

BEHAVIORAL HEALTH REDESIGN STEERING COMMITTEE

BYLAWS

I. Name

The name of this Committee shall be the Behavioral Health Redesign Steering Committee, hereinafter referred to as the BHRSC.

II. Authority

The Rock County Board of Supervisors established the BHRSC on March 8, 2012.

III. Purpose and Function

A. Purpose

The purpose of the BHRSC is to facilitate the implementation of a broad system quality improvement process that will lead to positive outcomes for Rock County residents experiencing mental illness and/or substance use disorders and their families. Through the efforts of this committee, these individuals will experience improved access to effective treatment and supports and decreased involvement in justice systems.

B. Function

The BHRSC will endeavor to do the following:

- Develop a system of care that welcomes and inspires hope for those with co-occurring disorders and other complex needs;
- Adopt a standardized process and strategic plan to organize the system transformation effort;
- Provide a forum for key stakeholders (public, private, consumers, families) to communicate and collaborate on system improvement action steps;
- Organize the effective use of data to conceptualize problems and identify priority areas to facilitate change.

IV. Membership

A. Appointing Authority

Appointment to the BHRSC shall be by the Chair of the Rock County Board of Supervisors, who is authorized to appoint up to 20 individuals. The Rock County Board of Supervisors shall confirm all appointments.

B. Permanent Representatives

The BHRSC shall be composed of the following permanent representatives:

1. Rock County Human Services Department Mental Health/Substance Abuse Division Manager
2. Rock County Human Services Department Juvenile Justice Division Manager
3. A representative from the Rock County Jail
4. A member of the Rock County Board of Supervisors

C. Citizen Representatives

The Chair of the County Board of Supervisors shall give consideration to appointing citizen members from the following:

1. Municipal Law Enforcement
2. Mental Health/AODA Clinics
3. Hospitals
4. School Districts in Rock County
5. State of Wisconsin Probation/Parole
6. Organizations that Provide Consumer Advocacy
7. Public Legal and Judiciary Offices
8. Private Organizations Serving Persons with Mental Health or Substance Abuse Disorders
9. Minority Groups
10. Spiritual Groups
11. Consumers/Family Members

D. Term of Members

Terms shall be for a period of three years. Initial appointments to the BHRSC shall be staggered as follows: up to six citizen members to one-year terms, up to five citizen members to two-year terms, and up to five citizen members to three-year terms.

E. Vacancies in Office

When a vacancy occurs on the BHRSC, the vacancy shall be filled by the County Board of Supervisors for the unexpired term in the same manner as the original appointment.

F. Officers

The BHRSC shall elect a Chair at the first BHRSC meeting of the calendar year. A Vice Chair shall be elected if the BHRSC determines that one is needed. Such offices will commence at the conclusion of the same meeting.

G. Duties and Responsibilities of the BHRSC

The BHRSC shall have the duties and responsibilities as described in Section III.B. and shall perform such other duties and responsibilities as defined by the County Board of Supervisors.

H. Role of Members

Members will meet regularly with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

I. Appointment of Alternate Members

Members of the BHRSC shall have the ability to name one alternate member to participate in the deliberations of the BHRSC if the member is unable to attend. The ability of the alternate members to vote or to serve as part of the quorum of the BHRSC is contingent upon the alternate member being confirmed to this role by the Board of Supervisors.

V. Officers and Staff

A. Chair

The Chair shall be elected by and from the membership of the BHRSC. The Chair's duties and powers shall include the following:

1. Preside at all meetings of the BHRSC
2. Appoint all standing and special committees of the BHRSC
3. Represent the BHRSC at official functions and meetings
4. Perform such other duties as specified by law, custom, or the BHRSC

B. Vice Chair

The Vice Chair, if one is determined to be necessary by the members of the BHRSC, shall be elected by and from the membership of the BHRSC. He/She shall assume the duties and responsibilities of the Chair in the Chair's absence, and shall perform such other duties as may from time to time be assigned. Should the position of the Chair become vacant or should the Chair become otherwise unable to discharge his/her duties (to be determined by the BHRSC), the Vice Chair shall become Chair for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chair shall be filled by a majority vote of the members present per Section IV.F.

C. Term of Office

At the first meeting of the calendar year, the BHRSC shall elect one of its members as Chair and any other officers it deems appropriate. Each officer shall serve a one-year term and each officer may be reelected to more than one term.

D. Staff

The County will provide staff to coordinate the activities of the BHRSC.

VI. Committees

The Chair of the BHRSC may appoint such committees, both standing and special, and workgroups, as he/she deems necessary to meet the purposes and responsibilities of the BHRSC. Committee/Workgroup membership may include non-BHRSC members as approved by the Chair. The Chair appoints Committee/Workgroup chairs, under the advisement of the BHRSC.

VII. Meetings

A. Regular Meetings

1. The BHRSC shall meet at the call of the Chair or if three (3) members call a meeting.
2. The BHRSC shall conform to the Wisconsin Open Meetings Law per Section 19.81 et. seq., Wisconsin Statutes

B. Order of Business

BHRSC meetings shall be conducted by way of an established agenda. A place on the agenda for citizen input will be determined by the Chair of the BHRSC.

C. Adjourned Meetings

Any legal meeting of the BHRSC may be adjourned from time to time, as the BHRSC deems necessary.

D. Quorum

A majority of the members or their alternates shall constitute a quorum for the transaction of the business of the BHRSC.

E. Voting

Each appointed member shall have the right to one (1) vote. Voting by alternate members is allowed per Section III.I.

F. Citizen Participation

Any citizen may comment upon agenda items at a meeting where citizen input is provided. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation as deemed appropriate by the Chair.

G. Distribution of Minutes

Proposed minutes are not official until approved by the BHRSC. Minutes shall be approved by the BHRSC at the following meeting, to the extent possible. Proposed minutes shall be available for public inspection no later than the Friday prior to approval. Corrections to the minutes shall be reflected in the minutes of the meeting at which the minutes are approved.

H. Rules of Order

The rules contained in Robert's Rules of Order, newly revised, shall govern the procedures of the BHRSC. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the BHRSC, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

VIII. Amendment of Bylaws

These Bylaws may be amended, altered, changed, add to or repealed by the affirmative vote of a majority of the members of the BHRSC at any regular or special meeting. The Bylaws shall conform to such guidelines or policies as may be from time-to-time established by the Board of Supervisors.

The foregoing Bylaws were adopted by the Behavioral Health Redesign Steering Committee on June 21, 2012.