

FLORIDA PIONEER NETWORK: CULTURE CHANGE COALITION ACCORD

ARTICLE I – NAME

The name of this Coalition shall be Florida Pioneer Network (FPN).

ARTICLE II – VISION

FPN will collectively foster a person-directed model of care in Florida. This philosophy offers to individuals who live and work throughout long-term care, the vision of supportive communities that uphold individual dignity and respect and enable choice and self-determination.

ARTICLE III – PURPOSE

- 1) To encourage person-directed models of care.
- 2) To support educational programs that foster the vision.
- 3) To support and encourage efforts of organizations that share the vision.
- 4) To advance public policies that further the vision.
- 5) To develop collaborative partnerships to advance the vision.
- 6) To engage in projects intended to clarify and communicate the vision.

ARTICLE IV – PARTICIPANTS

Section 1. Participants

FPN is seen as a connected relationship among Coalition participants that have a common cause/vision. Participation in FPN is open to organizations and individuals interested in fostering the vision by actively engaging in the planning and work of the Coalition.

FPN participant categories may include:

- Provider Associations
- Long-term Care Communities
- Consumer Advocacy Organizations
- Government Organizations
- Healthcare Community
- Quality Improvement Organizations
- Educational Organizations
- Professionals
- Consumers
- Funding Organizations
- Academics

Section 2. FPN Participant Responsibilities

Meeting Attendance. Coalition participants agree to attend (in person or by teleconference) a minimum of fifty (50) percent of scheduled meetings each year with not more than two (2) consecutive absences.

Committees. Coalition participants agree to actively participate in committee and task force work and are expected to volunteer their services for Coalition projects.

Section 3. Contracted Services

From time to time Coalition participants may, depending on grant funding, be contracted to provide specific services and deliverables that are based on their specialized expertise and are separate from their responsibilities as FPN Committee Members.

ARTICLE V – ORGANIZATIONAL HOME

FPN is a unique program of the Area Agency on Aging of Central Florida (dba - Senior Resource Alliance), which provides office and fiscal management support for an administrative fee.

ARTICLE VI – COALITION PARTICIPANTS

Section 1. FPN Coalition Participants shall be organized in three parts: a Consumer Council, a Professional Council and a Steering Committee.

Section 2. FPN Steering Committee

The Steering Committee shall be a group of no more than fifteen individuals, that is representative of all those affected by the mission of FPN. The Steering Committee is the voting body and **may** include: two representatives from the Consumer Council; two representatives from the Professional Council; state long-term care stakeholders (E.g., FHCA, FAHSA, QIO, and LTC Ombudsman and AHCA); representatives of academia involved in health sciences or research on aging; long-term care finance professionals; community organization Executive Directors/CEO's; a representative of the national Pioneer Network; and the FPN Director/Coordinator. Vacancies shall be filled by invitation with preference given to qualified persons active on the Consumer and/or Professional Councils.

When a vacancy occurs, names may be submitted for confidential consideration by the members. Biographical information about each nominee will be made available to all members prior to a decision being made. Nominees and their qualifications will be discussed by the Steering Committee members. If one candidate stands out, that nominee may be accepted by consensus. If there's no consensus on the best candidate, the top two nominees will be identified through member discussion and a vote taken of Steering Committee members present. The nominee receiving the higher number of votes will be accepted onto the Steering Committee.

Chair

The Steering Committee shall elect a Convener/Chair to facilitate the work of the Coalition and, when funds allow, may appoint a Director/Coordinator to manage the administrative work of the Coalition.

The Convener/Chair shall work collaboratively with the Coalition Steering Committee and Council participants in conducting Coalition meetings, coordinating meeting agendas and logistics, engaging and serving as contact for outside meeting facilitators when needed, and serving as a public representative of FPN as needed. The Chair will serve a two-year term, renewable by a consensus or vote of the Coalition participants.

In the event the Chair's term is not renewed or the Chair declines to serve an additional term, Steering Committee members may nominate themselves or another Steering Committee member as Chair. If one candidate stands out, that nominee may be adopted as Chair by consensus. If there's no consensus on the best candidate, the top two nominees will be identified through member discussion and a vote taken of Steering Committee members present. The nominee receiving the higher number of votes will be adopted as Chair of the Steering Committee.

Director/Coordinator

Responsibilities of the Director/Coordinator include the daily management of activities and projects, including required reports, interface with the public and regular communication with the Coalition participants. These responsibilities shall be adjusted as funding allows.

Section 3. FPN Councils

Creation/Participation

The Consumer Council and Professional Council will be created from an active and engaged list of participants and will continue to develop with the approval of the Steering Committee. Potential Consumer or Professional Council participants may identify themselves by email to the Steering

Committee, may be recommended by existing Council members, or may be invited to participate by the Steering Committee.

Consumer Council

The Consumer Council shall be composed of persons from the “consumer community of interest,” defined as those consumers of long-term care services who are engaged in the purposes of FPN, and/or those whose expertise may be required to address issues or create solution (E.g., LTC residents and family members, persons who work in LTC settings and representatives of organizations whose focus is LTC).

Professional Council

The Professional Council shall be composed of persons from the “professional community of interest,” defined as those professionals in and associated with the delivery of long-term care who may have specific interest in a FPN project, whose experience would help with the development of advocacy or policy positions, and/or who are themselves engaged in culture change practices (E.g., representatives of government agencies, funding organizations and the healthcare community).

Council Leadership

The Consumer Council and Professional Council leadership will be selected by the current members and will serve for one year.

ARTICLE VII – MEETINGS

Section 1. Meetings

Meetings of the Coalition shall be held at least quarterly. Steering Committee and Council participants may attend in person or participate by electronic means. The meeting Agenda shall be available prior to the meeting and meeting notes will be made available to all participants electronically. A simple majority of the Steering Committee present (either in person or electronically) shall constitute a quorum.

Section 2. Annual Meeting

Annually, generally in the fall, the Coalition participants shall meet. The purpose of the Annual Meeting will be to review participation, annual goals, planned projects and other related matters.

ARTICLE VIII – FISCAL AND PROCEDURAL POLICIES

Section 1. Fiscal Year

The Coalition’s fiscal year shall coincide with SRA’s fiscal year (currently January 1st to December 31st).

Section 2. Decision Making

In the spirit of the FPN vision, all Coalition activity shall be conducted based on the philosophy of mutual respect and consensus decision-making. If, after due discussion by the Steering Committee, consensus cannot be reached, a vote of the Steering Committee will be taken. Simple majority rule of those present (in person or by telephone) will apply. A vote may also be taken electronically if a decision is needed between meetings.

Section 3. Communications

Documents bearing the FPN logo or other communications representing the Coalition to external audiences shall follow the Communications Oversight Guidelines (Appendix A).

ARTICLE IX – MODIFYING THE ACCORD

The Coalition may modify this Accord by resolution at any regular meeting of the Coalition. Before a vote is taken, the proposed change shall be circulated to all the Coalition participants who have participated in the discussion to ensure full knowledge of the matter. A majority vote of the Steering Committee shall be required.

Adopted by the FPN Steering Committee on January 12, 2009.

Appendix A:

FPN PROCEDURAL GUIDELINES

Communication Oversight Guidelines

Documents bearing the FPN logo or other communications representing the Coalition to external audiences shall adhere to the following guidelines:

- The task force/committee that developed the document will e-mail the document to the Steering Committee Chair and FPN Director who will e-mail the document to the full Steering Committee, seeking approval of the document by a specified date and time.
- Approval is defined as being able to support the document, even if it is not worded in accordance with each Steering Committee member's first choice.
- Failure to respond to the e-mail by the identified deadline will constitute implicit approval by a Steering Committee member.
- If all Steering Committee members approve the document, the task force/committee is free to publish the document.
- If full approval is not obtained, the task force/committee will propose alternative language based on feedback obtained by the Steering Committee and attempt to seek consensus on the revised document. If consensus is obtained, the task force/committee is free to publish the document.
- If full approval of the revised document is not obtained, the task force/committee may seek majority support, at which the task force/committee can publish the document.
- The Chair and/or Director will facilitate these Guidelines.