meeting, in accordance with the voting procedures contained in the “**Decisions and Voting**” section of this document. Co-chair election will also occur after a Co-chair has left the Collaborative, including after Co-chairs have reached their term length maximums.

## **Attendance, Absences, Proxies**

Collaborative members are expected to make every attempt to attend every meeting either in person or by phone. When a member knows they will be absent for a meeting, they may assign a proxy (either another member, or different person representing their organization) by email to Division staff prior to the meeting. The proxy will have voting privileges equal to the member. For extended absences (family leave, illness, etc.) the Collaborative member will work with the Division to identify an appropriate longer-term proxy. If a member is absent and has not identified a proxy, they forgo their opportunity to vote for that meeting.

## **Decisions and Voting**

The Collaborative may make decisions by informal group consensus or may elect to vote on issues when they determine it's appropriate. Voting will be conducted by member roll call with a simple majority. Formal votes will follow Roberts Rules of Order for style of motion, second, discussion, and vote. A quorum of at least one-third of Collaborative members - either in person, by phone, or via proxy - is required for all formal votes. Voting will be allowed via email. The minority opinion of a vote may issue their reasons in writing, following the majority's recommendation.

## **Recommendations and Reports to the Commissioner and General Assembly**

Collaborative members individually or collectively may provide recommendations in writing to the Commissioner at any time. Division staff will support and facilitate the creation of reports required by HB 19-1233 using input and recommendations gathered during Collaborative meetings.





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### **Member Replacement Process**

Members who can no longer participate in the Collaborative will notify the Commissioner in writing. The Commissioner will appoint a replacement member from the most recent applicant pool. The Commissioner may ask for additional applicants as necessary. Please see “**Member Selection Process**” above.

### **Interactions with the Public**

All Collaborative meetings will be open to the public with time for public comment. Meeting materials and Collaborative recommendations will be public on the Division’s website.

### **Interactions with the Media**

If Collaborative members receive media requests related to their Collaborative work and participation, please notify Assistant Commissioner Vince Plymell at [vincent.plymell@state.co.us](mailto:vincent.plymell@state.co.us).

