

AMHPAC EXECUTIVE COMMITTEE CHARTER

Authority

States receiving funding through the Community Mental Health Services Block Grant (MHBG), 45 CFR Part 96 Sec. 300x-3, are required to establish a Mental Health Planning and Advisory Council. The Substance Abuse and Mental Health Services Administration (SAMHSA) recommended, in 2011, that states integrate representatives of substance use disorder prevention and treatment services on their Council and develop Behavioral Health Planning and Advisory Councils.

The Addictions and Mental Health Division (AMH) responded with the development of the Addictions and Mental Health Planning and Advisory Council (AMHPAC) which integrates representatives of:

- Substance Use and Problem Gambling Prevention
- Substance Use, Mental Illness and Problem Gambling Treatment
- Recovery Support Services
- Consumers, and their Family Members, of Behavioral Health Services

AMHPAC shall consist of the following subcommittees which develop policy recommendations for adoption of the full Council and consideration of Health Policy and/or Health Systems Division:

- Behavioral Health Promotion and Prevention
- Treatment
- Recovery Support Services
- Housing/Olmstead
- Executive Committee

Governance

Co-Chairs: Rodney A. Cook, Wes Wood; **Past Chair:** Matt Holland

Members: Nina Danielsen, Debby Jones, Kathryn Nunley, Ron Sipress, Tim Murphy, Jan Stewart

Staff Support for the Executive Committee: Jackie Fabrick and Michelle Meuwissen

Scope

- Ensure AMHPAC’s compliance with BG timelines requirements
- The Executive Committee shall consist of the AMHPAC Chair, the AMHPAC Chair-Elect, and the AMHPAC Past-Chair, and the Co-Chairs of each of the standing subcommittees. If the Subcommittee Co-Chair cannot attend, they may appoint a subcommittee member whom is also a full council member to attend in their stead. Only members of the full council may vote.
- Each AMHPAC subcommittee shall have one vote counted towards quorum.
- The Executive Committee shall meet to develop and review agendas; review and approve requests from agencies and individuals wishing to come before the Council; recommend to the Council new or updated policies and procedures, and review and make recommendations on

AMHPAC EXECUTIVE COMMITTEE CHARTER

other items to come before the Council.

- In between meetings and during those months the Council does not meet, the Executive Committee shall have the general supervision of the affairs of the Council. Notice of items to come before the Executive Committee will be given to Council members.
- All decisions made by the Executive Committee shall be ratified by the Council at the next scheduled Council meeting.
- The Executive Committee shall serve as the Council’s Membership Committee.

Deliverables & Schedule

- Promote council diversity through robust recruitment and retention procedures. (ONGOING)
- Track member attendance. (ONGOING)
- Prepare agenda for Full Council meetings, and providing background information for education of full council/subcommittees. (ONGOING)
- Make recommendations for membership on AMHPAC for full council approval. (ONGOING)
- Develop a process for meeting BG recommendations.

Exclusion and Boundaries

- AMHPAC and its subcommittees are advisory to Health Policy and/or Health Systems Division.
- Pursuant to ORS 430.075, at least 20 percent of the membership of all task forces, commissions, advisory groups and committees primarily relating to persons with mental health or addiction issues established by a public body, shall be consumers, with representation balanced by age.
- AMHPAC and its subcommittees are subject to the Public Meetings Law.
- Members of AMHPAC and its subcommittees serve at the pleasure of the Behavioral Health Director.

Dependencies

Approved: 2/28/2014
 Revised: 9/11/2014
 Revised: 9/10/2015