

**Department of Human Services – DRAFT copy
Addictions & Mental Health Division
Children Adults and Families Division**

**Children’s Wraparound Initiative Advisory Committee
By-Laws
April 2010**

The purpose of the Children’s Wraparound Initiative is to develop a system of services and supports for children ages birth to 18 years of age who have emotional, behavioral, or substance use related needs and are involved in two or more systems based on system of care values and principles and the wraparound planning process.

ARTICLE 1. Children’s Wraparound Initiative Advisory Committee

A Committee shall be established to assist in the implementation of the Children’s Wraparound Initiative established under HB 2144 (2009 Legislative Assembly, ORS 418.985). The Committee will serve as the advisory body for Children’s Wraparound Initiative. The Committee will be affiliated with the Department of Human Services, Addictions & Mental Health Division, Children’s System Advisory Committee.

The Statewide Wraparound Advisory Committee responsibilities include the following:

- a. Provide advice and oversight to state agency partners identified in the wraparound legislation on policy development, financing, implementation, and outcomes;
- b. Ensure partner agencies will participate in the wraparound initiative based upon the following core values and principles:
 - family and youth perspectives must be intentionally elicited and prioritized during all system of care and wraparound initiative activities, including at the service level as well as local regional and state level policy making;
 - include prevention and early intervention services;
 - support efforts to implement culturally and linguistically competent service capacity;

- value youth as experts, respect youth voice and treat them as equal partners in creating system change at the individual, community and state level; and
 - respect family voice by giving families the primary decision-making role in the mental health care of their youth as well as in the development of policies and procedures governing the care of youth in the community and at the regional and state level.
- c. Ensure the evaluation of the effectiveness of all efforts to promote the mental health and well-being of youth; and
 - d. Ensure that services be community-based and include community partners.
 - e. Ensure that policies and practices reflect the values and principles that are common in the System of Care (SOC); and
 - f. Provide meaningful feedback from individuals affected by the system of care regarding whether the individuals perceive that they are being treated respectfully, compassionately, effectively and with dignity; and
 - g. Ensure the establishment of at least three local systems of care sites.

Article 2. Membership

- a. The Children’s Wraparound Initiative Advisory Committee shall be composed of members appointed by DHS, Department Director or designee.
- b. When appointing members, the Director shall give consideration to geographic and cultural/ethnic representation and seek members who represent the varied interests of stakeholders in the children’s system of care. The majority of the members shall be representatives of youth or the family of youth and advocacy organizations. The membership shall be as described below:
 - 11 family members (including foster and adoptive parents) of children and youth with mental health challenges or needs;
 - 8 young adults who are or have received children’s mental health services;
 - 4 advocates/natural supports/community partners for mental health services for children and adolescents;
 - 1 representative of mental health organizations;
 - 1 representative of community mental health programs;
 - 1 representative of the early childhood system;
 - 1 representative of residential treatment facilities;
 - 1 representative of day treatment facilities;
 - 2 members at large representatives;

- 1 representative from the legal system for youth
 - 1 representative each from;
 - Oregon Youth Authority
 - Community Juvenile Justice
 - Child Welfare
 - DHS (Child Welfare) Service Delivery Area
 - Seniors and Persons with Disabilities
 - Oregon Department of Education
 - Local Education
 - Commission on Children and Families
 - Others persons as needed;
 - 2 ex-officio members who are staff of AMH
- c. Members of the Committee shall be responsible to disseminate information from Committee meetings to the constituents they represent.
 - d. One-third (1/3) of the Committee membership shall constitute a quorum. Committee decisions will be made by majority vote of the quorum.
 - e. Committee members may serve up to three consecutive three-year terms. The Nominating Committee shall recommend nominees to the DHS, Department Director or designee.
 - f. The terms for membership on the Committee shall expire each December 31, and new council members shall begin new three-year terms each January 1.
 - g. A member may resign from the Committee by submitting a written and signed resignation to DHS, Department Director or designee and co-chairpersons of the Committee. Whenever possible, the member's resignation should be submitted to the co-chairpersons at least thirty (30) days prior to the effective date of the resignation.
 - h. Members appointed mid term as a replacement shall serve the remainder of the term of the original member.

ARTICLE 3. Officers

- a. The officers of the Committee shall consist of co-chairpersons one of whom will be a family member and who are the current co-chairs of CSAC.
- b. Officers shall assume their official duties immediately following the meeting in which they are elected. They shall serve for a term of two years or until the election of their successor.
- c. A member shall not be eligible to serve more than two (2) consecutive terms in the same office.

- d. Vacancies created during a regular term of office shall be filled by a special election by the Committee for the unexpired portion of the term.
- e. The co-chairpersons shall share the presiding officer position at the Committee meetings and shall be the primary liaison between Committee members and the Wraparound Steering Committee.
- f. Executive Committee same as CSAC's Executive Committee. The officers plus a youth member, family member and a member at large will serve as members of the Executive Committee, along with a member/s (ex-officio) from the department. The Executive Committee will oversee the work of the Committee between meetings; plan agendas with assigned staff and receive recommendations for the full Committee's review.

ARTICLE 4. Meetings

- a. Regular meetings of Children's Wraparound Initiative Advisory Committee shall be held *no less than quarterly*.
- b. SPECIAL MEETINGS. For good cause, and upon giving at least three (3) days' notice to all members of Committee, the Executive Committee may call a special meeting at any reasonable date, time and place to consider any matter properly brought before the Committee.
- c. The co-chairpersons may appoint sub-committees as necessary for the adequate functioning of the organization. Such committees shall function at the discretion of the chairpersons with consultation with the Executive Committee.
- d. All meetings are open to the public.

ARTICLE 5. Attendance

- a. All regular and special meetings shall be open to the public.
- b. Three (3) absences meetings during a calendar year's period of the Committee without notifying the designated Committee's liaison shall be considered a resignation.
- c. Committee members may appoint alternates, with voting rights on a temporary basis when the committee member is unable to attend. Alternates shall be representative of the same agency, family member group or organization as the committee member. All names of alternates must be designated by a phone call to the designated Committee's liaison prior to the day of the Committee meeting for which the alternate shall replace the member.

ARTICLE 6. Reimbursement

- a. DHS will provide reimbursement for authorized individuals who are eligible for travel reimbursement when traveling on official state business. Travel expense may include mileage, meals, lodging, childcare, and certain other miscellaneous items.
- b. DHS reimbursement will be in accordance with DAS General Business and Travel Expense Policy.

ARTICLE 7. Sub-committees

- a. Sub-committees shall be created by the co-chairpersons of the Committee as necessary to carry out the functions of the Committee. These committees shall be assigned a specific task to be accomplished in a limited period of time and then discontinued.
- b. A person from DHS will staff all sub-committees.
- c. The co-chairpersons of the Committee shall designate a chairperson for each sub-committee created.
- d. Sub-committees may include non-Committee members.
- e. The chairperson of each sub-committee shall report to the Committee at regularly scheduled meetings and submit a final report to Committee from the sub-committee upon completion of the task assigned.

ARTICLE 8. Policies

- a. Robert's Rules of Order, newly revised, shall govern the conduct of members at all meetings of the Committee.
- b. These by-laws may be amended or repealed at any regular meeting or special meeting of the Committee provided notice of changes have been made to the Committee members 15 days prior to the meeting. A two-thirds majority of the membership in attendance is required to adopt amendments.
- c. The committee will adopt a work plan and evaluate its performance annually.
- d. Minutes shall be taken at all meetings and shall include action items and recommendations. Copies shall be distributed to all members.
- e. DHS shall maintain records of the Committee.

ARTICLE 9. Conflicts of Interest

Any member of the Committee who has a conflict of interest in any matter before the Committee shall so inform the Committee prior to voting.

ARTICLE 10. Statewide Children’s Wraparound Advisory Committee

The mailing address of **Statewide Children’s Wraparound Advisory Committee** shall be in the care of:

Department of Human Services
Addictions & Mental Health Division
Children’s Wraparound Initiative Advisory Committee
500 Summer St. NE E-86
Salem, OR 97301-1118
Telephone: 503-945-5763
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