BY-LAWS

OF

THE REGION II 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 II Mental Health Board

ARTICLE II: JURISDICTION

The principal business of this board shall cover the following counties in the State of Idaho: Clearwater, Idaho, Latah, Lewis, and Nez Perce.

ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS

- Section 1. Members shall be selected in accordance to Idaho Code 39-3130 totaling 17 members with the following allocation:
 - a. Three (3) county commissioners;
 - b. Two (2) Department of Health and Welfare employees who represent the mental health system within the region;
 - c. Two (2) parents of children with a serious emotional disturbance, as defined in Section 16-2403, Idaho code, provided each parent's respective child is no older than twenty-one (21) years of age at the time of appointment.
 - d. One (1) law enforcement officer;
 - e. Three (3) mental health services consumer representatives, advocates or family members selected from nominations submitted by mental health consumer and advocacy organizations;
 - f. One (1) provider of mental health services within the region;
 - g. One (1) physician or other licensed health practitioner from within the region;
 - h. One (1) representative of a hospital within the region;
 - i. One (1) member of the Regional Advisory Council on substance abuse;
 - i. One (1) representative of the juvenile justice system within the region; and
 - k. One (1) representative of the elementary or secondary education system within the region.

The Mental Health Board invites interested members of our community to attend meetings, provide input and to serve on special committees and task forces.

- Section 2. The nominating committee shall meet annually or as needed to fill vacancies on the board. The committee shall request nominations from the board, families, consumers, providers and advocacy groups. The list of appointments shall be submitted to the Department of Health and Welfare. The appointing authority in each region shall be a committee composed of the following:
 - 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

Section 3. At the September meeting, the board shall elect to a one year term, a chair and other officers as it deems appropriate. [IC 39-3130]

The other officers of the board shall be: Vice Chair and Secretary.

Duties of Chair: The Board Chair shall conduct Mental Health Board meetings, shall prepare the meeting agenda after receiving agenda suggestions from Board and Staff members, shall assist all Board committees, shall identify and monitor Mental Health Board agreed upon goals and shall maintain appropriate communication with Region II Board Members, Staff and other Regional Boards

Duties of Vice Chair: The vice chair shall act as an aid to the chair and shall perform the duties of the chair in the absence or inability of the chair to act.

Duties of Secretary: The Board Secretary shall receive notice from Board members when they are unable to attend Board meetings, shall keep track of attendance without cause and notify any member after two such absences. The Board Secretary coordinate with the Board Chair to: maintain a list of current Board Members and their contact information, present the list of Board positions to be filled to the MHB Appointing Committee, monitor corrections to the Board minutes and maintain a file of the approved documents and maintain official Board documents in an electronic and/or hard copy file. The Department of Health and Welfare will provide administrative assistance to carry out these functions.

ARTICLE IV: TERM -- VACANCIES -- COMPENSATION

- Section 1. The term of each member of the board shall be for four (4) years and members shall be eligible for reappointment. Current membership and term expiration dates shall be recorded in the minutes of the September meeting each year.
- 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 by DHW at the prescribed rate for travel and expense to attend meetings of the Board and other activities as authorized by DHW policy.

ARTICLE V: MEETINGS

Section 1. The board shall meet at least once a month.

- [P.L. 94-63]
- Section 2. A simple majority of the members 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 or designee, and interested committee members. Responsibility for calling a sub-board meeting will lay with the board's county representative of the interested county.
- Section 4. All meetings are open to the public subject to the requirements of Idaho's Open Meeting

- 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 after two such absences.
- 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 Department of Health and Welfare shall provide administrative assistance to prepare and distribute the agenda for each 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. The Department of Health & Welfare will provide administrative assistance during the meeting to take minutes and will distribute minutes, agenda and other informational material prior to Board meetings.

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 <u>and monitor</u> 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 as needed;
- (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 council on substance abuse and the regional children's mental health councils 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 section 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 regional mental health boards into the annual report provided to the Governor by June 30th of each year. This report shall also be provided to the legislature and
- (i) May develop, or obtain proposals for, a service plan component for consideration by the state mental health authority.

[IC 39-3132]

ARTICLE VII: COOPERATIVE SERVICE PLAN COMPONENT

- Section 1. The regional mental health board may undertake development of a service plan component specifically designed to address an identified unmet need in the region.
 - (a) 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.
 - (b) 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 service plan component.
 - (c) The service plan component shall include governance procedures, evaluation data, and the means for amendment or termination of the service plan component.
 - (d) 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.
 - (e) In addition to the fund provided for in section 39-3136, Idaho Code, the state may provide development grants through the state mental health authority and in coordination with the regional mental health board for twenty-four (24) hour emergency psychiatric services, short term psychiatric beds, transitional housing and detoxification facilities.
 - (f) Nothing shall preclude the Regional Mental Health Board from receiving private and other public funding to assist the Regional Mental Health Board in providing services.

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. PARLIAMENTARY AUTHORITY: *Robert's Rules of Order* (Simplified) shall be the governing authority for the order of business and conduct of all meetings of the 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 a majority vote of the quorum.
- Section 3. The Chair of the Board or designee shall attend meetings of the State Mental Health Planning Council.

a. Prior to the April meeting of the State Planning Council, and as part of the strategic planning process, the Board will present a report on Region II Mental Health Services to the Council. The report will include an outline of the planning for mental health projects in progress or already accomplished and identification of mental health needs and gaps in service in the region.

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 presented for adoption.

Amendment I:

The Region II Mental Health Board may appoint "ex-officio" members to participate in Board activity as non-voting members whose expertise, experience, credentials, and/or geographic residence bring strategic value to the vision and mission of the Board. Appointments are made by motion and majority vote by the Board membership and serve for a specific term, or their term may be shortened at the pleasure of the Board.

These bylaws were approved at a regular Board meeting on the	day of
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Signatures

Vice Chair

Board