BY-LAWS

OF

THE REGION IV MENTAL HEALTH BOARD OF THE

IDAHO DEPARTMENT OF HEALTH AND WELFARE DIVISION OF BEHAVIORAL HEALTH

ARTICLE I: NAME

The name of this organization shall be Region IV Mental Health Board.

ARTICLE II: JURISDICTION

The principal business of this Board shall cover the following counties and the State of Idaho: Ada, Boise, Elmore, and Valley.

ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS

Section 1: The appointing authority in each region shall be a committee composed of the

- a. Chair of the Board of county commissioners of each of the counties within the region;
- b. Regional mental health program manager for the Department of Health and Welfare; and
- c. Regional director for the Department of Health and Welfare.

Section 2: Members shall be selected in accordance in sections <u>39-3130</u>, Idaho Code, totaling 17 members with the following allocation:

- a. Three county commissioners;
- b. Two department of health and welfare employees who represent the mental health system within the region;
- c. Two parents of children with a serious emotional disturbance, as defined in section 16-2403, Idaho Code, provided each parent's respective child is not older than 21 years of age at the time of appointment;
- d. A law enforcement officer;
- e. Three adult mental health service consumer representatives, advocates, or family members;
- f. A provider of mental health services within the region;
- g. A representative of the elementary or secondary public education system within the region;
- h. A representative of the juvenile justice system within the region;
- i. A physician or other licensed health practitioner from within the region;
- i. A representative of a hospital within the region; and
- k. A member of the Regional Substance Abuse Authority (currently Regional Advisory Committee).

The Board shall meet at least twice each year. The Board should annually elect a chair and other officers, as it deems appropriate.

ARTICLE IV: TERM—VACANCIES—COMPENSATION

- Section 1: The term of each member of the Board shall be for four years.
- Section 2: After the membership representation required in this document, Article III, Section 1 is achieved, vacancies shall be filled for the unexpired term in the same manner as original appointments.
- Section 3: Board members shall be reimbursed upon request by DHW at the prescribed rate for travel expenses to attend meetings of the Board and other activities as authorized by DHW policy.

ARTICLE V: MEETINGS

- Section 1: Board meetings are regularly scheduled for the second Tuesday of every month unless notified otherwise in writing. Board meetings shall be held at least every six months and more frequently as determined by the Board members as well as special attendees.
- Section 2: Nine voting members in attendance of the Board shall constitute a quorum.
- Section 3: Sub-Board meetings may be held, as needed, in each county. The sub-board will be made up of representatives from that county, the program manager, and interested committee members. Responsibility for calling a sub-board meeting will lay with the Board's county representatives of the interested county.
- Section 4: All meetings are open to the public subject to the requirements of Idaho's Open Meeting Law.
- Section 5: Members unable to attend a meeting shall notify the Board secretary or designee. Three consecutive absences without good cause shall be deemed a termination of board membership. The Board secretary or designee shall notify any member and their appointing authority in writing after two such absences. Termination of any member will also be made in writing to the member and their appointing authority.
- Section 6: The chair of the Board or designee shall prepare a written agenda for each meeting. Board members may make suggestions for items to be included on the agenda. The Board secretary or designee shall email or mail the agenda, minutes from the previous meeting and other pertinent materials to all board members at least one week prior to the meeting.
- Section 7: Minutes shall be taken at each meeting and shall include all action items and recommendations. Copies of the minutes shall be distributed to board members, the regional director, the mental health program manager, and other regional advisory boards, if requested.

ARTICLE VI: POWERS AND DUTIES

Section 1: The regional mental health board:

- a. Shall advise the state mental health authority through the state planning council on local mental health needs within the region;
- b. Shall assist in the formulation of an operating policy for the regional service;
- c. Shall interpret the regional mental health services to the citizens and agencies of the region;
- d. Shall advise the state mental health authority and the state planning council of the progress, problems, and proposed projects of the regional service;
- e. Shall collaborate with the regional advisory substance abuse authorities to develop appropriate joint programs;
- f. Shall promote improvements in the delivery of mental health services and coordinate and exchange information regarding mental health programs in the region;
- g. Shall identify gaps in available services including, but not limited to, services listed in sections 16-2404 (3) and 39-3128, Idaho Code, and recommend service enhancements that address identified needs for consideration to the state mental health authority;
- h. Shall assist the state planning council on mental health with planning for service system improvement. The state planning council shall incorporate the recommendation to the governor by June 30 of each year. This report shall also be provided to the legislature;
- i. May develop or obtain proposals for, a service plan component for consideration by the state mental health authority.

ARTICLE VII: COOPERATIVE SERVICE PLAN COMPONENT

The regional mental health board may undertake development of a service plan component specifically designed to address and identify unmet needs in the region.

- Such a service plan component may be based upon the assertive community treatment team model, other available intensive models, or a model unique to the region.
- Such a service plan component shall specify the distinct resource contribution of each participating entity, the terms and conditions of participation, and the measures to be used to assess performance and outcomes under the services plan component.
- The service plan component shall include governance procedures, evaluation data, and the means for amendment or termination of the service plan component.
- If a service plan component is developed pursuant to this section and approved by the state mental health authority, the service plan component shall be funded by the state as provided in the service plan component, subject to the appropriation made for that purpose.

ARTICLE VIII: BASIC POLICIES

Section 1: This board shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: No person shall be excluded from membership on the basis of race, color, creed, national origin, or disability.

ARTICLE IX: SPECIAL COMMITTEES AND TASK FORCES

The Board chair shall appoint the chair and committee members of all special committees and task forces and shall be ex-officio member of all committees and task forces. The purpose of the special committees and task forces is to carry out the functions of the Board. Committee or task force members may be appointed from outside the Board membership with majority approval of Board members.

ARTICLE X: PROCEDURES

Section 1: PARLIMENTARY AUTHORITY: Robert's Rules of Order (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the Advisory Board, the Executive Committee, and other committees of this organization when not in conflict with these By-Laws.

Section 2: All actions shall be based on majority vote.

Section 3: The chair of the Board or designee shall attend meetings of the State of Idaho Mental Health Planning Council.

Section 4: Individual members of the Board shall not speak for the Board, except on specific delegation.

ARTICLE XI: AMENDMENTS

The sections of these By-Laws not mandated by law may be amended at any meeting of the Board by a two-thirds vote, provided the amendment is presented in writing to all members prior to the business meeting at which they are present for adoption.

These bylaws were approved at a regular Board meeting on the $\frac{14^{12}}{12}$ day of FERRUARY, 20/2.

Signatures: