

Mental Health Referral Network Group Operating Procedures

Referral Network members and programs:

- a. All programs joining the network are privately owned or Maryland not-for-profits with a local board.
- b. All programs have at least 5 clinicians (W2 employees).
- c. All programs accept some or all insurances.
- d. All programs have a primary mission of providing MH (behavioral health) care and treatment (not venture capital or profit motive).
- e. All programs must be ethical and seek to provide an effective level of care to clients.
- f. Program owners or CEO's (those that can make decisions) are expected to regularly attend the network's meetings.

Executive Committee:

- a. The Executive Committee (EC) is responsible for managing the group and voting in new members. Each program gets 1 vote. The initial EC members are Mark, Gina, Julia, Theresa, and Tana
- b. EC members may vote by proxy by notifying the EC Chair prior to each meeting the EC member is unable to attend.
- c. EC Chair, Vice Chair, and Reporter will serve a 1 year term from November 1, to October 31. Elections will happen in the October meeting. EC members may be nominated in the September meeting, nominated members must agree to serve. There is no limit on how long a Chair, Vice Chair, and Reporter may serve.
- d. The chair will be responsible for organizing meetings, calling for votes, and running the month-to-month operations of the group.
- e. Network members/programs are voted in, or out, by the EC. The EC can remove any member from the EC or the Referral Network as a whole. If EC asks a member/program to step out of the EC, the EC will determine if the member is being asked to simply step out of the committee or if they are being asked to leave the group completely.

f. If an (EC) member misses 3 meetings in a year, the Committee may vote to remove that member from the Committee. That person/program may remain as part of the referral network. Likewise, an EC member may resign from the committee at any time for any reason or no reason and may choose to stay a part of the referral network. A resigning EC member will be asked to notify the EC chair.

Confidentiality:

a. Information shared is considered proprietary and for the use of benefiting members' practices but not intended for sharing outside of the group.

Recruitment:

a. Potential members are invited to attend a meeting to introduce themselves and understand the purpose of the group. Each party will decide if the potential member/program will be part of the group.

Officers 11/1/23 to 10/31/24

Chair: Mark Donovan
Vice Chair Julia Mitchell
Reporter: Gina Rassa