



## JEFFERSON COUNTY MENTAL HEALTH LOCAL ADVISORY COUNCIL

### ARTICLE I—Establishment

**Section 1. Statutory Authority:** The Jefferson County Mental Health Local Advisory Council (MHLAC) is established under the mental health care system developed by the Department of Public Health and Human Services (DPHHS) pursuant to Montana Code Annotated, MCA Section 53-21-702 which provides for local advisory councils that shall report to and meet on a regular basis with the Mental Health Oversight Advisory Council (MHOAC) formed by DPHHS.

**Section 2. Resolution Creating the Jefferson County Mental Health Local Advisory Council:** The Jefferson County Commissioners created the MHLAC by Resolution 31-2016 approved and adopted on October 18, 2016.

### ARTICLE II—Purpose

**Section 1. Purpose:** The purpose of the MHLAC is to develop, improve and support public mental health services in Jefferson County through providing local input to the MHOAC, DPHHS and the Service Area Authority (SAA) serving the residents of the County, and the Jefferson County Commissioners.

**Section 2. Objectives:** Recognizing the need for improved public mental health and substance abuse services in Jefferson County, the MHLAC sets the following specific objectives:

- a) Determine the prevalence of mental health conditions and substance use disorders in youth and adults in Jefferson County.
- b) Identify existing and potential providers of needed services.
- c) Identify the gaps in available services, and work to fill them.
- d) Identify additional persons interested in or needing mental health services and encourage them to advocate for expanding services.
- e) Analyze local issues, problems and opportunities that are relevant to the provision of services in the several communities in Jefferson County.
- f) Discuss these issues with potential service providers, consumers of mental health services and their families, public officials, the medical community, and the general public.
- g) Obtain community and public input into needed services.
- h) Facilitate accurate and timely communication between the local communities, consumers and their families, other interested parties and the MHOAC, DPHHS, the regional SAA and the Jefferson County Commissioners.
- i) Publicize the availability of statewide or regional programs for which residents of Jefferson County may be eligible.

- j) Provide ongoing assessment of available services and their effectiveness in reducing the societal burden of mental illness in Jefferson County.
- k) Provide input into effective targeting of services to Jefferson County residents.
- l) Develop and implement methods to publicize existing services and new services as they become available.
- m) Serve as a catalyst and facilitator in resolving local mental health service problems.
- n) Participate in the education of the public, including school-aged youth and seniors, about mental health and substance use disorders to reduce stigma and encourage utilization of needed services.
- o) Develop nonprofessional avenues for mental health care (support groups, warm lines, assistance with applications for services, SSI and SSDI, housing needs, drug courts, suicide prevention programs, etc.).
- p) Encourage mental health screening by primary care providers and public health officials.

### ARTICLE III—MEMBERSHIP

Section 1. **Members:** The MHLAC shall be comprised of not more than fifteen (15) voting members to be appointed by and to serve at the will of the Jefferson County Commissioners. It is recommended that MHLAC membership include one half of the members as consumers of mental health services, including persons with serious mental illnesses who are receiving public mental health services, other recipients of mental health services, former recipients of public mental health services, and immediate family members of recipients of mental health services and may include one member from each of the following entities:

- a) County Commissioner or its designee
- b) One (1) Provider of Adult Mental Health Services
- c) One (1) Provider of Child Mental Health Services
- d) One (1) Representative from the Public Health Department
- e) Two (2) School Representatives
- f) One (1) Law Enforcement
- g) One (1) Prevention Services

Geographic representation must be considered when appointing members to the MHLAC in order to provide the widest possible representation.

For the purpose of this Council, "Consumers" of mental health services may include adults and children with serious mental illness who are receiving public mental health services, other recipients of mental health services, former recipients of mental health services, and immediate family members of recipients of mental health services. All members must be residents of Jefferson County.

Section 2. **Members at Large:** Members at large (non-voting) may be included as determined by the MHLAC. Those representing State offices or provider networks (located outside of Jefferson County shall be identified as "advocacy" members.

Section 3. **Terms:** Members shall serve staggered four (4) year terms except for Elected Officials whose terms shall be for one year and be reviewed for appointment annually by the Jefferson County Commissioners. Terms shall commence on January 1. Initially, 50% of non-Elected Official members shall serve two (2) year terms, and 50% shall serve four (4) year terms, to achieve the staggered schedule.

Section 4. **Resignation and Removal:** Members shall serve at the pleasure of the Jefferson County Commissioners and may be removed for cause by a majority vote of the Jefferson County Commissioners. A member may resign at any time by giving written notice to the Jefferson County Commission Chairperson. Unless otherwise specified in the notice, the resignation will take place upon receipt thereof.

Section 5. **Absenteeism.** The proper function of the MHLAC requires regular attendance by all members. If a member has three (3) unexcused absences from regularly scheduled meetings during a twelve (12) month period, the Jefferson County Commissioners shall be informed.

Section 6. **Vacancies:** Vacancies shall be filled by the Jefferson County Commissioners for the unexpired portion of the term. Prospective positions shall be posted at least one (1) month prior to appointment of a member to fill the vacancy.

Section 7. **Compensation:** Members are not entitled to salary or per diem, but may be reimbursed for travel expenses.

Section 8. **Conflict of Interest:** A transaction in which any member has a conflict of interest must be disclosed on the record. A conflict of interest may include, but is not limited to, a financial stake in the outcome of the decision. That member may not participate in discussion of the matter or motion being considered and shall not attempt to exert personal influence with respect to the matter, either at or outside of the meeting. Such non-participation may necessarily include leaving the meeting.

#### ARTICLE IV—MEETINGS

Section 1. **Regular Meetings:** The MHLAC shall hold a minimum of ten (10) meetings a year at a time and place to be determined by the membership.

Section 2. **Special Meetings:** Special meetings of the MHLAC or any of its committees may be called at any time by the Chair, the designated chairperson of any committee or upon written request of four or more members.

Section 3. **Notice of Meetings:** Notice of meetings of the MHLAC shall be given to the members either personally, by telephone, by mail or by e-mail. The time, place,

and agenda shall be specified in the Notice. Meeting Notices shall be posted and otherwise distributed publicly as outlined in Section 8 below.

**Section 4. Administrative Staff Support:** Jefferson County administrative staff support shall include: (a) storing the agendas and minutes of meetings of the MHLAC in a publicly accessible manner; and (b) holding and management of any funds obtained through grants, donations, etc. for the use of the Council.

**Section 5. Quorum:** Fifty one (51) percent of the MHLAC membership shall constitute a quorum and must be present in order to conduct business and exercise powers and responsibilities. Action may be taken by a majority vote of members present and voting. Proxy voting shall not be permitted.

**Section 6. Voting:** Each member of the MHLAC, including the Chair, shall have one vote.

**Section 7. Parliamentary Authority:** All meetings shall be conducted in accordance with Robert's Rules of Order, current edition. The MHLAC may, by a vote of two-thirds of the quorum present, suspend the Rules at any time.

**Section 8. Public Involvement:** All meetings of the MHLAC and its committees are open to the public in accordance with the Public Participation and Open Meetings laws of the State of Montana, Title 2, section 3, Parts 1 and 2, Montana Code Annotated. To comply with the spirit and intent of the Open Meetings Law, public notice for all regular and special meetings, including the agenda, shall be provided and posted for all regular and special meetings at least forty-eight (48) hours in advance of said meeting.

**Section 9. Agenda:** Agenda items for regular meetings shall be submitted to the Chair at least seven (7) days before a meeting. Each agenda shall include opportunity for public comment on any matter within the jurisdiction of the MHLAC whether or not it appears on the agenda.

**Section 9. Minutes:** Minutes of all MHLAC meetings shall be kept by the Secretary and shall be signed by the Chair after approval at the next meeting. Minutes shall become part of the public record. Minutes of committee meetings shall be taken by a designated member of the committee and a report of the meeting given at the next regular meeting of the MHLAC such that any actions become part of the minutes of that meeting. Minutes shall include the date and time of the meeting, names of members present, voting and non-voting, staff and public present, substance of all matters proposed, discussed or decided upon, all motions and a vote summary.

Minutes should be distributed to members at least one week prior to the next meeting and shall be available for inspection by the public. Minutes and any other records of the MHLAC shall be preserved consistent with public records law and Jefferson County policies.

ARTICLE V—Officers and Committee Structure

Section 1. **Officers:** A Chairperson, Vice Chairperson and Secretary shall be elected by a majority vote of the membership to serve a one (1) year term. Notwithstanding ARTICLE IV-Section 4 above, a Treasurer may also be elected if the Jefferson County Commissioners no longer wish to have the County Treasurer act in this capacity. Election of these positions will take place in January. A maximum of two (2) consecutive terms may be served by any officer.

Section 2. **Duties:** The Chairperson (Chair) is the parliamentary chair of the MHLAC and will preside over all meetings. He or she is responsible for setting the agenda with advice from the members. In January of each year, the Chair shall give a report reviewing the actions and activities of the MHLAC during the previous year. The Chair shall perform all duties commonly ascribed to such office and such other duties as the MHLAC shall designate.

The Vice Chairperson shall perform the duties of the Chairperson in case of absence or disability.

The Secretary shall prepare the minutes of each meeting, distribute these minutes to the membership at least one week prior to the next meeting, file the minutes with the Jefferson County Commissioners, and maintain an archive of minutes (either electronically or by printed copy) to be readily accessible to members upon their request. He/she shall also arrange for the posting of notice of each meeting as indicated above.

The Treasurer, should one be elected, shall be responsible for creating an annual budget for the Council with the assistance of the members. He/she shall maintain and distribute the funds of the Council, following all applicable statutory requirements for bodies such as the Council. She/he shall assure compliance with the funding requirements of any grants obtained by the Council.

Section 3. **Subcommittees:** There shall be no standing subcommittees of the MHLAC.

To expedite business, the Chair may create subcommittees and appoint members of such subcommittees with the vote of the majority of a quorum. Subcommittee members are not required to be members of the MHLAC, but a member of the LAC, to be appointed by the Chair shall serve as chairperson of the subcommittee.

ARTICLE VI—Amendments to the By-laws

MHLAC members will review the By-laws each January and submit proposed amendments for action at the regular February meeting. These By-laws may also be amended, repealed, or added to at any special meeting called for said purpose provided that notice of the meeting is given to members and the public one (1) week

prior to the meeting, and said notice contains the date and place of the meeting and the proposed changes in the By-laws. All changes shall be presented to the County Commission for approval prior to taking effect.

ARTICLE VII—Approval of the By-laws

These By-laws were adopted on January 4, 2017 by the Jefferson County Mental Health Local Advisory Council.

*Court Melner* Chairperson, MHLAC

1-4-2017 Date

These By-laws were approved on January 24, 2017 by the Jefferson County Commission.

*Corey Smith* Chairperson, Jefferson County Commissioners.

1-24-17 Date

cc Jefferson County Commissioners  
MHLAC  
Jefferson County Attorney