

# Module 2: Regulations and Procedures

## Nevada Behavioral Health Planning and Advisory Council

Advocates for Human Potential  
Provider of State TA for Block Grants

Las Vegas and Carson City, NV  
August 28, 2018



**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

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# Presentation Purposes

- Enhance members' knowledge and expand foundation for active Council participation
- Review Nevada Behavioral Health Planning and Advisory Council (BHPAC) background
- Align Nevada info with federally required duties of planning and advisory councils
- Provide overview Council meeting procedures
- Summarize supports available for members



# Session Overview

- **Federal Council Mandates**
- **NV Statutory Authority for Council**
- **BHPAC Membership**
- **Council Structure and Bylaws**
- **Meeting Logistics and Operations**
- **Procedures for Council Actions**
- **Potential Conflicts of Interests**
- **Staff Access and Supports**

# Nevada BHPAC

## Background, Scope, and Requirements



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# History and Background

**Council established by Governor's Executive Order as the Nevada State Mental Health Planning and Advisory Council. (March 15, 1989).**

**Executive Order amended to change the name of the Council to the Behavioral health Planning and Advisory Council. (January 17, 2013).**

- **SAMHSA encourages States to integrate Mental Health and Substance Abuse into Behavioral Health Planning Councils.**
- **Federal mandates require a mental health planning council but not a substance abuse planning council.**
- **Behavioral health planning councils must still meet federal requirements for mental health planning councils.**

**Nevada BHPAC Bylaws last updated in 2016.**

# Federal Statute (Duties of Councils)

- Review plans -- including the mental health, substance abuse, and prevention block grant plans -- and submit recommendations
- Serve as advocate to promote quality of life for consumers
- Monitor, review, and evaluate the allocation and adequacy of services

# Nevada BHPAC State Authority & Bylaws

**Authority:** The Nevada State Behavioral Health Planning and Advisory Council (BHPAC) is authorized by Executive Order of the Governor.

**Mission:** The Nevada Behavioral Health Planning and Advisory Council will serve as an advocate for individuals with chronic mental illness, children and youth with severe emotional disturbance, other individuals with mental illnesses or emotional problems, and persons with substance abuse and co-occurring disorders.



# Nevada BHPAC Responsibilities

1. **Advise** the Division of Public and Behavioral Health and the Division of Child and Family Services on the development of the **state behavioral health plan**.
2. Serve as an **advocate** for adults with serious mental illness, children with severe emotional disturbance, other individuals with mental illnesses or emotional problems and persons with substance abuse and co-occurring disorders.
3. **Monitor, review, and evaluate**, no less than once each year, the allocation and **adequacy of behavioral health services** within the state.

# Nevada BHPAC

## Membership



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# Membership Structure and Provisions

- **23 members**
- **4-year terms**
- **No term limits except if appointed “at pleasure of Governor”**
- **Travel reimbursement, per diem, and stipends available**
- **Executive Committee**
  - **Chair**
  - **Vice Chair**
  - **Immediate Past Chair**
  - **Principle agencies representatives** with respect to Mental Health Services for Children and Adolescents and Behavioral Health Services for Adults

# Membership

## Governor Appoints Members

- Representatives of state agencies
- Persons with mental illness and persons with substance abuse and co-occurring disorders, who are receiving (or have received) behavioral health services
- The families of such individuals in (3) above.
- Families of adults with serious mental illnesses and/or substance abuse disorders
- Families of children with emotional disturbances
- Other representatives public and private entities

*Stipulated in Bylaws but also comply with federal requirements*

# Nevada Agency Memberships

- Mental Health Services for Children and Adolescents
- Mental Health Services for Adults
- Substance Abuse Prevention and Treatment
- Education
- Housing
- Vocational Rehabilitation
- Criminal Justice
- Social Services
- Medicaid

# Nevada BHPAC

## Council Structure



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# Council Structure and Organization

## BYLAWS

- Established to carry out authority granted in Executive Order.
- May be amended or repealed at any regular meeting of the Council by a majority vote of the quorum pursuant to specific provisions.
- Most recently amended April 21, 2016.

## OFFICERS

- **Chair, Vice Chair, and Immediate Past Chair**
- **Executive Committee** (along with specific agency representatives for adult and children's behavioral health)
- **Two-year Terms of Office**
- **One additional term permitted**
- **Duties outlined in Bylaws**



# Council Structure and Organization

## COMMITTEES

- **Executive Committee** – Elected by Council – Comprised of Officers and staff representatives
- **Nominating Committee** – Selected by the Council
- **Other Committees** – appointed by Chair
- Each Council member serves on at least one Committee
- Authority to make decisions only as specifically assigned by the Council

# Council Structure and Organization

## CURRENT COMMITTEES

### Standing

**Executive Committee**

**Nominating Committee**

### Ad Hoc

**Bylaws Committee**

**Behavioral Health Promotions  
Committee**

**Rural Monitoring Committee**

# Nevada BHPAC

## Meetings – Logistics & Guidelines



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# Meetings

## Frequency

- At least quarterly
- Provisions for special called meetings

## Open Meetings

- Meetings comply with state Open Meeting Law
- Opportunity for public comment

**Quorum** - majority of the members of the Council

**Agenda items** - may be requested by Members

## Notification and Meeting Information

- Members receive packets – electronic or paper upon request
- Follow-up reminders and connection information provided by Council Secretary (staff)
- Other members of public on mailing list as requested

## Data and other resources for Members

- Requested through staff

## Reimbursement for expenses (if travel required)

- Staff assist with travel vouchers, per diem rate, etc.

## Roberts Rules of Order

Staff and representative from Attorney General's office available for guidance on procedural questions during the meeting.

Chair manages the process to keep meeting focused, balanced, and on task.

- 1. Recognized by Chair**
- 2. Make a motion**  
*"I MOVE"*
- 3. 2<sup>nd</sup> the motion**  
*"I SECOND"*
- 4. Discussion**
- 5. *Call for the question***
- 6. All in favor**  
**"AYE" or "YES"**
- 7. All opposed**  
**"NAY" or "NO"**
- 8. Abstain**  
**"ABSTAIN"**
- 9. *Announce results***

## Conflicts of Interests

- ✓ Members **abstain from voting** on issues that relate to a possible conflict of interest.
- ✓ **Record of abstentions** part of minutes.
- ✓ Agencies or programs with which members are affiliated **may not apply for Council funding.**
- ✓ **Members shall not use position to influence other members** or the Council as a whole to give privileges, preferences, exemptions, or advantages to specific agencies or programs with which they are affiliated.
- ✓ **Members must disclose their employment or affiliation** with specific agencies or programs when business related to such agencies or programs is set before the Council for deliberation.

## Member Preparations

Reserve regular **meetings on calendar**.

**Notify Council Secretary** if unable to attend or if anticipate late arrival.

Review **meeting minutes** and note possible changes.

Be **familiar with Agenda**; note questions or reports you may need to provide.

**Review materials** provided – take notes.

Contact staff or officers **if you have questions** prior to the meeting.



# Nevada BHPAC

## Support for Members



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# Leadership and Staff Access

## Officers

- Rene Norris, Chair \*
- Ali Jai Faison, Vice Chair \*
- Alyce Thomas, Past Chair \*

## Staff

- *Stephanie Woodard, Psy.D. – State Planner & Primary Council Liaison \**
- *Joseph Philippi – Council Secretary & Administrative Assistant*

*\* Executive Committee Member*



# Thank You

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