

DRAFT HCPF Criminal Justice Collaborative By-Laws

1. Purpose and Scope
 - 1.1. The Department of Health Care Policy and Financing (HCPF) Criminal Justice Collaborative (CJC) will leverage experience and expertise of internal and external stakeholders to improve justice-involved member health care, equity, access, and outcomes by providing actionable and strategic recommendations to HCPF regarding implementation and operation of criminal justice projects.
 - 1.2. CJC membership scope of roles:
 - 1.2.1. CJC members will share their areas of expertise as a professional and as a member of their community.
 - 1.2.1.1. CJC members are expected to be active in their respective community, and, where possible, give voice to relevant issues.
 - 1.2.2. CJC members will make recommendations to HCPF on projects brought to the CJC and any other criminal justice issue relevant to the CJC's work.
 - 1.2.3. CJC members will not represent or speak on behalf of HCPF, or any state agency, verbally or in writing.
 - 1.3. These by-laws outline relevant governing practices of the HCPF CJC. Changes to by-laws require discussion, with advance notice, by a quorum of all CJC members and an approval vote of a majority of all present CJC members
 - 1.3.1. A quorum is defined as more than fifty percent (50%) of CJC members, including virtual attendees.
2. Logistics
 - 2.1. The CJC will meet on a monthly basis.
 - 2.2. At the discretion of HCPF, meeting cadence may be adjusted to quarterly or another schedule to meet the changing needs of criminal justice projects at HCPF.
 - 2.3. Meeting dates and meeting materials will be posted online on a HCPF webpage.
 - 2.4. After 2 years, on March 1, 2026 HCPF will re-evaluate the need for the CJC.
3. Membership Composition
 - 3.1. HCPF will establish a CJC with up to sixteen (16) voting members, with additional non-voting members as necessary.
 - 3.2. The CJC membership may include representation from the following groups:
 - 3.2.1. Jails
 - 3.2.2. Judicial / Probation
 - 3.2.3. State Partner - BHA
 - 3.2.4. State Partner - CDHS/DYS
 - 3.2.5. State Partner - CDPHE
 - 3.2.6. State Partner - DOC
 - 3.2.7. RAE
 - 3.2.8. Provider PH
 - 3.2.9. Provider MAT

- 3.2.10. Provider BH
 - 3.2.11. Advocate
 - 3.2.12. HCBS / Waiver
 - 3.2.13. Lived Experience
 - 3.2.14. Serves Youth
 - 3.2.15. Reentry
 - 3.2.16. County DHS
4. Membership Selection
- 4.1. HCPF staff will utilize a publicly posted application to solicit members and choose members from the pool of applicants.
 - 4.2. HCPF staff will review applicants and select final candidates.
 - 4.3. Final membership shall be discussed with CJC and CJC may provide recommendations to HCPF.
 - 4.4. HCPF will formally approve members to join CJC.
 - 4.5. Upon the resignation of a member mid-term, HCPF will make best efforts to fill the seat.
 - 4.5.1. The new member will serve the remainder of the departing member's term
5. Membership Term
- 5.1. Members shall serve one 2-year term.
 - 5.2. Members will provide at least 60 days notice if the member plans to resign prior to the completion of their term.
6. Membership Expectations
- 6.1. CJC members will consider the well-being of Health First Colorado members, applicable state and federal regulations, and fiscal responsibility in all recommendations.
 - 6.2. Members will adhere to the following:
 - 6.2.1. Members will attend at least seventy-five percent (75%) of meetings held during the year.
 - 6.2.2. Attendance may occur in-person or virtually.
 - 6.3. HCPF may remove a member from CJC for any reason.
 - 6.4. Members will provide feedback and recommendations on projects and work products presented to them by HCPF.
 - 6.5. Members will notify HCPF and the CJC of any conflicts of interest that may require them to recuse themselves from active participation.
 - 6.5.1. Actual Conflict of Interest
 - 6.5.1.1. A CJC member shall not perform an official act which may have a direct economic benefit to the member or on a business or other undertaking in which such CJC member has a direct or substantial financial interest.
 - 6.5.1.2. If an actual conflict of interest exists, the CJC member shall disclose the basis of the actual conflict of interest to the CJC and others in attendance before the discussion begins or as soon thereafter as the CJC member identifies/recognizes the actual

conflict and should recuse him or herself from further participation or voting on the matter at hand. The CJC member shall leave the room while the discussion and CJC action on the item for which an actual conflict of interest exists occurs.

6.5.2. Apparent or Perceived Conflict of Interest

6.5.2.1. An apparent or perceived conflict of interest may occur when a member does not have an actual conflict but may be perceived as having an interest in the outcome of a vote which could be viewed by the public as a conflict of interest.

6.5.2.2. A CJC member who believes they may have an apparent or perceived conflict of interest shall disclose the basis of the apparent or perceived conflict of interest to the CJC and others in attendance before the discussion or hearing begins or as soon as practicable.

6.5.2.3. If the CJC member does not disqualify themselves from further participation of the apparent or perceived conflict of interest, HCPF staff will ask for comments from the CJC or others in attendance. Except for the CJC member who disclosed the apparent or perceived conflict of interest, the CJC shall vote whether an apparent or perceived conflict of interest exists. If an apparent or perceived conflict is found to exist, the CJC member disclosing the conflict shall be disqualified from further participation or voting on the matter at hand and shall leave the room during the discussion and CJC action on the item for which an apparent or perceived conflict of interest exists. The CJC member who disclosed the apparent or perceived conflict of interest shall be bound by the CJC's vote.

6.5.2.4. Any potential actual, apparent or perceived conflict of interest may also be raised by other CJC members, the parties to the matter before the CJC and any member of the public.

6.5.3. Receipt of Medicaid or other health care services provided by HCPF shall not be considered a conflict of interest.

7. Process

7.1. The CJC will develop and submit recommendations and strategic feedback to HCPF on criminal justice projects and related issues.

7.2. CJC members may provide feedback in written form or verbally during meetings.

7.3. The CJC's formal recommendations to HCPF must be approved by a majority of the CJC.

7.3.1. CJC approved recommendations will be submitted to the Department in writing.

8. Subcommittees

8.1. CJC may create subcommittees on a temporary or standing basis if the need is identified.