

ADVISORY BOARD:

Wright County has developed a managed care system for Mental Health and Developmental Disability (MH/DD) funds based on Iowa Code section 331.439. This plan is developed with input from Community Systems Consultants employed by the state of Iowa and an Advisory Board comprised of consumers, family members, providers and concerned citizens and is reviewed on an annual basis with a three-year strategic plan developed. The strategic plan is submitted April 1st of every third year beginning in 2000. The plan is to be distributed to the Department of Human Services, the board of supervisors and advisory board members. Persons of the public may access the plan at the WRIGHT COUNTY COMMUNITY SERVICES or on the county web site. The strategic plan will include a needs assessment, projected goals and objectives including action steps and cost projections, a listing of the services and supports the county provides, a listing of the provider network and current access points.

BYLAWS OF THE WRIGHT COUNTY MHDD/TCM ADVISORY BOARD

ARTICLE I - NAME

The name of this organization shall be the Wright County MHDD/TCM Advisory Board (hereinafter "the Board").

ARTICLE II - PURPOSES

The Board shall serve as the advisory board to the County Board of Supervisors for the county's MHDD/TCM programs.

Its specific responsibilities are those set forth in sub rule IAC 441-24.1(225C), namely:

1. Review and recommendations for MHDD/TCM policies;
2. Development and review of MHDD/TCM management/organizational plans;
3. Review and recommendations for MHDD/TCM budgets; and
4. Review and recommendations for MHDD/TCM quality improvement programs.

ARTICLE III - MEMBERSHIP

Section 1. Number and Qualifications. The Board shall consist of at least three persons, at least 51 percent of whom are not providers. The Board shall include persons with disabilities or family members of persons with disabilities.

Section 2. Appointment and Term of Office. Board members are appointed by the County Board of Supervisors after recommendations by the Board. Members are appointed for staggered terms of three years. Initially, one-third of the Board members are appointed for one-year terms, one-third for two-year terms, and one-third are appointed for three year terms.

Section 3. Vacancies. Any vacancy on the Board by reason of death, resignation, inability to act, or any other circumstance, shall be filled for the unexpired portion of the term by the County Board of Supervisors.

Section 4. Removal of Members. The County Board of Supervisors may, upon recommendation of the Board, remove from the Board any member who has missed two consecutive meetings without due cause. This does not preclude the County Board of Supervisors from appointing such person to the Board at another time.

Section 5. Compensation. No compensation shall be paid to members' of the Board for their services, except for reimbursement for actual necessary expenses incurred in the performance of duties. Members shall obtain approval of the County Board of Supervisors prior to incurring any expenses. Mileage and subsistence shall be reimbursed at the current county rate.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings. The Board shall meet at least three times a year. Written notice shall be given to members at least five days prior to the meeting. The Board shall meet with the County Board of Supervisors at least once a year.

Section 2. Special Meetings. Special meetings may be called by the Chairperson or upon request of at least three Board members. Written or oral notice shall be given to members at least three days prior to the meeting.

Section 3. Public Notice. Notice of the time, date, 'place, and tentative agenda of each meeting shall be given at least 24 hours in advance in a manner that will inform the general public. This shall be accomplished at a minimum by advising any news media who have filed a request for such notice from the Board and by posting the notice in a designated place accessible to the public at the Board's principal office or at the place where the meeting is to be held. Each meeting shall be held at a place reasonably accessible and at a time reasonably convenient to the public; Any exception due to good cause to the notice, place, and time requirements shall be noted in the minutes. All meetings shall be open to the public unless a closed session is called in accordance with Iowa Code §21.5 (1993).

Section 4. Minutes. The Board shall keep minutes of all its meetings showing the date, time and place, members present, the action taken at the meeting, and the results of each vote taken. The minutes shall show information sufficient to indicate the vote of each Board member present. The minutes shall be public records open to public inspection.

Section 5. Quorum. A quorum shall be constituted by a majority of the members of the Board.

Section 6. Voting. All questions at a meeting of the Board shall be decided by a majority vote of the quorum. The vote of each Board member present shall be made public at any Board meeting open to the public.

ARTICLE V - OFFICERS

Section 1. Designation. The officers of the Board shall be a Chairperson, a Vice-Chairperson. A secretary will be provided by the Board of Supervisors from the Community Services Office.

Section 2. Election. Officers shall be elected by the Board at the first meeting held in a calendar year for terms of one calendar year. New officers shall take office immediately after the election. Upon an affirmative vote of a majority of the members of the entire Board, any officer may be removed and a successor elected at any regular meeting of the Board or any special meeting called for such purpose.

Section 3. Duties. The Chairperson shall preside at all meetings and shall appoint all committees. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or inability of the Chairperson to discharge the duties of the office. The Secretary shall attend and keep minutes of all meetings of the Board and shall perform other duties as directed by the Board.

ARTICLE VI - AMENDMENTS

These Bylaws may be amended by a majority vote of the entire Board at any regular meeting or at any special meeting called for that purpose, provided that such proposed amendments are plainly stated in the notice for the meeting in which they are to be considered. Notice of such proposed amendments shall be mailed to all Board members at least 30 days prior to said vote.

ARTICLE VII - SEVERABILITY

If any portion of these Bylaws or the application of these Bylaws to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of these Bylaws which can be given affect without the invalid provisions or applications; and to this end, the provisions of these Bylaws are declared to be severable.

ARTICLE VIII - RATIFICATION

These Bylaws shall be in full force and effect from and after the date of adoption by the Board, and shall not be repealed, altered or amended except as provided in Article VI.

The Advisory Board is responsible to review and develop policies, organizational plans, budget, quality improvement, annual review, ongoing public education on local MH/DD issues, and strategic planning. Minutes of Advisory Board meetings are available upon request.

The Wright County Board of Supervisors has appointed the Wright County Community Services Department to manage the MH/DD Funds. This office collaborates with the advisory board in the ongoing development of the Wright County Managed Care Plan and acts as support staff to the Advisory Board. Public hearings are held on March of every third year to allow for input to the managed care plan.