



GUILFORD COUNTY BEHAVIORAL HEALTH OVERSIGHT BOARD BYLAWS

ARTICLE I

Name

This body shall be known as the Guilford County Behavioral Health Center Oversight Board. Established through Resolution of the Guilford County Board of Commissioners and adopted on June 15, 2023.

ARTICLE II

Purpose

The purpose of the Board shall be to make recommendations to the Guilford County Board of Commissioners and provide advice, in compliance with state law and county regulations, regarding the development or review of policies associated with the promotion and care of individuals in crisis and related conditions of the community, including the following matters:

- Review and recommend services to be rendered by the Behavioral Health Crisis Centers except where the imposition of a fee is prohibited by statute or where an employee of the Crisis Center is performing the services as an agent of the State;
- Evaluate trends and issues relating to the centers and provide insight in the planning of long-range goals and objectives;
- Review and recommend any code, standard rule or regulation which has been adopted by any agency of this State or any other state, any agency of the United States or by a generally recognized association;
- To have such other duties and responsibilities set forth by the Board of County Commissioners.

Objective

Function as a strategist and advocate for the care of individuals seeking and engaged in behavioral health services, particularly those in crisis, such as:

- Give program advice on current and new services being planned at the Guilford County Behavioral Health Centers and communicate the need for service improvements to the Board of County Commissioners as needed;
- Participate in data informed decision making to promote optimal service delivery at the Guilford County Behavioral Health Centers;
- Foster partnership-building efforts and coordination of resources to promote a thriving comprehensive behavioral health services continuum based on the input of users of services and providers;
- Develop and/or assist in the planning of long-range goals and objectives for Guilford County's behavioral health services continuum, with an emphasis on crisis, safety net and navigation services.

The Board shall have no responsibility or authority over personnel, budget or contracts.

ARTICLE III

Membership of and Term of the Advisory Board

The Committee shall be composed of ~~nineseven~~ (9) members and selected as follows:

The Parties will establish an Oversight Board that is not involved in operations, but rather is responsible for general oversight and evaluation of success/performance metrics. The Board shall be structured as follows:

- o 2 County Commissioners ~~(Ex Officio)~~
- o 1 Citizen with experience receiving mental health services
- o 1 Representative of the National Alliance on Mental Illness (NAMI)
- o 1 local licensed mental health services provider
- o 1 Director of a local mental health, developmental disabilities, or substance abuse agency, or that person's designee.
- o 1 Executive representative of the LME/MCO designated to Guilford County
- o **1 Director of Guilford County Emergency Services**
- o 1 CIT Sworn Officer

All members shall be legal residents of Guilford County and will serve at the pleasure of the Guilford County Board of County Commissioners without monetary compensation.

Term: The term of members shall consist of the following:

- A term will consist of a three-year appointment with an option for one consecutive reappointment;

- Three (3) year appointments (or replacements) will be made annually upon expiration of the position's term.
- Appointments to be made consistent with the Guilford County Board of Commissioners adopted policies and procedures, as amended.

ARTICLE IV

Attendance: Members will adhere to the attendance requirements established by the Guilford County Board of Commissioners' RESOLUTION FOR ESTABLISHMENT OF REVISED POLICY AND PROCEDURES FOR APPOINTMENTS TO COUNTY BOARDS, COMMISSIONS, COMMITTEES OR AUTHORITIES adopted on August 3, 1987, as amended: "whereby any member who fails to attend at least 75% of the regular meetings except for excused illness, or other extraordinary circumstances subject to approval of the Chair, of the committee during any one calendar year period shall be removed from said committee".

- Notice should be given to the Secretary by phone call, email, or written letter.

ARTICLE V

Officers and Duties:

A. Chair: The Chair shall be a County Commissioner and appointed by the Board of County Commissioners.

1. The Chair, he or she may serve until further direction from Board of County Commissioners;
2. The Chair shall decide matters of order and procedure, unless directed otherwise by a majority of the Committee in session at the time. The Chair shall follow Robert's Rules of Order in conducting the meetings and will have authority to:
 - Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purpose;
 - To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
 - To call a brief recess at any time;
 - To adjourn in an emergency;
 - The Chair shall create any sub-committees found necessary to investigate any matter before the Committee; and
 - The Chair shall be responsible for the appointment and governance of all subcommittees.
 - The Chair may request funds for special needs of the Advisory Board from the Board of County Commissioners.

B. Vice-Chairman: The Vice-Chair shall be a County Commissioner and appointed by the Board of County Commissioners.

1. The Vice Chair, he or she may serve until further direction from Board of County Commissioners;
2. The Vice-Chair shall preside in the absence of the Chair, fill any unexpired term of the Chair, and assume all duties and responsibilities delegated by the Chair.
3. The Vice-Chair shall perform such other duties as directed by a majority of the Committee.

C. Secretary: The Health and Human Services Director, or their designee, serves as the Secretary for the board. The Secretary, is subject to the direction of the Chair and the Committee, shall keep records, conduct correspondence of the Committee, and generally supervise clerical needs. Minutes of the meetings shall be recorded and preserved in perpetuity and are subject to public record requests.

1. The Secretary will also be responsible for maintaining records of attendance and submitting an annual attendance report to the Guilford County Clerk to Board, by January 30 of each year listing any member who at the end of the calendar year has not attended 75% of the regular meetings, excepting there from any member whose absences in excess of 25% of the regular meetings have been excused.
2. Official documents, and the minutes, should be placed on the Guilford County web page.

D. Other Officers: Should the Chair and Vice-Chair both be absent at a meeting, the Committee shall elect a temporary Chair to serve at the meeting. Should the Secretary be absent, a temporary secretary may be appointed by the Behavioral Health Services Director.

ARTICLE VI

Sub-Committee Formation: The Chair may create *ad hoc* and sub-committees as needed for special projects or technical assistance such as: service-focused work, special events projects, and focus groups, etc. Sub-committees should be established until their objectives are completed, or the need has been met and shall be renewed annually as necessary. The Chair appoints all Sub-Committee Chairs and shall reappoint the Chairs annually as necessary.

Standing Subcommittees: For the purpose of support, development and guidance this board will have the following standing subcommittees:

Data Metrics and Performance

Duties: Partners with County and providers contracted for service delivery at the Guilford County Behavioral Health Center to develop a continuous quality improvement framework based on performance metrics and outcome goals.

Community Engagement & Awareness

Duties: Partners with the County and various community partners, specifically contracted service providers at the Guilford County Behavioral Health Center to promote awareness of services and a system of care collaborative to foster access to care and resiliency.

ARTICLE VII

Meetings: Regular meetings of the Advisory Board shall be held at a minimum quarterly and shall be scheduled for the year each January. Special meetings of the Advisory Board may be called at any time by the Chair, provided that at least forty-eight (48) hours' notice issued through the secretary and to each member of the Committee and the meeting is properly noticed in accordance with open meetings laws. A listing of the regular meeting schedule shall be filed in a central location and with the County Clerk to Board annually. Any special meeting that is held at some time or place different from the schedule of regular meetings shall have written notice posted with the County Clerk to Board and mailed or delivered to each person who has requested it, at least forty-eight (48) hours before the meeting. Whenever there is no business for the Committee, the Chair may dispense with the regular meeting by giving notice to all members at least twenty-four (24) hours in advance and posted at the meeting site.

Quorum: A quorum shall consist of a simple majority of the full advisory board membership. The vote of a majority of those members present shall be sufficient to decide matters before the Advisory Board, if there is a quorum.

Reference to Robert's Rules of Order: To the extent not provided for in these bylaws and to the extent that the reference does not conflict with the spirit of these rules, the Advisory Committee shall refer to Robert's Rules or Order for unresolved procedural questions.

ARTICLE VIII

Amendments: These By-Laws may be amended by a majority vote of the full Advisory Committee. Copies of the by-laws are to be provided to the members of the Advisory Committee fifteen (15) days before the meeting where the vote will take place. After the Advisory Committee approval, the final approval will be determined by the Guilford County Board of Commissioners.