



**COLORADO**

Department of Health Care  
Policy & Financing

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Denver, CO 80203

# HCPF Criminal and Juvenile Justice Collaborative By-Laws

1. Purpose and Scope
  - 1.1. The Department of Health Care Policy and Financing (HCPF) Criminal and Juvenile Justice Collaborative (CJJC) will leverage the 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. CJJC membership scope of roles:
    - 1.2.1. CJJC members will share their areas of expertise as professionals and as members of their community.
      - 1.2.1.1. CJJC members are expected to be active in their respective communities and, where possible, give voice to relevant issues.
    - 1.2.2. CJJC members will review HCPF criminal justice projects and make recommendations to HCPF
    - 1.2.3. CJJC 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 CJJC. Changes to by-laws require discussion, with advance notice, by a quorum of all CJJC members and an approval vote of a majority of all present CJJC members.
    - 1.3.1. A quorum is defined as more than fifty percent (50%) of CJJC members, including virtual attendees.
2. Logistics
  - 2.1. The CJJC will meet monthly.
  - 2.2. At HCPF's discretion, the meeting cadence may be adjusted to another schedule to meet the changing needs of criminal justice projects at HCPF.
  - 2.3. Meeting dates and materials will be posted online on a HCPF webpage.
  - 2.4. On March 1, 2026, two years after the CJJC was initiated, HCPF will re-evaluate the need for the CJJC.
3. Membership Composition
  - 3.1. HCPF will establish a CJJC with up to sixteen (16) voting members, with additional non-voting members as necessary.
  - 3.2. The CJJC membership may include representation from the following groups:
    - 3.2.1. Jails
    - 3.2.2. Judicial / Probation

- 3.2.3. State Partner - Behavioral Health Administration (BHA)
  - 3.2.4. State Partner - Colorado Department of Human Services, Division of Youth Services (CDHS/DYS)
  - 3.2.5. State Partner - Colorado Department of Public Health & Environment (CDPHE)
  - 3.2.6. State Partner - Colorado Department of Corrections (DOC)
  - 3.2.7. State Partner - Office of Civil and Forensic Mental Health (OCFMH)
  - 3.2.8. State Partner - Colorado Department of Public Safety (CDPS)
  - 3.2.9. Regional Accountable Entity (RAE)
  - 3.2.10. Provider - Physical Health
  - 3.2.11. Provider - Medication Assisted Treatment (MAT)
  - 3.2.12. Provider - Behavioral Health
  - 3.2.13. Advocate
  - 3.2.14. Home and Community-Based Services (HCBS) / Waiver
  - 3.2.15. Lived Experience
  - 3.2.16. Serves Youth
  - 3.2.17. Reentry
  - 3.2.18. County Departments of Human/Social Services (County DHS/DSS)
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 CJJC; CJJC may provide recommendations to HCPF.
    - 4.4. HCPF will formally approve members to join CJJC.
    - 4.5. If a member resigns mid-term, HCPF will make its 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 they plan to resign prior to the completion of their term.
6. Membership Expectations
    - 6.1. In all recommendations, CJJC members will consider the well-being of Health First Colorado members, applicable state and federal regulations, and fiscal responsibility.
    - 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.
      - 6.2.3. If a member has a conflict, the member must give notification to the HCPF liaison as soon as possible and make an effort to send a proxy in their place.

- 6.3. HCPF may remove a member from CJJC 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 CJJC 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 CJJC member shall not perform an official act that may have a direct economic benefit to the member or on a business or other undertaking in which such CJJC member has a direct or substantial financial interest.
    - 6.5.1.2. If an actual conflict of interest exists, the CJJC member shall disclose the basis of the actual conflict of interest to the CJJC and others in attendance before the discussion begins or as soon thereafter as the CJJC member identifies/recognizes the actual conflict and should recuse him or herself from further participation or voting on the matter at hand. The CJJC member shall leave the room while the discussion and CJJC 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 CJJC 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 CJJC and others in attendance before the discussion or hearing begins or as soon as practicable.
    - 6.5.2.3. If the CJJC member does not disqualify themselves from further participation of the apparent or perceived conflict of interest, HCPF staff will ask for comments from the CJJC or others in attendance. Except for the CJJC member who disclosed the apparent or perceived conflict of interest, the CJJC shall vote on whether an apparent or perceived conflict of interest exists. If an apparent or perceived conflict is found to exist, the CJJC 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 CJJC action on the item for which an apparent or perceived conflict of interest exists. The CJJC member who disclosed the apparent or perceived conflict of interest shall be bound by the CJJC's vote.

- 6.5.2.4. Any potential actual, apparent, or perceived conflict of interest may also be raised by other CJJC members, the parties to the matter before the CJJC, 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 CJJC will develop and submit recommendations and strategic feedback to HCPF on criminal justice projects and related issues.
  - 7.2. CJJC members may provide feedback in written form or verbally during meetings.
  - 7.3. The CJJC's formal recommendations to HCPF must be approved by a majority of the CJJC. Proxy attendees may vote.
    - 7.3.1. CJJC-approved recommendations will be submitted to the Department in writing.
8. Subcommittees
  - 8.1. CJJC may create subcommittees on a temporary or standing basis if the need is identified.