

**Department of Human Services/ Oregon Health Authority –
Addictions & Mental Health Division**

**Children’s Wraparound Initiative Advisory Committee/
Children’s System Advisory Committee
By-Laws
January 2014**

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. The Children’s System Change Initiative Advisory Committee shall be established to assist the Oregon Health Authority, Addictions & Mental Health Division focus on health issues for children, youth, young adults and their family members. The Committees shall be joined and shall be known as the Children’s Wraparound Initiative Advisory Committee (SWIAC) and the Children’s System Advisory Committee (CSAC). These Committees will provide oversight and input to increase the availability, quality of individualized, intensive, trauma informed care and culturally competent home and community based services so the needs of children, youth and young adults will be met in the most natural environment possible and the use of institutional care minimized.

ARTICLE 1. The Children’s Wraparound Initiative Advisory Committee and the Children’s System Advisory Committee

Committees shall be established to assist in the on-going implementation of the Children’s Wraparound Initiative established under HB 2144 (2009 Legislative Assembly, ORS 418.985) and the Children’s System Change Initiative (Budget Note HS-3, December 2003). The Committees will serve as the advisory body for the Children’s Wraparound Initiative and the Children’s System Change Initiative. The Committees will be affiliated with the Oregon Health Authority, Addictions & Mental Health Division and the Department of Human Services.

The CWIAC/CSAC 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. Advise Addictions & Mental Health Division through information, reports, and recommendations to the Division on policy and planning issues affecting children, youth, and young adults with mental health needs on a regular basis or as requested;
- c. Facilitate collaboration, planning, and system oversight for an effective children's system of care;
- d. Promote linkages between AMH, Mental Health Organizations (MHOs), Local Mental Health Authorities (LMHA), Coordinated Care Organizations (CCOs) and;
- e. Ensure that policies and practices in the children's system of care reflect the CASSP principles (see attachment), now commonly known as System of Care (SOC) values and principles in the wraparound initiative based upon the following :
 - 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 youth 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 and in the development of policies and procedures governing the care of youth in the community and at the regional and state level.
- f. Ensure the evaluation of the effectiveness of all efforts to promote the mental health and well-being of children and young adults; and
- g. Ensure that services be community-based and include community partners.
- h. Ensure that policies and practices reflect the values and principles that are common in the System of Care (SOC); and
- i. 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
- j. Support the expansion of Systems of Care values and principles throughout Oregon's child and family serving agencies.

Article 2. Membership

- a. The Children's Wraparound Initiative Advisory Committee/ Children's System Advisory Committee shall be composed of members appointed by AMH, DHS, or designee.
- b. When appointing members, the Administrator 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:
 - 15 family members (including foster and adoptive parents) of children and youth with mental health challenges or needs;
 - 4 young adults who are or have received children's mental health services;
 - 5 advocates/natural supports/community partners for mental health services for children and adolescents, including two representative(s) from child psychiatrist (s) from Oregon Council of Child and Adolescent Psychiatry (OCCAP), Oregon Family Support Network and Youth M.O.V.E. Oregon and an adult consumer;
 - 2 representatives of Coordinated Care Organizations (one rural/ one urban)
 - 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 representatives from the addictions provider community (one program serving adolescents, one serving family members)
 - 1 representative each from (agencies shall appoint their representative);
 - Oregon Youth Authority
 - Community Juvenile Justice
 - Child Welfare (CAF Policy)
 - DHS District (field office)
 - Aging and People with Disabilities (Children's DD programs)
 - Oregon Department of Education
 - Local Education or an Educational Service District
 - Oregon's Children's Alliance (or representative)
 - PSU (Research and Training representative)

- 2 ex-officio members who are staff of AMH (Children’s Program Manager, Children’s Mental Health Systems and the Family Partnership Specialist)
- 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. The Nominating Committee shall recommend nominees to the DHS, OHA, 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. Committee members may serve up to two consecutive three year terms.
 - g. A member may resign from the Committee by submitting a written and signed resignation to DHS, OHA 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.
 - i. When membership vacancies occur, there will be an active recruitment for new members. This will include announcements during CSAC regular meeting times, as well as postings on AMH’s Children’s Mental Health webpage, emailed to the Addictions & Mental Health Planning Advisory Council (AMHPAC), Community Mental Health Program Directors, publicly-funded substance abuse prevention and treatment providers, publicly-funded problem gambling prevention and treatment providers, the Oregon Consumer Advisory Council, the quarterly Peer-Delivered Services Newsletter issued by AMH, AMH newsletter and any interested party requesting notification. Notification of vacancies will include the date by which applications must be submitted. Review of applications will be no less than 30 days after the issuance of a vacancy notification. Applications will be accepted in response to specific vacancies as they arise. If an applicant is not appointed for a particular vacancy to which he or she applied, he or she must submit a new application in response to be considered for subsequent vacancies. Members of the Executive Committee will score all applications submitted utilizing the CSAC Application Scoring tool. Per CSAC’s by-laws, the Executive Committee serves as the Membership Committee. Recommendations from the Membership Committee will be forwarded to the Director of AMH, DHS or designee for appointment to CSAC.
 - j. Membership applications will be made available on the AMH’s Children’s Mental Health webpage, CSAC meetings and in alternative formats as

requested. Membership applications will be accepted on an ongoing basis. Applications should be submitted to AMH via:

- US Postal Mail –
CSAC, Attn: Family Partnership Specialist
OHA-AMH
500 Summer Street NE, E-55
Salem, OR 97301
- Fax –
Attn: Family Partnership Specialist
503-947-5043
- Email –
Judy.Rinkin@state.or.us

ARTICLE 3. Officers

- a. The officers (5) of the Executive Committee shall consist of co-chairpersons one of whom will be a family member or young adult and one shall be a professional. One of the co-chairs or someone appointed by the Executive Committee shall be a member of Addictions & Mental Health Planning and Advisory Council (AMHPAC). The remaining officers shall consist of a family member or young adult, professional and a member-at-large. Members of the Executive Committee, along with a member/s (ex-officio) from the Department will oversee the work of the Committees; plan agendas with AMH assigned staff and receive recommendations from the full Committees for review.
- 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.

ARTICLE 4. Meetings

- a. The CSAC shall meet on regularly scheduled dates established at the beginning of each calendar year. Regular meetings of CWIAC 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 the Committees, the Executive Committee may call a special meeting at any reasonable date, time and place to consider any matter properly brought before the Committees.
- 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 unless announced it has been closed because of confidential issues.
- e. All meetings will follow Oregon's Public Meeting Law, ORS 192.610 - 192.690.

ARTICLE 5. Attendance

- a. All regular and special meetings shall be open to the public unless otherwise noted.
- b. Three (3) absent meetings during a calendar year's period of the Committees 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. AMH 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. AMH 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 Committees as necessary to carry out the functions of the Committees. These committees shall be assigned a specific task to be accomplished in a limited period of time and then discontinued.
- b. A person from AMH will staff all sub-committees.
- c. The co-chairpersons of the Committees 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 Committees at regularly scheduled meetings and submit a final report to Committees from the sub-committee upon completion of the task assigned.
- f. The co-chairpersons shall appoint a Nominating Committee as necessary to recommend nominees to AMH as necessary.

ARTICLE 8. Policies

- a. Robert's Rules of Order, newly revised, shall govern the conduct of members at all meetings of the Committees.
- b. These by-laws may be amended or repealed at any regular meeting or special meeting of the Committees provided notice of changes have been made to the Committees 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. AMH shall maintain records of the Committees.

ARTICLE 9. Conflicts of Interest

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

ARTICLE 10. Statewide Children's Wraparound Advisory Committee/ Children's System Advisory Committee

Definition of Wraparound: Wraparound is planning process that follows a series of steps to help children and their families realize their hopes and dreams. Wraparound may look different from one community to another; however wraparound will always be driven by the same ten principles. Wraparound will always have a nationally normed Wraparound Fidelity Index (WFI) component as part of the evaluation which

measures adherence to the principles and primary activities of the wraparound process on an individual child, youth, or family basis. The WFI is completed through brief, confidential phone or face-to-face interview with three types of respondents: parents/ caregivers, youths ages 11 and older and the wraparound facilitator. Information for definition taken from the National Wraparound Initiative document.

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

Oregon Health Authority
Addictions & Mental Health Division
Children’s Wraparound Initiative Advisory Committee/
Children’s System Advisory Committee
500 Summer St. NE E-86
Salem, OR 97301-1118
Telephone: 503-945-5763
Fax: 503-947-5547