

Kansas PEAK Advisory Team Charter

PEAK Advisory Leadership	KDADS Leadership: Sheri Jurad, Director NF/ACH Programs; Trescia Power, Program Finance Oversight Manager, Christen Buie, ICF-IID Program Manager. K-State Center on Aging Leadership: Jacy Hughes, PEAK Coordinator.
PEAK Advisory Team	A total of 12-15 team members will include representatives of the following: LTC Ombudsman; Nursing Facility providers including For-Profit and Not-For-Profit; a geographical mix of PEAK enrolled providers including Levels 0 through 8; PEAK Advisory Leadership members. Memberships will be reviewed annually prior to the beginning of each fiscal year. The Team will elect a Chair at the first meeting of each fiscal year.
Purpose	The Advisory Team shall champion person-centered care and provide guidance regarding specific PEAK-related issues while providing suggestions to promote a continually improving program.
Group Tasks	Leadership: Will provide oversight, support, and communication to assist with the implementation and continuation of person-centered care. Promote expansion and strengthening of the program. Team: Review PEAK Experience Report and PEAK Program recommendations, develop a list of high-level, program-enhancing recommendations for consideration by KDADS' Leadership.
Meetings	The Team will initially meet monthly with later meetings to occur quarterly as directed by the Chair. The meetings will be scheduled for one and a half hour with cities and locations to be determined by the Chair and/or Zoom meeting. All meeting locations will be accessible. Agenda and related materials will be provided to Team members by email at least two days prior to meetings. A request for accommodations to be submitted 7 days in advance to the meeting host.
Meeting Guidelines	The following meeting guidelines have been suggested for a high functioning PEAK Advisory Team: <ul style="list-style-type: none"> • Integrity: Fulfill your role with the advisory team with integrity and respect towards other team members and stakeholders. • Conflict of Interest: Commit to the team's identified and shared goals. Stay on target to reach those goals. Avoid personal and other interests that might interfere with the work towards the team's shared goals and mission. • Engagement: Attend scheduled meetings (75% of total meetings should be attended), be on time, and follow through with commitments you have made to the team. • Confidentiality: Information shared and created within the advisory team should be kept confidential until agreed upon otherwise by the team. • Communication: Strive for open and direct communication with other team members and conduct communication with respect and professionalism. Healthy discussions contain diverse perspectives, but provide a solution-focus, fact-driven, openness, and respect for others.
Expectations	The following is expected of all Advisory Team members: <ul style="list-style-type: none"> • Be respectful and courteous to other members • Participate in problem solving • Speak honestly, but constructively • Listen with an open mind • Be open to differences of opinions • Commit to reading agenda and related materials sent out prior to meetings.
Attendance	The Team serves at the pleasure of the KDADS' Aging Commissioner. Team member's attendance at meetings is mandatory. Team members missing 25% of meetings are subject to removal and replacement with a similar representative at the Chair's discretion.