



CONSTITUTION AND BYLAWS YAMHILL COUNTY MENTAL HEALTH AND DEVELOPMENTAL DISABILITY ADVISORY COMMITTEE

ARTICLE 1

The name of this organization shall be YAMHILL COUNTY MENTAL HEALTH AND DEVELOPMENTAL DISABILITY ADVISORY COMMITTEE (MHDDAC).

ARTICLE 2

PURPOSE OF THE MENTAL HEALTH AND DEVELOPMENTAL DISABILITY ADVISORY COMMITTEE¹

The primary purpose of this organization shall be:

- A. To advise, encourage, and advocate for substance use, mental health and developmental disability services and activities in conjunction with the Health and Human Services Department of Yamhill County, which is the Community Mental Health Program (CMHP).²
- B. To participate in community planning.
- C. To advise and assist in the review, monitoring, and evaluation of community needs and services, and in the planning, development, and implementation of recommendations for the improvement of services as outlined in Attachment I, Yamhill County Health and Human Services (YCHHS), Quality Management Program.³
- D. To review, evaluate, look for trends, and support continuous improvement by reviewing a redacted summary of critical incidents and grievances; and to make recommendations for system changes that will help to reduce or minimize the potential for a reoccurrence.⁴

ARTICLE 3

ORGANIZATION OF THE ADVISORY COMMITTEE

Section 1. The Advisory Committee shall be composed of no less than 5, and no more than 15, persons representing Yamhill County geographically, including a balanced representation of

¹ Oregon Revised Statutes 430.630 & 430.631

² Oregon Administrative Rule 309-014-0005(6)

³ Oregon Administrative Rule 411-320-0030(11)(c) & (d)

⁴ YCHHS Abuse and Behavioral Health Critical Incident Reporting Policy and Procedure 016-79-08-08



age, sex, ethnicity, socioeconomic status, professional, and consumer interests. This membership shall include:⁵

- A. Participants of substance use, mental health, and developmental disability services and/or their families.
- B. Advocates for persons with substance use disorders, mental health conditions and/or developmental disabilities.
- C. Persons with interest or experience in developing programs specific to substance use, mental health, or developmental disability service needs.
- D. One or more Qualified Mental Health Professional, and one or more Substance Use Disorder Treatment Staff.

Section 2. YCHHS' Managers will identify and recommend new members to the Advisory Committee, pursuant to Article 3, Section 1, to fill vacancies on the Committee. Community members can access information about joining this Committee via the Yamhill County website. Regardless of whether an individual is self-referred or recommended by YCHHS leadership, any person interested in joining the committee must fill out the standard application located on the County website.

Section 3. After attending one meeting as a guest, the applicant will have the opportunity to move forward with membership. All Advisory Committee members shall be appointed and approved by the Yamhill County Board of Commissioners. Committee members are initially appointed for three-year terms; however, members may be nominated and appointed for a successive three-year term. YCHHS staff and Yamhill County Commissioners are considered *Ex-Officio Members* and, therefore, do not need to complete an application, nor be approved.

Section 4. Any member of the Committee who is absent from regular meetings more than three (3) times without notification to the chair, or a YCHHS program manager or designee, shall create a vacancy on the Committee.

Section 5. The Mental Health and Developmental Disability Advisory Committee shall hold at least four meetings each year. Special meetings may be called by the chair or upon petition of any five (5) members of the Committee.

Section 6. The Advisory Committee shall be staffed by Substance Use, Mental Health, and Developmental Disabilities program managers, or their designees.

ARTICLE 4

OFFICERS

Section 1. Advisory Committee Officers shall consist of a chair and vice-chair. These positions are determined by a nomination process in which each officer is elected by the Advisory Committee during the spring meeting. Elected individuals have the opportunity to accept or decline the nomination. If accepted, the Officer(s) shall serve for a period of two (2)

⁵ Oregon Administrative Rule 411-320-0030(11)(b)



years, or until their respective successors are selected. Officers may be re-appointed for another term.

Section 2. Role of Advisory Committee Officers:

- Chair The chairperson shall set the agenda with the assistance of the quality and compliance program manager or designee. The chairperson shall preside at the Advisory Committee meetings and appoint members to any ad hoc or other special committees.
- Vice-Chair The vice-chairperson shall assume the duties of the chairperson in that person's absence. Should the chair position become vacant, the vice-chair shall take over in this role until either another is nominated, or the vice-chair accepts the position of chairperson.

Clerical services shall be provided by YCHHS.

Section 3. Minutes of the Advisory Committee shall be distributed on a regular basis to all members of the Committee; agendas and minutes will be posted on the County website.

ARTICLE 5

AMENDMENTS

This constitution and bylaws may be amended by consensus of the Advisory Committee members, provided that the proposed amendment has either been read at a previous Committee meeting or has been sent to each member at least ten (10) days before any action is taken.

ARTICLE 6

RULES

Section 1. The meetings of the Committee shall be conducted pursuant to the consensus model as agreed upon by the Committee at its formation in June 1996. Consensus-minus-one format will be used. When voting on an item, there will be three choices: Approve, in which the participant feels confident in the proposal; Stand Aside, in which the participant is willing to allow the proposal to be adopted, despite having concerns or feelings of indifference; or Block, in which the participant believes that the content of the decision being made may conflict with the committee's stated purpose and/or shared values. Should the committee have more than one Block, the issue under consideration will need to be reviewed and voted on again.

Section 2.⁶ The Committee shall provide the sound, video, digital recording, or written minutes of all Committee meetings. Neither a full transcript, nor a full recording, of the meeting is required (except as otherwise provided by law); however, the written minutes, or recordings,

⁶ Oregon Revised Statute 192.650



must provide a true representation of the matters discussed at the meeting, including the viewpoints of all participants. All minutes, or recordings, shall be available to the public within a reasonable amount of time following the meeting and shall include a minimum of the following information:

- A. All members present;
- B. All motions, proposals, resolutions, orders, ordinances, and/or measures proposed and their disposition;
- C. The results of all votes; and
- D. The substance of any discussion on any matter.

ATTACHMENT I

YAMHILL COUNTY HEALTH AND HUMAN SERVICES QUALITY MANAGEMENT PROGRAM

The Yamhill County Health and Human Services' (YCHHS) Quality Management Program will ensure that YCHHS Mental Health and Substance Use providers develop, implement, and maintain an effective process for monitoring, evaluating, and improving the access, quality, and appropriateness of medically necessary behavioral health services that are being provided to its members.⁷

A. Mental Health and Developmental Disability Advisory Committee is responsible for:

- Synthesizing all information and reports from staff, committee membership, or from ad hoc subcommittees;
- Reviewing sampling of grievances and critical incident reports and data trends, emergency safety intervention documentation, and other documentation, as applicable; and
- Recommending policy and operational changes.

B. Program Managers and Quality and Compliance Team are responsible for:

- Quality assessment and performance improvement, utilization management, complaints/grievances, and critical incidents;
- Overseeing and advising quality assessments and performance improvement processes by identifying indicators of quality, including:
 - Access to services;
 - Outcomes of services;
 - Systems integration and coordination of services; and
 - Utilization of services.
- Identifying measurable and time-specific performance objectives, performance indicators, and strategies to meet the objectives and measure progress;
- Reassessing and, if necessary, revising objectives and methods for measuring performance on an ongoing basis to ensure the sustainability of improvements;
- Disseminating pertinent information to the Mental Health and Developmental Disability Advisory Committee (MHDDAC/BHQMC) and YCHHS staff;
- Identifying, investigating, and monitoring adverse events;
- Developing mechanisms to assess the quality and appropriateness of care, including data collecting and analysis;
- Systematic analyses for identifying quality of care problems, including understanding the problem(s) and how or why they occurred, preventing future events, and promoting sustained improvement; and
- Monitoring utilization of Oregon Health Plan funds.

⁷ Oregon Administrative Rule 309-019-0210



C. Optional Sub-Committees:

- Adult Behavioral Health Subcommittee;
- Behavioral Health Quality Management Committee;
- Children’s Behavioral Health Subcommittee;
- Developmental Disabilities Subcommittee;
- Individual Placement & Supported Employment/Education Subcommittee.

Sub-committee responsibilities include:

- Synthesizing all information and reports from staff;
- Advising the quality assessment and performance improvement processes by identifying indicators of quality, including:
 - Access to services;
 - Outcomes of services;
 - Systems integration and coordination of services; and
 - Utilization of services.
- Identifying measurable and time-specific performance objectives, performance indicators, and strategies to meet the objectives and measure progress;
- Recommending policy and operational changes necessary to achieve performance objectives; and
- Reassessing and, if necessary, revising objectives and methods for measuring performance on an ongoing basis to ensure the sustainability of improvements.

D. Quality and Compliance includes:

- Overseeing policies and procedures for collecting and analyzing data;
- Overseeing strategies for quality improvement based on data;
- Administering satisfaction surveys and generating reports based on results for analysis;
- Receiving, logging, and evaluating grievances, appeals, and appropriateness of services;
- Utilizing reviews of client clinical records, analyzing findings, and providing performance improvement recommendations and/or trainings; and
- Evaluating medical necessity, appropriateness, reasonableness of services, and procedures to improve quality of services (client outcomes).

E. Please see Quality and Compliance Plan Policies:

- 016-179-10-03, *Utilization Review of Clinical Records*; and
- 016-179-10-04, *Utilization Management Plan*.

F. Written Complaints/Grievances/Critical Incidents:

- Complaints/Grievances – 016-79-08-01, *External Consumer Complaints Received by Management*.
- Critical Incidents – 016-79-08-08, *YCHHS Abuse and Behavioral Health Critical Incident Reporting*.