

System of Care Advisory Council Bylaws **Adopted 5/3/2023**

Definitions

Mental wellbeing means services, supports, and treatments related to challenges people encounter in pursuing their own definition of mental wellbeing. This is a strengths-based reframe of the terms ‘mental health’, and ‘mental illness.’

Youth means an individual 25 years or younger, who is at increased risk of developing chronic behavioral, emotional, physical or developmental conditions and is under supervision of or engaged with two or more system of care.

Family includes a biological or legal parent, a sibling, an individual related by blood, marriage or adoption, a foster parent, a legal guardian, a caregiver, any person who provides support to the youth, and any person identified by a youth as being important or as being family.

Council Purpose

As directed by [Senate Bill 1 \(2019\)](#) and [Senate Bill 4 \(2021\)](#), the purpose of the System of Care Advisory Council (SOCAC) is to improve the effectiveness and efficacy of state and local systems of care that provide services to children and youth, ages 0-25, and their families. The SOCAC provides a centralized and impartial forum for statewide policy development, planning, and funding strategy recommendations.

The system of care is a coordinated network of services and supports to youth that:

- Integrates care planning and management across multiple levels of care
- Recognizes disability as a natural and healthy part of the human experience
- Is culturally and linguistically responsive
- Is designed to build meaningful partnerships with families and youth in the delivery and management of services and the development of policy
- Has a supportive policy and management infrastructure at the state and local levels, and
- Is community-based with relationships at the local level

System of Care Principles

System of Care is defined as a coordinated network of services and supports designed to:

- **Ensure a broad array of services and supports** that are flexible, accessible, evidence informed, community-based services and supports for children, youth and families, addressing their physical, emotional, social and educational needs including traditional, and non-traditional, as well as informal and natural supports
- **Promotes services that are individualized**, and meet the stated needs of children, youth and families Deliver services and supports within the **least restrictive, most normative environments** that are clinically appropriate
- **Ensure that families, other caregivers, and youth are full partners** in all aspects of the planning and delivery of their own services and in the policies and procedures that govern care for all children and youth in their communities, states, territories, tribes, and nation
- **Ensure cross-system collaboration**, with linkages between child-serving agencies and programs across administrative and funding boundaries and mechanisms for system-level management, coordination, and integrated care management
- **Promote care management** or similar mechanisms to ensure that multiple services are delivered in a coordinated and therapeutic manner, and that children and their families can move through the system of services in accordance with their changing needs
- **Promote developmentally appropriate mental wellbeing services and supports** that promote optimal social and emotional outcomes **for young children and their families** in their homes and community settings
- **Promote developmentally appropriate services and supports** to facilitate the **transition of youth to adulthood** and to the adult-service system as needed
- **Incorporate or link with mental wellbeing promotion, prevention, and early identification** and intervention to improve long-term outcomes, including mechanisms to identify problems at an earlier stage and mental wellbeing promotion and prevention activities directed at all children and adolescents
- **Incorporate continuous accountability mechanisms** to track, monitor, and manage the achievement of system of care goals; fidelity to the system of care philosophy; and quality, effectiveness, and outcomes at the system level, practice level, and child and family level.
- **Be data driven** in such a way that data integration and information sharing through inter/intra governmental agreements. Continuous Quality Improvement efforts arise out of the data collected and analyzed.

- **Protect the rights of children, youth, and families** and promote effective advocacy efforts
- **Provide services and supports to all, with intentional regard to race, religion, national origin, gender, gender expression, sexual orientation, visible and invisible disability, socioeconomic status, geography, language, immigration status, or additional identities and characteristics.** Services and systems should be inclusive and responsive to lived experience of marginalization and intersectional identities.
- Be guided by **System of Care Core Values:**
 - Family driven and youth guided, with the strengths and needs of the child and family determining the types and mix of services and supports provided
 - Community based, with the locus of services, as well as system management, resting within a supportive, adaptive infrastructure of structures, processes, and relationships at the community level
 - Culturally and linguistically competent, with agencies, programs, and services that reflect the cultural, racial, ethnic, and linguistic differences of the populations they serve to facilitate access to and utilization of appropriate services and supports

Diversity, Equity and Inclusion

SOCAC acknowledges the harm and systemic oppression of historically marginalized groups in Oregon. SOCAC calls upon Oregon's government, institutions and system partners to accept responsibility for their role in systemic oppression. SOCAC is committed to addressing and alleviating pressures on youth and families to gain access to services, to aid, and to assist their families. Systemic oppression and racism must be addressed and whenever present, be eradicated. SOCAC works to enact transformative policies that promote equity over barriers. SOCAC strives towards equitable distribution of resources to address disproportionality in communities where systemic oppression and racism exist. These systems include education, child welfare, justice, health and disability services, and other systems where an over representation of marginalized populations exists.

Families and youth are the experts in their lives and SOCAC seeks to walk along side of them, not hold dominion over them.

Diversity is the representation of all historically oppressed and excluded populations, including the intersections of marginalized identities. Recognizing that discrimination amongst populations transcends racial, ethnic and gender identities, SOCAC seeks to engage, draw on, share power with, and understand a variety of perspectives and experiences. We recognize diversity in culture, race, gender and experiences. Every person is an individual whose experiences are their own, and a person should never be used as a stand in for the experiences of others who share similar circumstances or abilities.

SOCAC aims to create a space where all people get what they need. Every person brings a unique perspective and experience. Equity will be achieved when all people can reach their full potential and are no longer marginalized. To achieve equity, SOCAC continually evaluates how power and resources are distributed and works to recognize, reconcile and rectify historical injustices.

Council Values – To be developed at May/June Council meeting

Scope

The Council acts as a central, impartial forum for statewide policy development, funding strategy recommendations and planning. The Council's goal is to improve the effectiveness and efficacy of child-serving state agencies and the continuum of care that provides services to youth (ages 0 – 25).

The Council will develop and maintain a **System of Care policy and a comprehensive, long-range plan** and recommendations for a coordinated System of Care.

Conduct joint studies by agreement with state agencies, boards or commissions on any matter within the jurisdiction of the Council.

Provide oversight for the implementation of in-home behavioral health services, crisis and transition services, therapeutic foster care, and in-home family support services. The Council will support integration of these services with existing programs for individuals with mental wellbeing needs and with or without co-occurring intellectual and/or developmental disabilities, and periodically provide updates to the legislature. The Council will work with local System of Care Councils to provide oversight and recommendations for improvements of these services at the local and regional level.

Provide recommendations to the Director of the Oregon Health Authority, Director of Oregon Youth Authority, and the Director of Department of Human Services to maintain and strengthen these Systems of Care.

Inform the content of, provide oversight for and continually monitor the **Oregon System of Care Data Dashboard**.

Award grants to support and invest in youth and families via local System of Care initiatives, development and system improvements and to carry out the recommendations generated by the System of Care policy and long-range plan.

The Council may apply for and receive gifts and grants from any public or private source and adopt rules to carry out the scope of the Council.

The Council shall **request budget fiscal impact analysis** based upon Council recommendations, and recommend action with fiscal impact analysis to the governor and state agencies.

The Council will receive and process barrier forms submitted by local and regional Systems of Care Councils. Barrier forms may describe challenges in access to care, discriminatory processes or policies within the continuum of care, or other situations that are detrimental to the efficacy or effectiveness of the continuum of care. Barriers may impact multiple families within a single system, and may require the efforts of one or more state agencies for resolution. SOCAC will utilize unresolved barriers in strategic planning and policy change efforts.

Enter into and maintain interagency agreements related to staff and resources, computer systems and technologies, data and evaluations and financial investments.

Out of Scope

The Council will not explore:

- Investments and/ or policies aimed beyond the Council's population of focus.
- Sharing and problem solving for individual situations.
- Case level barriers, issues and needs impacting only one individual service system which do not have cross system impacts or direct impacts on the Council's population of focus.

Membership

The Council is comprised of individuals who have the authority to control resources and set policy within child serving systems, and the Council shares leadership and power with youth and family. Membership requirements are defined by SB 4 (2021).

Composition

Chief Justice appointment:

- 1 representative from the Judicial Department

Governor appointment:

- 2 representatives of the Department of Human services with extensive knowledge of systems of care, one of whom must have direct experience with intellectual and developmental disabilities programs
- 1 representative of the Oregon Youth Authority with extensive knowledge of systems of care
- 1 representative of the Oregon Health Authority with extensive knowledge of systems of care
- 1 representative of the Oregon Department of Education
- 2 representatives of coordinated care organizations, one of whom must provide services to rural communities
- 1 psychiatrist
- 1 psychologist
- 1 pediatric physician
- 1 representative of an entity that offers commercial insurance
- 3 representatives of agencies that provide varied services and supports to youth and families
- 1 representative of organizations that advocate for youth
- 1 representative of organizations that advocate for families of youth
- 2 members of the public, each of whom are family members of either:
 - I. Persons with intellectual or developmental disabilities or mental illness
 - II. Persons who are currently or were previously in the foster care system or juvenile justice system
- 2 members of the public, each of whom are no more than 25 years old and are either:
 - I. Persons with intellectual or developmental disabilities or mental illness
 - II. Persons who are currently or were previously a ward, youth or youth offender, as defined in ORS 419A.004

- 1 county juvenile department director
- 1 county mental health director
- 1 member of a federally recognized Indian tribe in this state, or a designee of the Indian tribe
- 1 representative of Oregon’s federally mandated disability protection and advocacy agency

Terms of office, vacancies and reappointments

The term of office is 4 years, or at the pleasure of the Governor. Terms begin January 2nd of each year. Council members may serve for up to two terms. Vacancies shall be filled by appointment and shall be immediately effective for the remainder of the term. All members, including those from state agencies, are expected to attend all meetings personally; delegates or proxies are not allowed. Absences must be noted to the Chair or designated SOCAC staff in advance.

Committees

Committees may be formed for the purpose of fulfilling the duties and goals of the SOCAC. There will be three types of committees: Executive Committee, Subcommittees, and ad hoc Work Groups. Appointed Council members are expected to consistently participate on at least one subcommittee. Subcommittees are open to the public and all attendees are welcome to contribute, but only subcommittee members are able to vote on committee business. Subcommittee membership may include non-appointed Council members that are recommended by the committee chair and approved by Council co-chairs. Subcommittee membership will be reviewed annually to ensure youth and family are represented. Family and youth representatives who participate in committees, including work groups, outside of a paid work responsibility are eligible for a stipend consistent with state boards and commissions.

The Executive Committee shall engage in activities necessary for conduct of general Council meetings. These activities may include:

- a. Meeting in-between general Council meetings to plan and discuss appropriate business for the Council. Telephone conferences are acceptable.
- b. Serving as the Budget committee for the Council.
- c. Developing drafts of reports and plans for Council activities.
- d. Assisting with needed committees.
- e. Acting on behalf of the Council when needed, if it is not currently convened.

Subcommittees are established by the Council for purposes with stated objectives. These Committees are established and maintained on an ongoing basis.

a. State Agency Standing Committee: This committee shall act as a forum for state agency System of Care implementation and shall coordinate information, barriers and communication with the local System of Care Executive Councils. This committee will consist of state agencies, family and youth, family/youth serving organizations.

b. Data Committee: This committee is charged with oversight for the SOC Data Dashboard, and outcomes of strategic plan implementation. This committee will consist of state and local government agencies, family and youth, and family/youth serving organizations.

c. Grants Committee: This committee directs funding granted to support local system of care implementation. This committee will consist of state and local government agencies, family and youth, and family/youth serving organizations.

d. Legislative Committee: This committee provides recommendation on legislative concepts for the system of care. This committee will consist of state and local government agencies, family and youth, and youth/family serving organizations.

e. Diversity, Equity and Inclusion Committee: This committee directs and guides the Council's commitments to diversity, equity and inclusion and confirms Coordinator positions. This committee will consist of state and local government agencies, family and youth organizations and those with lived experience.

f. Youth Council: The Youth Council advises SOCAC on how to incorporate youth voice in a way that is meaningful, equitable and empowering.

Work groups: A work group may be formed to study a specific issue and provide information and a recommendation to the Council. Work groups must report to the Council on a regular basis and must operate within the Council's goals, objectives, and work plan. Work groups are time limited and not open to the public. Work group membership is determined by the Executive Director and/or the Council co-chairs. A work group is:

- a. Established and membership appointed by the Council chair
- b. Scope and time-limited
- c. Chaired by a Council member.

Council Leadership

Executive Director

The Council shall appoint an executive director who shall be in the exempt service and who shall be responsible for the performance of duties assigned by the Council. Subject to the State Personnel Relations Law, the executive director may employ appropriate staff to carry out the duties assigned by the Council. The executive director is responsible for receiving and reviewing all complaints of bias, harassment, or bullying that Council members may have committed. If the complaint is directed against the executive director, the co-chairs will be responsible for receiving and reviewing those concerns and providing a report to the Council on the outcome of that review.

Executive Committee Membership:

The Executive Committee will consist of the Executive Director, Co-chairs, Chairs of all Subcommittees, a youth representative and a family advocate/representative. The Governor will appoint one Chair and the other Chair will be elected by the Council and someone who represents family or youth voice. Subcommittee chairs (or coordinators) and youth and family representatives volunteer for their position, with approval by the DEI committee. All chairs and representatives serve 3-year terms with ability to renew.

1. Co-chairs (Annette Majekodunmi and Adam Rodakowski)- Duties shall include:
 - a. Calling and presiding over Council meetings
 - b. Chairing the Executive Committee
 - c. Submitting reports, as necessary, to state or federal agencies
 - d. Serving as official spokesperson for the Council
 - e. Establishing and dissolving task force groups or committees as necessary, and
 - f. Signing all documents on behalf of the Council.

2. Financial Coordinator (Emily Cooper) - Duties shall include:
 - a. Act as key contact within the SOCAC for monitoring and reporting on expenditures of the Council.
 - b. Chair for Grants Committee, to include agenda setting and meeting facilitation

3. Legislative Coordinator (Robin Henderson) - Duties shall include:
 - a. Implement and coordinate the legislative action plan for the Commission.

- b. Act as primary liaison at the Legislature
 - c. Chair for Legislative Committee, to include agenda setting and meeting facilitation
4. Data Coordinator (Andrew Grover) - Duties shall include:
- a. Sponsor all data and evaluation related work of the Council
 - b. Chair for Data Committee, to include agenda setting and meeting facilitation
5. DEI Coordinator (Annette Majekodunmi) - Duties shall include:
- a. Sponsor all DEI related work of the Council
 - b. Chair for DEI Committee, to include agenda setting and meeting facilitation
6. Youth representative (Jesus Nunez Pineda) - Duties shall include:
- a. Convening of Youth Council
 - b. Act as primary liaison between the Council and other youth advising bodies.
7. Family member/advocate representative (Alisha Overstreet) - Duties shall include:
- a. Act as primary liaison between the Council and other family advising bodies.

Council Procedures

- Fiscal Calendar: The fiscal calendar for discretionary spending starts on July 1 of each year and ends on June 30 of the following year.
- Meeting Schedule: The Council will meet at least 4 times a year.
- Quorum: A simple majority of all currently appointed members will constitute a quorum at all meetings of the Council.
- Attendance: Council members who miss three consecutive meetings without advance notice may be asked to resign.
- Public meetings: The Council follows public meeting law as set out in [ORS 192.630](#)
- Public comment: Per public meeting law, a public comment period will be held during all full Council meetings. Those attending as a representative of family or youth voice are free to speak at any time during a meeting, and are not required to wait for the public comment period.
- Minutes: Minutes of each Council meeting will be taken and formally approved at regular Council meetings. Subcommittee meeting minutes will be taken and shared with subcommittee members. All minutes are posted online.
- State agency responsibilities: SOCAC staff, in coordination with OHA and ODHS, will provide staff support to the Council. All state agencies will assist in the performance of the duties of the Council.
- Recordings: Full Council, subcommittee and work group meetings may be recorded for purpose of drafting meeting notes but will not be posted online. Audio recordings may be available upon request.
- Official Duties: Official duties are duties where attendance is required, such as Council meetings, Subcommittee meetings, and/or functions that have had prior Council approval or if requested by the Chair. Council members, other than those employed in full-time public service, are entitled to receive compensation as prescribed by Oregon Revised Statutes for each day or portion thereof during which the member is actually engaged in the performance of official duties.
- Reimbursement: Council members who are defined as members of the public may be entitled to reimbursement for official Council business according to ORS 292.495. Reimbursable expenses are necessary travel, meals and lodging, expenses incurred in the performance of official duties.
- Reimbursement Process and Forms: Travel Expense Detail Sheets (TEDS) must be submitted within 60 days or they will not be reimbursed. Reimbursements to meet special accessibility needs will be accommodated, as long as they are reasonable.

- Reimbursement Fund Availability: All reimbursement is dependent on the availability of funds.
- Public record: All business of the Council, its subcommittees and work groups is subject to public records request.

Required Deliverables (SB1)

Per SB4, the following work of the Council is to be submitted to the interim committee of the Legislative Assembly related to youth and to the Governor as follows:

September 15 of each year

Report: Describe how Council is meeting its goals, remaining barriers to access, and recommendations for legislation, including recommendations for changes to the Council structure, composition and operating processes.

December 31st of each odd-numbered year

Report: The Council, ODHS and the OHA shall submit a joint report describing moneys appropriated to or otherwise made available for the purpose of providing access to the services and supports within the system of care. Report must include an accounting of expenditures made by the department, the authority and the Council.

January 2 of each even year

Plan: Update on System of Care policy and long-range plan.

Council Decision Making

Decisions will be made by consensus using an agreed upon process informed by [Seeds for Change](#). Characteristics of consensus decision-making include:

- [Collaboration](#): Participants contribute to a shared proposal and shape it into a decision that meets the concerns of all group members as much as possible.
- [Cooperation](#): Participants in an effective consensus process should strive to reach the best possible decision for the group and all of its members, rather than competing for personal preferences.
- [Egalitarianism](#): All members of a consensus decision-making body should be afforded, as much as possible, equal input into the process. All members have the opportunity to present and amend proposals.
- [Inclusion](#): As many [stakeholders](#) as possible should be involved in a consensus decision-making process.

- [Participation](#): The consensus process should actively solicit the input and [participation](#) of all decision-makers

State agency representatives can participate in consensus making discussions, but cannot block final consensus.

Subcommittees and work groups have authority to make decisions on behalf of the full Council, with exception of decisions related to legislative changes or those with budget implications. Subcommittee and work group chairs determine when subcommittee matters need to go to full Council for discussion and/or decision.

Conflict of Interest

Definition:

1. "Actual Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a Council member, the effect of which would be to the private pecuniary benefit or detriment of the Council member or the Council member's relative or any business with which the Council member or a relative of the Council member is associated. However, if all those included in the same class as the Council member would be affected to the same degree, the situation is not considered a conflict of interest under ORS 244.
2. "Potential Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a Council member, the effect of which could be to the private pecuniary benefit or detriment of the Council member or the Council member's relative or any business with which the Council member or relative of the Council member is associated. However, if all those included in the same class as the Council member would be affected by the same degree, the situation is not considered a conflict of interest under ORS 244.
3. "Business with which the Council member is associated" means any business of which the Council member or the Council member's relative is a director, officer, owner, or employee, or any corporation in which the Council member or Council member's relative owns or has owned stock or other interests, such as contracts, worth \$1,000 or more at any point in the preceding calendar year.
4. "Relative" means the spouse, the children, the spouse's children, brothers, sisters, or parents of the Council member.

Procedures:

1. For Actual or Potential Conflict of Interest: When a Council member is involved in an actual or potential conflict of interest, they will announce publicly the nature of the conflict prior to taking any official action thereon as a member of the Council.
2. Recording a potential or actual conflict of interest: When a Council member gives public notice of an actual or potential conflict of interest, the actual or potential conflict will be recorded in the minutes of the meeting. A notice of the actual or potential conflict of interest and how it was dealt with, may at the discretion of the Council, be provided to the Oregon Government Standards and Practices Council within a reasonable period of time.
3. Declaration of an actual conflict of interest: After declaring an actual conflict of interest, a Council member will not be entitled to participate in the discussion, debate, or vote.

Amendment of Council Bylaws

These bylaws will be reviewed by the SOCAC in February of every year. Council members shall have two weeks' notice prior to voting on proposed amendments to the bylaws. The Co-chairs may request revision of bylaws at any time and may appoint a Bylaws Work Group for significant amendments.