

LARIMER COUNTY BEHAVIORAL HEALTH POLICY COUNCIL BYLAWS

The Behavioral Health Policy Council also referred to as BHPC and "The Council" herein has been established by the Larimer County Board of County Commissioners and operates under the authority of these Bylaws. The establishment of this Council is based on the recognition that Larimer County residents have diverse needs related to behavioral health. The Behavioral Health Program and the community at large will benefit from the varied perspectives of Council members.

I. Purpose

The Council's purpose is to foster regional coordination and cooperation in matters relating to the provision of a continuum of behavioral health services in Larimer County by:

- A. providing an organizational framework to ensure effective communication and coordination of behavioral health-related issues and services among Larimer County local governments and between provider agencies involved in the delivery of such services in Larimer County;
- B. serving as a vehicle for the collection and exchange of behavioral health-related information and expertise and representation of the interests of all Larimer County residents;
- C. providing a forum to identify, discuss, study and collectively approve solutions to regional behavioral health problems for consideration by the Board of County Commissioners;
- D. developing and endorsing policy regarding behavioral health issues for ratification by the Larimer County Board of County Commissioners;
- E. review and approve grant recommendations presented to the Council by the Larimer County Behavioral Health Director prior to submittal to the Board of County Commissioners;
- F. promoting behavioral health awareness, planning, cooperation and coordination for the benefit of all Larimer County residents;
- G. reviewing services, needs and resources, reaching consensus and presenting issues concerning the program to the Board of County Commissioners;
- H. facilitate strategic geographic distribution of the annual report as presented to the Board of County Commissioners.

The Council shall have the authority to review, recommend, approve and adopt matters related to the Behavioral Health Program. Decisions made by the Council must be ratified by the Board of County Commissioners.

II. Membership

- A. The Council will consist of up to 15 members with the actual number to be determined by the Board of County Commissioners given the qualifications of applicants of the needs of the Council for at-large members. The members of the Council shall consist of:

1. one elected Town Trustee or Board Member selected by each of the municipalities of Estes Park, Fort Collins, Loveland, and Wellington; and
 2. one elected Town Trustee or Board member from a district within the Larimer County corporate boundaries selected by each of the municipalities of Berthoud, Johnstown, Timnath and Windsor; and
 3. six (6) at-large community members appointed by the Board of County Commissioners; and
 4. one member of the Board of County Commissioners as determined by the Board of County Commissioners.
- B. The Board of County Commissioners may increase representation on the Council as appropriate. The Council will have the opportunity to provide input into the decision to increase Council representation to the Board of County Commissioners.
- C. Ex-Officio Members: Ex-officio members shall not have voting privileges. The Council will have the opportunity to provide input into the appointment of ex-officio members to the Board of County Commissioners. Such memberships may be summarily terminated by the Board of County Commissioners at its discretion.
1. Other ex-officio memberships may be granted to an entity or individual involved in behavioral health services, related support programs, or other areas of need as deemed necessary.
- D. A member of the Council shall be replaced if that member 1) no longer represents the membership category to which he or she was appointed; 2) resigns from the Council; or 3) exhibits misconduct that is counter to the purpose of the Council or potentially harmful to the Council, Larimer County Behavioral Health Program or Larimer County government in the judgement of the Board of County Commissioners. Vacancies occurring on the Council shall be filled in the same manner as is provided for in the original designations:
1. replacement of a member appointed by one of the municipalities shall be selected by the municipality consistent with paragraph II.A. above;
 2. the Board of County Commissioners shall select the replacement of any at-large behavioral health members; and
 3. the Board of County Commissioners shall select the replacement of the Board of County Commissioner representative.
 4. All replacement members shall serve for the unexpired term of his or her predecessor.

III. Terms

- A. At-large community member terms shall be for three (3) years. To the extent possible, terms shall be staggered so that the terms of approximately one-third of the members shall expire each year.
- B. Upon completion of the first term, either partial or full, a member may seek reappointment to a second and third full three-year term(s) subject to approval of the Board of County Commissioners in accordance with section II.A. above.

- C. Term limits shall comply with Larimer County Administrative Policy and Procedure 100.1. When terms end, a competitive application process will occur and the candidates applying for an open seat will be screened by BHS staff. BHS staff will then bring their recommendations to the BHPC for approval, after which the Board of County Commissioners will ratify the recommended appointments to the advisory board.
- D. Regular terms begin December 1 and end November 30 of the expiring term year.
- E. Initial terms end as follows:

| Member Representative | | Initial Term Ends |
|--|------------------|-------------------|
| At-Large Appointees by the Board of County Commissioners | Community Member | 2020 |
| | Community Member | 2021 |
| | Community Member | 2022 |
| | Community Member | 2020 |
| | Community Member | 2021 |
| | Community Member | 2022 |

- F. Representatives selected by municipalities in accordance with Section II.A. above shall not be subject to term limits and shall serve until the municipality designates a successor.

IV. Officers

- A. The officers of the Council shall consist of a Chair and a Vice Chair elected from among Council members. Officers shall assume responsibility at the first Council meeting in November and serve for one year or until their successors are elected. The current Chair will run the meeting at which the election is held with a change in Chair occurring at the next meeting. Vacancies in Chair or Vice Chair offices shall be filled by the Council as soon as practical.
- B. Duties of Council Officers:
1. Chair: The Chair shall preside over Council meetings, sign documents approved by the Council, serve as the official representative of the Council as a whole in all interactions with the Board of County Commissioners and represent the Council on the Executive Committee.
 2. Vice Chair: The Vice-Chair is authorized to perform all duties of the Chair in the absence of the Chair and perform other duties as may be assigned by the Council.

- C. The Behavioral Health Director or designee shall serve as Secretary to the Council. The Secretary shall:
1. keep the minutes of all meetings of the Council and Executive Committee;
 2. distribute the meeting agenda and related materials as developed in consultation with the Chair;
 3. inform the Council of correspondence related to business of the Council; and
 4. sign or attest to the signature of the Chair or Vice Chair when necessary.

V. Committees and Subcommittees

The Council may agree to establish working committees as necessary.

- A. Executive Committee: The Council may, at its discretion, form an Executive Committee, the role of which is to work in conjunction with the Council and Behavioral Health Director to facilitate effective and efficient meetings. Roles for the Executive Committee could include:

1. reviewing the agenda prior to distribution;
2. reviewing the budget proposal with the Director prior to presentation to the full Council;
3. other assignments deemed beneficial by the Council to ensure efficient and effective Council meetings.

The Executive Committee will include the Council Chair, Council Vice Chair and any other member(s) determined by the Council to be beneficial. The Behavioral Health Director or designee will attend as a non-voting member and will serve as or assign a staff member to serve as Secretary.

- B. Subcommittees: The Council may, at its discretion, form subcommittees comprised of Council members to work on specific items in more detail than time allows at regular Council meetings.

1. The Chair will facilitate the appointment of the members of a Subcommittee and identify the specific charge or the subcommittee.
2. A statement of purpose will be developed based on the discussion and direction of the Council that specifies the specific duties of the subcommittee. The Council will approve the statement of purpose prior to subcommittee work beginning. Subcommittees may be limited in duration with an identified start and end date if so defined in the statement of purpose.
3. If, during the course of the subcommittee work, it is determined that the statement of purpose (including duration of assignment) needs to be modified, a revised statement of purpose will be presented to the Council as a whole for approval.
4. The Council will appoint a subcommittee Chair who will be responsible for conducting meetings, coordinating with staff as appropriate, and reporting back to the Council with recommendations.
5. Subcommittees are intended to make recommendations to the Council for consideration. Any recommended action from a subcommittee must be approved by the Council as a whole. If the Council does not agree with the subcommittee recommendation, the Council will determine the most appropriate next step.

The Behavioral Health Director or designee will attend all meetings as a non-voting subcommittee member and will serve as or assign a staff member to serve as Secretary.

- C. A Technical Advisory Group ("TAC") will be appointed by the Board of County Commissioners. TAC members should reflect community needs and, in the case of professionals from the field of

behavioral health, a balance in professional focus related to behavioral health services; and

- D. A Consumer Advisory Group ("CAC") will be appointed by the Board of County Commissioners. CAC members should include individuals with personal experience navigating behavioral/mental health/substance use programs and systems; and
- E. Other Committees: The Council may, at its discretion, appoint other working committees, comprised of at least one Council member and other members who are not on the Council to work on specific items in more detail than time allows at a regular council meeting.
1. The Chair will facilitate the appointment of the members of a working committee and identify the specific charge of the subcommittee.
 2. A statement of purpose will be developed based on the discussion and direction of the Council that specifies the specific duties of the working committee. The Council will approve the statement of purpose prior to working committee formation. Working committees may be limited in duration with an identified start and end date if so defined in the statement of purpose.
 3. If, during the course of the working committee's activities, it is determined that the statement of purpose needs to be modified (including duration of assignment), a revised statement of purpose will be presented to the Council as a whole for approval.
 4. The Council will appoint a Chair of the working committee who will be responsible for conducting meetings, coordinating with staff as appropriate, and reporting back to the Council with recommendations. Where possible, the working committee Chair shall be a member of the Council.
 5. Working committees are intended to make recommendations to the Council for consideration. Any recommended action from a working committee must be approved by the Council as a whole. If the Council does not agree with the working committee recommendation, the Council will determine the most appropriate next step.

The Behavioral Health Director or designee will attend all meetings as a non-voting working committee member and will serve as or assign a staff member to serve as Secretary.

- F. Technical Advisory Committee ("TAC"): Consistent with section V.C. of these By-Laws, a TAC consisting of 26 members, or as many as determined by the Policy Council, will be reviewed and recommended by the BHPC. All board and committee members are appointed by the Board of County Commissioners. TAC members will serve 3-year staggered terms. Initial terms will be for 1, 2 or 3 years ending in 2020, 2021, and 2022 as recommended by the Council and ratified by the Board of County Commissioners. When terms end, a competitive application process will occur and the candidates applying for an open seat will be screened by BHS staff. BHS staff will then bring their recommendations to the BHPC for approval, after which the Board of County Commissioners will ratify the recommended appointments to the advisory board. The TAC:
1. makes recommendations to the Council regarding annual funding priorities of the Behavioral Health Services Impact Fund;
 2. provides advice on the development and implementation of programs in support of community behavioral health needs for all Larimer County residents;
 3. provides comments to the Council regarding the annual report and performance measures;
 4. shall not make recommendations on funding of services to specific agencies or service providers unless specifically tasked with that activity by the Council;

5. shall comply with the ethics provisions contained in section VII.B. of these by-By-laws; and
6. shall meet at least quarterly and comply with section VI below.

The Behavioral Health Director or designee will attend all meetings as a non-voting TAC member and will serve as or assign a staff member to serve as Secretary.

G. Consumer Advisory Committee ("CAC"): Consistent with section V.D. of these By-Laws, a CAC consisting of 15 members, or as many as determined by the Policy Council, will be appointed by the Board of County Commissioners. CAC members will serve 3-year staggered terms. Initial terms will be for 1, 2 or 3 years ending in 2021, 2022, and 2023 as recommended by the Council and ratified by the Board of County Commissioners. When terms end, a competitive application process will occur and the candidates applying for an open seat will be screened by BHS staff. BHS staff will then bring their recommendations to the BHPC for approval, after which the Board of County Commissioners will ratify the recommended appointments to the advisory board. The CAC:

1. makes recommendations to the Council regarding annual funding priorities of the Behavioral Health Services Impact Fund;
2. provides advice on the development and implementation of programs in support of community behavioral health needs for all Larimer County residents;
3. provides comments to the Council regarding the annual report and performance measures;
4. shall not make recommendations on funding of services to specific agencies or service providers unless specifically tasked with that activity by the Council;
5. shall comply with the ethics provisions contained in section VII.B. of these by-By-laws; and
6. shall meet at least quarterly and comply with section VI below.

The Behavioral Health Director or designee will attend all meetings as a non-voting CAC member and will serve as or assign a staff member to serve as Secretary.

VI. Meetings

The Council shall meet at least quarterly, at a time and place to be announced and at such other times as the Council deems necessary by the Council, Board of County Commissioners, or the Behavioral Health Director.

- A. All meetings of the Council, Executive Committee, Subcommittees and Working Committees are subject to the Colorado Open Meetings Law.
- B. All Council meetings will be advertised and open to the public.
- C. Regular meetings will be announced in advance by email to the full Council membership including notification on the appropriate page of the Larimer County website.
- D. Council meetings will be electronically recorded, and minutes will be prepared by Behavioral Health staff. Minutes will be approved at the next Council meeting and posted on the appropriate page of the Larimer County website.
- E. Prior to meetings, the Behavioral Health staff will provide a packet of background materials to the Council in advance via e-mail and will be posted on the appropriate page of the Larimer County website.

- F. Special Meetings: In the event of a Special or Emergency meeting, meeting notices will be made public as soon as practical and shall be in accordance with the Colorado Open Meetings law.
1. Field Trips: Field trips and work sessions may be conducted so that Council members can become familiar with issues prior to voting. Field trips shall be conducted only after required notice has been provided and the Behavioral Health Director or designee will attend.
 2. Executive Sessions: Executive Sessions may be called in accordance with C.R.S.24-5-402 by a majority of the Council present at a meeting. Executive Session discussions are confidential. No decisions will be made in an Executive Session.
- G. Quorum:
1. A majority of the members of the Council shall constitute a quorum.
 2. No business shall be conducted at a meeting unless a quorum is present.
- H. Voting:
1. Each member of the Council may vote on an issue.
 2. A roll call vote shall be taken on all votes if not unanimous.
 3. No proxy votes shall be allowed; however, each municipality may select a designated alternate elected official who shall be permitted to cast a vote on behalf of the jurisdiction in the absence of the designated representative provided for in Section II.A above.
 4. All votes must be made in person or by teleconference.
- I. Order of Business: The order of business any meeting shall be called by the Chair and/or the Behavioral Health Director, or as recommended by a Council member prior to the meeting.
- J. Parliamentary Procedure: Business, including presentations, discussions, motions and voting shall be conducted in an orderly manner following such processes and procedures as the Chair or Council shall determine. Robert's Rules of Order shall generally apply unless agreed upon by decision or practice of the Council.

VII. General Provisions

- A. Administrative Policy and Procedure: The Council shall conduct its business in a manner consistent with the conditions adopted by the Board of County Commissioners included in Larimer County Administrative Policy and Procedure 100.1E as amended.
- B. Code of Ethics:
1. A member shall recuse him or herself from discussion and voting if an actual or potential conflict of interest exists.
 2. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Council; where a member stands to gain or lose financially as a result of a position taken by the Council; or where a member believes he or she cannot fairly and impartially discharge his or her duties.

- C. Amendments: These Bylaws may be approved or amended in whole or in part by a two-thirds (2/3) vote of the Council, subject to ratification by the Board of County Commissioners. This shall occur during a regularly scheduled meeting provided any proposed changes to the Bylaws are distributed in written form in a manner consistent with Council protocol to all Council members at least seven days prior to the meeting at which action is anticipated to be taken on the proposed changes.

VII. Adoption and Effective Date

These Bylaws became effective on Nov. 10, 2020 by adoption of a Resolution by the Larimer County Board of County Commissioners.

Board of Commissioners of Larimer County, Colorado

By: Steve Johnson
Steve Johnson, Chair

DATE 11/5/20
APPROVE AS TO FORM
[Signature]
ASSISTANT COUNTY ATTORNEY