

**BYLAWS
OF
THE REGION I BEHAVIORAL HEALTH BOARD**

ARTICLE I: NAME AND ESTABLISHMENT

The name of this organization shall be Region 1 Behavioral Health Board.

In accordance with Idaho Code 39-3132 this board is established with the legislative intent to be recognized as a governmental entity authorized by the state, in the same manner as other single purpose districts. This board shall have no authority to levy taxes. The Board is authorized to provide the community family support and recovery support services listed in Idaho Code 39-3135 (7), but is not limited or required to manage those services.

ARTILCE II: JURISDICTION

The principal business of this board shall cover the following counties in the State of Idaho: Benewah, Bonner, Boundary, Kootenai, and Shoshone Counties.

ARTICLE III: MEMBERS, OFFICERS, AND ELECTIONS

Section 1. Members shall be selected in accordance to Idaho Code 39-3130 totaling 23 members, with positions as outlined in the Code.

Section 2. In accordance with Idaho Code 39-3134, the appointing authority committee shall meet annually or as needed to fill vacancies on the board. The committee shall request nominations from the board, families, consumers, providers, and advocacy groups. The list of appointments shall be submitted to the executive committee and/or partnering public entity should one be established. The appointing authority in each region shall be a committee composed of the following:

- a. Chair of the board of county commissioners (or designated county commissioner).
- b. Current chair of the Regional Behavioral Health Board
- c. One representative of the Department of Health and Welfare from the region.

Section 3. At the Annual meeting, the board shall elect to a one-year term, a Chair, Vice-Chair, Treasurer, and Secretary

Duties of the Chair: The Board Chair conducts Behavioral Health board meetings, prepares or delegates preparation of a written agenda for each meeting, assists all Board committees as needed, identifies and monitors Behavioral Health Board agreed upon goals and maintains appropriate communication with Region I Board Members, Staff and other stakeholders.

Duties of Vice Chair: The vice chair shall act as an aid to the chair and shall perform the duties of the chair in the absence or inability of the chair to act.

Duties of Secretary: The Board Secretary receives notice from Board members when they are unable to attend Board meetings, keeps track of attendance without cause and notify any member after two such absences. The Board Secretary coordinates with the Board Chair to: maintain a list of current Board

Members and their contact information, present the list to Board positions to be filled to the Behavioral Health Board Appointing Committee, monitor corrections to the Board minutes and maintain a file of the approved documents and maintain official Board documents in an electronic and/or hard copy file. The staff will provide administrative assistance to carry out these functions. Minutes are taken at each meeting and shall include all action items and recommendations. Copies of the minutes shall be distributed to Board members, the appointing authority (Chair of the Board of County Commissioners of each county, Regional Behavioral Health Board Chair and a representative of the Idaho Department of Health and Welfare), and other regional advisory boards, if requested. The staff will provide administrative assistance during the meeting and will distribute minutes, agenda and other informational material prior to Board meetings.

Duties of the Treasurer: The Treasurer (or designee) shall cause regular books of account to be kept, and shall render to the Board of Directors, from time to time as may be required, an account of the financial condition of the board, shall deliver an annual report at the annual meeting, and shall perform all other duties properly required of the Treasurer by the Board of Directors. Due to the fiduciary relationship with Panhandle Health District, this position is not required to be filled.

- Section 4. In accordance with IC 39-3133 this board shall annually elect an executive committee of five (5) members which includes the officers on the Behavioral Health Board. The membership shall include one (1) mental health consumer or advocate and one (1) substance use disorder consumer or advocate. The Executive Committee shall be empowered to make fiscal, legal and business decisions on behalf of the full board. The Regional Behavioral Health Board may join with another governmental entity that can fulfill the same management infrastructure function. The executive committee or partner public entity shall have the power to:
1. Establish a fiscal control policy as required by the state controller;
 2. Enter into contracts and grants with other governmental and private agencies;
 3. Develop and maintain bylaws as necessary;
 4. Employ and fix the compensation, subject to provisions of chapter 53; title 67, Idaho code, of such personnel as may be necessary to carry out the duties of the board.

All meetings of the executive committee shall be held in accordance with the open meeting law.

ARTICLE IV: TERM – VACANCIES – COMPENSATION

- Section 1. In accordance with Idaho Code 39-3134, the term of each member of the board shall be for four (4) years and members shall be eligible for reappointment. Current membership and term expiration dates shall be recorded in the minutes of the Annual meeting each year. Termination from the Board may occur if a member has three unexcused absences from regularly scheduled board meetings in a year (July – June).

The board executive committee will function as a conduct review committee should the need arise to review a board member's continuation of term for misconduct reasons. The board executive committee will review any misconduct referral(s) to the full board in accordance with the board policy on Board Member Conduct, which includes a Board Member Code of Conduct (policy and code attached to these bylaws). The vote to terminate a board member must receive a two-thirds (2/3's) majority of the Board. The board member who is the subject of the termination vote may not be present at the time of the vote. A letter of termination signed by the board chair will be delivered in writing and received by the secretary.

- Section 2. Vacancies shall be filled for the unexpired term in the same manner as outlined in Idaho Code 39-3134. The appointing authority shall be the current chair of the regional behavioral health board, one (1) representative from the department of health and welfare and one (1) county commissioner.
- Section 3. As resources allow, board members shall be reimbursed from board funds at the approved state of Idaho prescribed rate for travel and expense to attend meetings of the Board and other activities as authorized by DHW policy.
- Section 4. Board members may be compensated as provided for in section 59-509(b) Idaho Code and such compensation shall be paid from the operating budget of the regional behavioral health board as resources allow and if approved by the board.

ARTICLE V: MEETINGS

- Section 1. The board will meet a minimum of 6 times per year. An annual meeting will take place during the month of May and can be considered one of the 6 meetings per year.
- Section 2. All Board meetings are open to the public and subject to the requirements of Idaho's Open Meeting Law.
- Section 3. A simple majority of the members of the board constitutes a quorum. Voting by proxy or email shall be allowed. Votes cast over a conference call line or through a video conference connection during the board meeting are considered an in-person vote.
- Section 4. Members unable to attend a meeting shall notify the board secretary, chair, or designee. Three absences in a year (July – June) without good cause may be deemed a reason for termination of board membership; the board Secretary or designee shall notify any member after two such absences.
- Section 5. Videoconference facilities may be secured in remote communities as possible to facilitate the attendance of members.

ARTICLE VI: POWERS AND DUTIES

- Section 1. In accordance with Idaho Code 39-3135 the Regional Behavioral Health Board
- (a) Shall advise the state behavioral health authority and the state behavioral health planning council on local behavioral health needs of adults and children within the region;
 - (b) Shall advise the state behavioral health authority and the state behavioral health planning council of the progress, problems and proposed projects of the regional service;
 - (c) Shall promote improvements in the delivery of behavioral health services and coordinate and exchange information regarding behavioral health programs in the region;
 - (d) Shall identify gaps in available services including but not limited to services listed in section 16-2402 (3) and 39-3131 Idaho Code and recommend service enhancements that address identified needs for consideration to the state behavioral health authority;
 - (e) Shall assist the state behavioral health planning council with planning for service system improvement. The state behavioral health planning council shall incorporate the recommendations from the regional behavioral health board into the annual report provided to the Governor by June 30th of each year. This report shall also be provided to the legislature.
 - (f) May develop or obtain proposals to petition for regional services for consideration by the state behavioral health authority.

- (g) May accept the responsibility to develop and provide community family support and recovery support services in the region
- (h) Shall annually provide a report to the state behavioral health planning council, the regional behavioral health centers, and the state behavioral health authority of its progress toward building comprehensive community family support and recovery support system that shall include performance and outcome data as defined and in a format established by the state behavioral health planning council; and
- (i) May establish committees and working groups as it determines necessary and shall, at a minimum, establish and maintain a children’s mental health committee.
- (j) Shall authorize the executive committee to appoint membership to such Committees and working groups as are needed to achieve the objectives of the board.

ARTICLE VII: BASIC POLICIES

- Section 1. This board shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. No person shall be excluded from membership on the basis of race, color, creed, national origin, disability, or sexual orientation.
- Section 3. The Region I Behavioral Health Board may appoint “ex-officio” members, or name an advisor, to participate in Board activity as non-voting members whose expertise, experience, credentials, and/or geographic residence bring strategic value to the vision and mission of the Board. Appointments are made by motion and majority vote by the Board membership and serve for a specific term, or their term may be shortened at the pleasure of the Board.
- Section 4. Appointed Board Members, and each sub-committee member, advisor, or ex-officio member, shall abide by and sign the Code of Conduct provided.
- Section 5. All policies of the board shall be approved by board vote and maintained as attachments to the bylaws. Policies do not have to be specifically referenced in the bylaws. Once a policy is approved by board vote, it shall be added to the attachments and considered in force until such time as the board votes to revise or remove the policy.

ARTICLE VIII: PROCEDURES

- Section 1. PARLIMENTARY AUTHORITY: *Robert’s Rules of Order (Simplified)* shall be the governing authority for the other of business and conduct of all meetings of the board, the executive committee, and other committees of this organization when not in conflict with these Bylaws.
- Section 2. All actions shall be based on a majority vote (50% + 1) of the board quorum (13). Voting may take place via email when necessary.
- Section 3. Appointed Board members, sub-committee members, advisors, or ex-officio members, shall not speak for the board, except on specific delegation.
- Section 4. Procedures for implementation of board policies shall be included in said policies and approved in the board vote to establish policies. Procedures to implement policies may be modified at any time by board vote and are not amendments to the bylaws.

ARTICLE IX: AMENDMENTS

The sections of these bylaws are not mandated by law, may be amended at any meeting of the board by a two thirds (2/3's) vote, provided the amendment is presented in writing to all members at least 48 hours prior to the business meeting at which they are presented for adoption.

These bylaws were approved at a regular board meeting on the 2nd day of September, 2020. Motion to approve submitted by Katie Schmeer, seconded by Linda Johann, and carried by unanimous vote of the board.

Signatures: *Signed hard copy on file with PHD*

Chair

Signed hard copy on file with PHD

Vice Chair

Regional I Behavioral Health Board