



COMMUNITY SERVICES, HOUSING, AND COMMUNITY
DEVELOPMENT DEPARTMENT
Kathleen Torella, Director

BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS

1. Purpose

- 1.1. The purpose of the Behavioral Health Advisory Board (BHAB) is to review and provide comments to the Spokane County Regional Behavioral Health (Administrative Services Organization) (SCRBH), a division of Spokane County Community Services, Housing, and Community Development Department (CSHCD) and the Spokane Board of County Commissioners (BoCC) on plans, budgets, and policies developed by the CSHCD SCRBH to implement the requirements of applicable federal laws and regulations.

2. Membership

- 2.1 Membership shall be composed of at least thirteen (13) individuals and with no more than fifty percent (50%) comprised of individuals from the North East counties as identified below. As set forth in Washington Administrative Code (WAC) 182-538C-252, preference will be given to individuals:
- 2.1.1. Who are currently in or who have received behavioral health services;
 - 2.1.2. Who are family members of an individual receiving behavioral health services;
 - 2.1.3. Who are members and/or representatives of interested Tribes and Federally Recognized American Indian Organizations within the SCRBH service area as designated by DSHS 7.01 Policy, the Indian Health Services Map as published by the Federal Register, and the Bureau of Indian Affairs Service Area Map; and/or
 - 2.1.4. Members of Law Enforcement.
- 2.2. The composition of the BHAB will be representative of the demographic character of the region and the ethnicity and broader cultural aspects of individuals served.
- 2.3. Membership will be composed of a minimum of thirteen (13) members, with no less than fifty percent (50%) comprised of individuals with lived experience, parents or legal guardians of individuals with lived experience, individuals self-identifying in recovery from a behavioral health disorder, tribal representation, and law enforcement (WAC 182-538C-252).
- 2.4. One member from each of the North East counties, which may include: Adams, Ferry, Lincoln, Pend Oreille, and Stevens counties will be pursued, plus one (1) At-Large position across those counties (including community stakeholders) at the discretion of the board. Any At-Large positions currently held which create more than one (1) such position will be retained until their term expires or they



assume a North East county representative position as they are vacated. This process will continue until only one (1) At-Large position is occupied and/or filled for the North East counties.

- 2.5. Membership will not consist of employees, managers or other decision makers of subcontracted agencies who have the authority to make policy or fiscal decisions on behalf of the Subcontractor.
- 2.6. All members shall be appointed by and serve at the pleasure of the Spokane BoCC. The Spokane BoCC may revoke the appointment of any member at will.
- 2.7. Members will be appointed to three (3) year term limits and multiple term limits may be served, with no required maximum.

3. Duties

- 3.1. The BHAB is an advisory board to the SCRBH and the BoCC. The purposes of the BHAB are set forth in WAC 182-538C-252, Spokane County Code 1.60.010, and will be carried out particularly as follows:
 - 3.1.1. Public meetings to solicit input from citizens, service providers, and individuals regarding needs and priorities for Behavioral Health services;
 - 3.1.2. Recommend priorities and service levels to SCRBH;
 - 3.1.3. Review of applications for funding which have been submitted to the SCRBH;
 - 3.1.4. Review and comment on the CSHCD SCRBH plan for behavioral health services;
 - 3.1.5. Review of budget material submitted to the SCRBH by agencies during the application process;
 - 3.1.6. Review monitoring reports of contracted services to evaluate annual performance;
 - 3.1.7. Review and provide comments on budgets and policies developed by the Department; and
 - 3.1.8. Such other duties as more particularly described in WAC 182-538C-252, or as may be assigned by the Spokane BoCC.

4. Meetings

- 4.1. During each calendar year, the BHAB must hold at least four (4) meetings on a regular basis and can schedule special (additional) meetings as needed. All meetings will either be held in a location of sufficient size to allow members of the public to attend in person or will be held via an electronic, video virtual meeting platform (e.g. Teams, Zoom, etc.). Participation via an electronic virtual meeting method shall constitute presence of the members at the meeting. Special meetings may be convened in the following manner by:
 - 4.1.1. Request of the Chairperson;

- 4.1.2. Written request of a majority of BHAB members;
- 4.1.3. The Spokane BoCC; or
- 4.1.4. The Director of CSHCD.
- 4.2. Meetings shall comply with requirements of the Open Meetings Act (Revised Code of Washington (RCW) 42.30).
- 4.3. Attendance.
 - 4.3.1. Members shall attend regular and special meetings. If unable to attend, the member shall notify the CSHCD SCR BH before the meeting. Multiple absences may result in removal from the BHAB.
- 4.4. Conduct.
 - 4.4.1. Members shall respect confidentiality laws and policies applicable to the issues being considered by the BHAB. The release of the BHAB's official opinion or formal position shall be initially communicated only by the BHAB Chairperson or designee to the appropriate entities.

5. Conflict of Interest

- 5.1. Prior to appointment to the BHAB, potential members will disclose any conflict of interest or potential conflict of interest in their application for membership. Once appointed to the Board, members shall disclose any direct or indirect conflict of interest to the board members and recuse themselves prior to any discussion and any advisory vote. The conflict of interest or potential conflict of interest will be noted in the meeting minutes and included in any advisory vote forwarded to the Spokane BoCC.
- 5.2. Members of the BHAB shall not be an employee, agent, consultant, officer, or elected or appointed official of any agency applying for CSHCD SCR BH funding.
- 5.3. Agencies who have an employee, agent, consultant, officer, or elected or appointed official, who is a Board member, are prohibited from receiving CSHCD SCR BH funding.

6. Robert's Rules of Order

- 6.1. Robert's Rules of Order shall be in effect for all meetings.

7. Quorum

- 7.1. A quorum of the BHAB shall be deemed to be no less than fifty percent (50%) of the total number of filled BHAB membership positions.

8. Proxy Voting

- 8.1. Voting by proxy of member for another member is not permitted at the meetings of the BHAB or its committees. Members must vote during the live meeting either

in person or via the electronic, video virtual meeting platform (e.g. Teams, Zoom, etc.). Board members cannot vote once the live meeting has concluded.

9. Officers

- 9.1. The officers shall consist of a Chairperson and a Vice Chairperson. The Chairperson shall preside at all meetings and may exercise all the powers usual to the office, including full rights as a member. The Vice Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice Chairperson are both absent from a meeting and a quorum is present, the members shall elect a temporary Chairperson to preside for the duration of that meeting

10. Election of Officers

- 10.1. The officers of the BHAB shall serve for a period of one (1) year. Officers may not serve for a period beyond two (2) consecutive terms in the same position. The election of officers shall take place at the last meeting of the calendar year.

11. Committees

- 11.1. The BHAB may choose to form an ad hoc committee for special research or issues. Members of any ad hoc committee shall be appointed by the Chairperson (or acting Chairperson under Section 9. above). Such committee shall follow these bylaws for operation.

12. Amendments

- 12.1. Any amendments to these bylaws must be made by an initial motion, followed by a second, then a full vote of the BHAB to pass. The meeting minutes from BHAB vote will be sent with the amended bylaws to the Spokane BoCC for final approval.

13. Voting

- 13.1. Each member of the BHAB in attendance at a meeting will have one (1) vote on matters coming before the BHAB for consideration.

14. Compensation

- 14.1. Spokane County members of the BHAB shall not be compensated for their performance or duties but may be paid subsistence rates and mileage in those amounts prescribed by Spokane County for participating in training/education or other business above and beyond normal duties. The approval for reimbursement shall be through the Director of CSHCD or designee.

14.2. Board members from the North East counties, which may include Adams, Ferry, Lincoln, Pend Oreille, and Stevens, may be compensated for the following, if approved by the Director of CSHCD or designee and in accordance with the Spokane County Travel Policy (Policy 726):

14.2.1. Per Diem for mileage, as set by the Internal Revenue Service;

14.2.2. Per Diem for meals, as set by the Internal Revenue Service;

14.2.3. Lodging costs;

14.2.4. Stipend for meeting attendance in lieu of wages lost due to travel and the meeting time.

15. Confidentiality

15.1. Each BHAB member shall sign a letter of confidentiality. Members shall protect the rights, privacy and all information regarding individuals which they may become aware of in the course of their participation on the BHAB.

16. Order of Precedence

16.1. Bylaws which are in conflict with WAC or RCW will be superseded by the specific law.

17. Removal of a Board Member

17.1. A BHAB member may be removed from the board by a majority vote of the quorum. The action to remove a board member shall be exercised only in exceptional circumstances where the board member has clearly demonstrated a failure to meet the obligations outlined in the By-laws and Job Description such as three (3) or more unexcused absences in a six (6) month period.