

**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.

**ARTICLE 2**

PURPOSE OF THE MENTAL HEALTH AND DEVELOPMENTAL DISABILITY  
ADVISORY COMMITTEE

The primary purpose of this organization shall be:

- A. To advise, encourage, and advocate for chemical dependency, mental health and developmental disability services and activities in conjunction with the Health and Human Services Department of Yamhill County.
- B. To encourage education about chemical dependency, mental health and developmental disabilities in Yamhill County.
- C. To participate in community planning.
- D. To advise and assist in the review, monitoring and evaluation of services and in the development and implementation of recommendations for the improvement of services as outlined in Attachment I, "Yamhill County Quality Management Program".

**ARTICLE 3**

ORGANIZATION OF THE ADVISORY COMMITTEE

Section 1. The Advisory Committee shall be composed of not less than 18 or more than 28 persons representing Yamhill County geographically, including appropriate cultural and ethnic representation. This membership shall include:

- A. Consumers of chemical dependency, mental health and developmental disability services and their families.
- B. Advocates for persons with chemical dependency, mental health conditions and/or developmental disabilities.
- C. Persons with interest or experience in developing programs specific to chemical dependency, mental health and developmental disability service needs.
- D. One or more Qualified Mental Health Professional, including a Licensed Mental Health Practitioner, and one or more Certified Drug and Alcohol Counselor.
- E. Mid-Valley Behavioral Care Network funded providers.

Section 2. One third of the members of the Advisory Committee shall be appointed for one-year terms; one third shall be appointed for two-year terms; and one third shall be appointed for three-year terms. A member may be nominated and appointed for a successive three-year term. All appointments following the initial appointment shall be for three-year terms. All Advisory Committee members shall be appointed by the Yamhill County Board of Commissioners.

Section 3. Health and Human Services' Managers will identify and recommend new members to the Advisory Committee for approval, pursuant to Article 3, Section 1, to fill vacancies on the Committee. Any member of the Committee who, during any one year, is absent from regular meetings (including all committees) more than three (3) times without notification to the chair or secretary shall create a vacancy on the Committee.

Section 4. 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. A majority of the members of the Committee shall constitute a quorum for the transaction of business.

Section 5. Chemical Dependency, Mental Health and Developmental Disabilities program managers shall staff the Advisory Committee.

## ARTICLE 4

### OFFICERS

Section 1. The officers of the Advisory Committee shall consist of a chair and vice-chair. The Behavioral Health Program shall provide clerical services. These officers shall be elected annually by the Committee at the spring meeting. They shall serve for a period of one (1) year and until their respective successors shall be elected and qualified.

Section 2. Role of Advisory Committee officers:

Chair	The chairperson shall set the agenda with the assistance of the lead program manager or Quality Manager. 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 his/her absence.

Section 3. Minutes of the Advisory Committee shall be distributed on a regular basis to all members of the Committee.

Section 4. The chairperson of the Advisory Committee may create such other committees as deemed necessary and desirable for the adequate functioning of the organization. Such committees shall function during the term of office of the officers who appoint them, but may be re-appointed upon review by newly elected officers following the spring meeting.

## ARTICLE 5

### AMENDMENTS

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

## ARTICLE 6

### RULES

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. If the Committee is not able to reach consensus, then the issue under consideration can be moved to a majority vote of the members of the Advisory Committee.

## ATTACHMENT I

### YAMHILL COUNTY QUALITY MANAGEMENT PROGRAM

The Yamhill County Quality Management Program will assure that Yamhill County Mental Health/Chemical Dependency Provider Members will develop, implement, and monitor an on-going process for providing accessible and medically appropriate services; evaluating and improving the quality and appropriateness of chemical dependency and mental health services to its health plan members.

Program Managers are responsible for Quality Assurance, Utilization Management, and Complaints/Grievances and Critical Incidents. They are also responsible for the dissemination of pertinent information to the Mental Health and Developmental Disability Advisory Committee/Quality Improvement Committee (MHDDAC/QIC) and Health and Human Services' staff. Program Manager responsibilities also include developing a draft Quality Improvement Plan based on the measurable and time-specific performance objectives and strategies identified through the Quality Management Program, including those identified by Sub-committees, MHDDAC/QIC and/or the Local Alcohol and Drug Planning Committee. The draft Quality Improvement Plan shall be presented to the MHDDAC/QIC for final approval.

#### **MENTAL HEALTH AND DEVELOPMENTAL DISABILITY ADVISORY COMMITTEE/QUALITY IMPROVEMENT COMMITTEE** responsibilities include:

- 1) Synthesizing all information and reports from staff, committee membership or from ad hoc subcommittees.
- 2) Oversee and advise the Quality Assessment and Performance Improvement process:
  - (A) Identify indicators of quality including:
    - (i) Access to services;
    - (ii) Outcomes of services;
    - (iii) Systems integration and coordination of services; and
    - (iv) Utilization of services.
  - (B) Review incident reports, emergency safety intervention documentation, grievances and other documentation as applicable;
  - (C) Identify measurable and time-specific performance objectives and strategies to meet the objectives and measure progress;
  - (D) Recommend policy and operational changes necessary to achieve performance objectives; and
  - (E) Reassess and, if necessary, revise objectives and methods to measure performance on an ongoing basis to ensure sustainability of improvements.
- 3) Assist in systems surveys.
- 4) Advise and assist in the review, monitoring and evaluation of the process of Quality Assurance, Utilization Management, and Complaints/Grievances and Critical Incidents.
- 5) Conduct a review of the previous year's Annual Plan.

**SUB-COMMITTEE (Children's MH Sub-committee, Developmental Disabilities' Sub-committee & Adult MH Sub-committee) responsibilities include:**

- 1) Synthesizing all information and reports from staff.
- 2) Advise the Quality Assessment and Performance Improvement process:
  - (A) Identify indicators of quality including:
    - (i) Access to services;
    - (ii) Outcomes of services;
    - (iii) Systems integration and coordination of services; and
    - (iv) Utilization of services.
  - (B) Identify measurable and time-specific performance objectives and strategies to meet the objectives and measure progress;
  - (C) Recommend policy and operational changes necessary to achieve performance objectives; and
  - (D) Reassess and, if necessary, revise objectives and methods to measure performance on an ongoing basis to ensure sustainability of improvements.

**QUALITY ASSURANCE includes:**

- 1) Reviewing local implementation plans designed to meet MVBCN standards and policies.
- 2) Developing an annual quality improvement plan.
- 3) Review results of tri-annual reviews of client records to ensure that eligible members have received accessible and timely services that are medically and clinically appropriate and to evaluate the quality of care delivered.
- 4) Reviewing any denial of service that may be contested by a consumer or consumer family.
- 5) Stakeholders and agency staff

**UTILIZATION MANAGEMENT includes:**

- 1) Overseeing policies and procedures for collecting and analyzing data.
- 2) Overseeing strategies for quality improvement based on data.
- 3) Monitoring utilization of resources/services.
- 4) Monitoring financial utilization; e.g. monitoring Oregon Health Plan reserves.

**Please see Utilization Management Plan policies:**

016-72-03-11 Adult Mental Health  
016-75-03-04 Family and Youth

**WRITTEN COMPLAINTS/GRIEVANCES/CRITICAL INCIDENTS**

A. Complaints/Grievances

1. The process for a consumer or consumer representative to file a complaint is outlined in the "Yamhill County Health and Human Services Complaint Process".

2. When a complaint has been received, the Program Manager (designated complaint representative) will respond according to the YCHHS Consumer Complaints and Feedback policy.
3. A copy of the complaint and Manager's response is sent to the HHS Quality Manager.
4. The complaint and the Program Manager response are reviewed at the monthly Quality Manager's meeting.
6. The complaint is reported to the Mental Health and Developmental Disability Advisory Committee as follows:
  - Client names and other identifying information will not be included in any complaint.
  - The Mental Health and Developmental Disability Advisory Committee is to review, evaluate and monitor patterns of complaints.
7. The complaint is filed and logged in the Complaint Log.

B. Critical Incidents

1. All suspected incidents of abuse will follow the Yamhill County Adult Mental Health: "Abuse Reporting Protocol" (policy 016-72-08-02).
2. Preliminary review of suspected incidents of abuse will follow the Yamhill County Health and Human Services, Adult Mental Health Program: "Preliminary Review of Reliability of Abuse Allegations Procedure" (policy 016-72-08-02).
3. Critical Incidents for MVBCN members requires staff to:
  - a. Complete a "MVBCN Critical Incident Report Form".
  - b. Follow the MVBCN Critical Incidents Policy and Procedures.
4. A copy of the Critical Incident is sent to the HHS Quality Manager.
5. The Critical Incident is reviewed at the monthly Quality Manager's meeting.
6. For MVBCN members, the "Critical Incident Report Form" is faxed to the MVBCN for review by the BCN Quality Management Committee.
7. The Critical Incident is reported to the Mental Health and Developmental Disability Advisory Committee as follows:
  - Client names and other identifying information will not be included in any critical incident. The Mental Health and Developmental Disability Advisory Committee is to review, evaluate and monitor patterns of critical incidents.
8. The critical incident is filed and logged in the Critical Incident Log by the HHS Quality Manager.