

BACKGROUND

The Pennsylvania Parent Panel Advisory Council (PPAC) is a parent forum operating under the administrative authority of Pennsylvania's Department of Drug and Alcohol Programs (DDAP). PPAC was established in 2006 pursuant to the Pennsylvania General Assembly passage of House Resolution (HR) 585. A meeting of its founding members – the inaugural session - took place in September 2007.

As set forth in HR 585, PPAC is charged with studying and addressing family and community access to services and supports relating to substance use and substance use disorders throughout the Commonwealth. PPAC is comprised of geographically dispersed individuals, representing all regions of the Commonwealth, who have first-hand experience parenting children impacted by substance use and substance use disorders. Its purpose includes making recommendations to DDAP and the Pennsylvania Health and Human Services Committee for the enhancement of, and to facilitate access to, such services within our Pennsylvania communities. PPAC members are appointed by the Secretary of DDAP pursuant to an application process managed by DDAP.

PPAC meets three times annually in the Harrisburg area, designating one of these meetings as a joint session with the Pennsylvania Advisory Council on Drug and Alcohol Abuse.

MISSION STATEMENT: It is the mission of the Pennsylvania Parent Panel Advisory Council, working in collaboration with the Commonwealth Department of Drug and Alcohol Programs, to advocate for and promote individual and family recovery, hope and healing by improving the understanding and access to a continuum of care and supports for those who are impacted by substance use and substance use disorders throughout Pennsylvania. *10/12/18 Rev*

APPOINTMENT

- PPAC members are persons who reside in Pennsylvania and who have experienced parenting a child involved in substance use.
- PPAC members are appointed by the Pennsylvania Secretary of the Department of Drug and Alcohol Programs by way of an application process.
- Applicants are selected through DDAP's internal procedures and scoring process and receive formal written notification of their final application disposition.
- Introduction notices are released by DDAP to respective legislators of newly appointed members.
- Application records are maintained by DDAP and may be accessed for fulfilling future vacancies.
- Open application periods are determined in collaboration with DDAP, and announced through active PPAC members and through notifications published on the DDAP website and through stakeholder organizations.
- Applicants considered for membership cannot be employed by the Commonwealth or be employed in the mental health or substance use fields.
- Persons who have previously served on PPAC are eligible to reapply.

MEETINGS

- PPAC meets three times per year in the Harrisburg Metro area, typically from 9am to 3:30pm, at which PPAC members are expected to be present.
- Members are volunteers who are reimbursed for approved travel expenses in accordance with the Commonwealth's current travel policies - travel accommodations are pre-arranged by DDAP.
- In the unforeseen event a member cannot attend an onsite meeting contact should be made with DDAP staff to provide advance notice of the absence.
- DDAP schedules and coordinates PPAC's onsite meetings, providing advance notice of the series of three meeting dates typically arranged and communicated by DDAP the preceding year.
- Additional meetings may be facilitated by conference call or video conference, as needed.

Pennsylvania Drug and Alcohol Advisory Council

- Pursuant to guiding statute PPAC may or may not have consistent representation on the Pennsylvania Advisory Council on Drug and Alcohol Abuse (Council). Any PPAC member may voluntarily attend Council meetings. The Council meeting schedule is published at the following link:
<https://bit.ly/2ZpqVt8>
- PPAC at large should be actively engaged in assembling information to be relayed to the Council and regularly informed/updated of relevant initiatives/actions of the Council.

PARTICIPATION COMMITMENT AND EXPECTATIONS

- Attendance and active participation is expected at all three yearly onsite meetings.
- Availability for contribution and participation in PPAC's special project initiatives, workgroups or subcommittees as can be reasonably arranged.
- Participation in PPAC's planned or ad hoc conference calls and/or video conference meetings.

Communication

- Timely responsiveness to PPAC and DDAP queries and communications within 24-48 hours.
- Timely review and understanding of meeting minutes.
- Familiarity and participation on social media.

Local Community Engagement

- Networking with others to gather local data and information in order for PPAC to collectively determine best recommendations for improvement in the service delivery system.

Special Initiatives

- Assisting, voluntarily, with various project initiatives or subcommittees outside of regular PPAC meetings, including serving as chair or secretary of PPAC subcommittees.
- Representing PPAC, as approved, coordinated by or upon invitation by DDAP, in forums outside of PPAC, DDAP or the Commonwealth.

STRUCTURE

- PPAC is a state-supported advisory group and activities of PPAC must be sanctioned by DDAP.
- DDAP supports the administrative operation/organization of PPAC
- PPAC's internal leadership is comprised of a Chair and Vice Chair for the panel at large.

Duties of Chair and Vice Chair

1. Guide PPAC short and long-term goal setting (Chair)
 2. Serve as single point of contact with DDAP on administrative/authoritative approvals of PPAC business on behalf of PPAC (Chair)
 3. Creation of meeting agendas with assistance/support of DDAP (Chair and/or Vice Chair)
 4. Approval of Meeting Minutes prior to PPAC distribution (Chair and/or Vice Chair)
 5. Assist DDAP in its administration of PPAC such as meeting attendance and other business (Chair and/or Vice Chair)
 6. Monitor and drive progress of subcommittees/workgroups (Chair and/or Vice Chair)
- Separate Chairs/Secretaries will be assigned to subcommittees/workgroups with duties similar as noted above.
 - For purposes of succession planning, the Vice Chair will automatically assume the role of Chair in the event the Chair becomes temporarily or permanently inactive - nomination and election of an incumbent Vice Chair will follow at first opportunity.
 - Chair and Vice Chair terms are coterminous with respective PPAC member appointment.

TERM OF SERVICE

- The PPAC member term of service is three years with successive term appointments as determined appropriate.
- In circumstances where a member cannot fulfill the responsibilities and expectations described above, the PPAC member should notify DDAP in order to determine:
 1. Potential approval of a temporary hiatus from active engagement (e.g., due to unanticipated medical/family needs or other extenuating circumstances)
 2. If a change in member circumstance precludes or disqualifies a member from continuing active participation (e.g., due to employment status change, relocation or primary residence)
- If a PPAC member is inactive for a significant amount of time and/or for a significant amount of activity, contact will be made by DDAP to determine ongoing participation. If engagement/participation continues to be a difficulty for the member, he/she may be asked to rescind their PPAC membership.
- Members who have previously served on PPAC but discontinued their service pursuant to above may reapply for membership during an open application period.

COMMITMENT AND PARTICIPATION GUIDELINES ACKNOWLEDGEMENT

Received by _____
(Please Print)

Signature of PPAC Appointee

Date