

BHPC Policy and Procedure Index

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North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 01 Authority
Past Revisions:	Number: 01-01
Revised Date Approved:	Policy Title: Authority
Signatory:	

Policy:

The mandate outlined in Public Law 102-321 (42 U.S.C.300X-4) established the North Dakota Behavioral Health Planning Council, which is the name of the group carrying the responsibilities noted in Public Law.

Procedure:

1. The planning council is required under federal law as a requirement of the States receiving Community Mental Health Services Block Grant (MHBG) funding from the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. In North Dakota takes the Behavioral Health Planning Council is a combined planning council also advising the North Dakota Department of Health and Human Services Behavioral Health division who receives SAMHSA's Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUPTRS BG) funding.
3. Members are appointed by the Governor of North Dakota.
4. The purpose of the Council is to:
 - To review the state's MHBG application and report and make recommendations to the agency receiving the grant (NDDHHS Behavioral Health Division) which also has responsibility for substance use disorder (SUD) prevention and treatment.
 - To serve as advocates for people with mental illness, including adults with serious mental illness (SMI) and children and adolescents with serious emotional disturbance (SED) as well as those with substance use disorders (SUD).
 - To monitor, review, and evaluate the adequacy of behavioral health services in the state.

North Dakota Behavioral Health Planning Council

Original Date Approved:

Category: **01 Authority**

Past Revisions:

Number: 01-02

Revised Date Approved:

Policy Title: **Parliamentary Authority**

Signatory:

Policy:

Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters or procedure not specifically covered by Policies and Procedures of the North Dakota Behavioral Health Council.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-01
Revised Date Approved:	Policy Title: Absences
Signatory:	

Policy:

Council members are expected to each regularly scheduled meeting of the Council.

Procedure:

1. An expected absence should be reported to the Facilitator at least one week in advance of the meeting to help assure a quorum.
2. If a Council member has two (2) absences without giving notice in any one calendar year, the DHHS BHD Administrator will report to the Governor recommendations as to the continuance of the individual as a member of the Council, bringing recommendation to the Council for a request to open the position to a new appointee.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-02
Revised Date Approved:	Policy Title: Compensation
Signatory:	

Policy:

~~Consumer~~ Council **members appointed due to their lived experience** shall be compensated for their travel expenses and may be provided with a stipend for attending meetings.

Procedure:

1. ~~Consumers~~ Members **with lived experience** are eligible to receive a stipend to attend meetings and reimbursement for mileage, lodging and meals (at state rate) to attend meetings in person. Childcare expenses may be reimbursed upon request.
2. If attending the BHPC meetings as a ~~consumer~~, **person with lived experience** but attending meetings on worktime through employment, a person is not eligible for reimbursement.
3. A meeting must have been attended (virtually or in person) to submit a reimbursement request.
4. Hotel receipts are required for reimbursement with one night of lodging eligible for reimbursement.
5. Those seeking reimbursement must fill out the highlighted portions of the provided form and return to the DHHS BHD Administrator within 2 weeks **after** of the meeting date.
6. ~~Consumer~~-Members **with lived experience** choosing to waive their right to reimbursement should advise the DHHS BHD Administrator of their intent to waive.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-03
Revised Date Approved:	Policy Title: Composition
Signatory:	

Policy:

All members of the Behavioral Health Planning Council are appointed by the Governor of the state of North Dakota with composition of the membership guided by the mandates outlined in Public Law 102-321 (42 U.S.C. 300X-4) where the diversification of planning councils is indicated to include voices of lived experience.

Procedure:

1. All members must be residents of the state of North Dakota.
2. To best ensure the independence needed to evaluate and advocate for services for those with mental illness with the state behavioral health agencies, state employees and mental health or substance abuse service providers, collectively, may not make up more than 50 percent of the planning council's membership.
 - a. Within that category of membership (i.e., state employees and mental health service providers), the statute mandates participation from specific agencies representatives of principle State agencies will be named with respect to mental health and substance abuse, education, vocational rehabilitation, criminal justice, housing, Medicaid, and Human Service Zones.
 - b. Representatives of public and private entities who are concerned with the need, planning, operation, funding and use of behavioral health services to include the National Guard, veterans of the Iraq and Afghanistan conflicts and families of ~~such~~ veterans, youth mental health or substance abuse consumers, adults with serious mental illnesses and those with substance use disorders who are receiving or have received mental health or substance abuse services; and the families of adults and families of children with serious emotional disturbances.
3. Not less than 50% of the composition of the Council will be comprised of those with lived experience, either as someone in recovery with serious mental illness and or substance use disorder or the parent of a child with serious emotional disturbances and or substance use disorders.
4. Openings are posted on [Boards \(nd.gov\)](#).
5. Prospective members must apply via [Boards \(nd.gov\)](#), indicating the position which they are specifically suited for.
6. New members are welcome **to apply** at any time at which an opening occurs.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-04
Revised Date Approved:	Policy Title: Duties of Members
Signatory:	

Policy:

The primary duties of the Council are in congruence with federal law, which indicates the purpose is to:

- a. To review the state's MHBG application and report and make recommendations to the agency receiving the grant (NDDHHS Behavioral Health Division) which also has responsibility for substance use disorder (SUD) prevention and treatment.
- b. To serve as advocates for people with mental illness, including adults with serious mental illness (SMI) and children and adolescents with serious emotional disturbance (SED) and those with substance use disorders. •
- c. To monitor, review, and evaluate the adequacy of behavioral health services in the state.

Procedure:

1. Not less than one time per year the Council will:
 - a. Review and evaluate the services and programs provided by the State of North Dakota, making periodic reports to the Department of Health and Human Services (DHHS) and the Governor's office, including any recommendations for improvements in services, programs, or facilities.
 - b. Develop and monitor Council priority goals and objectives for progress and outcomes by closely tracking the North Dakota Behavioral Health Strategic Plan.
2. At least semi-annually:
 - a. Review and provide feedback on applications for the Mental Health Block Grant and SUPTRS Block Grant.
 - b. **Set agreed upon legislative priorities for advocacy considerations.**
3. Review and provide feedback regarding stakeholder input to the DHHS and the Governor's office.
4. May work with legislators to familiarize lawmakers with the need for appropriate mental health and substance use disorder services in accordance with agreed upon priorities of the Council.
5. Promote clear lines of communication between the DHHS, the Governor's office and the ND Behavioral Health Planning Council.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-05
Revised Date Approved:	Policy Title: Terms
Signatory:	

Policy:

The term of Council members shall be three (3) years.

Procedure:

1. Terms commence on the day of appointment by the Governor and terminate on the same date three years thereafter.
2. Terms shall be staggered.
3. An exception is that an appointment to fill a vacancy shall be only for the unexpired term.
4. Members may be reappointed by the Governor.
5. Members typically continue to serve until their replacement has been appointed.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 02 Membership
Past Revisions:	Number: 02-06
Revised Date Approved:	Policy Title: Vacancies
Signatory:	

Policy:

Council members carry out the terms set for their appointment.

Procedure:

1. When a member chooses to leave their appointment or request to continue for additional terms, they will notify the ND DHHS Behavioral Health Administrator and Facilitator assigned to the Council of their intent.
2. ~~If members are no longer able to continue throughout the duration of their term, it is preferred he/she continues to serve until their replacement has been appointed. It is preferred when a member is not able to fulfill their entire term, they continue to serve until their replacement has been appointed~~
3. All positions are filled by appointment of the Governor, including requests for reappointments.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 03 Meetings
Past Revisions:	Number: 03-01
Revised Date Approved:	Policy Title: Abstention
Signatory:	

Policy:

Abstentions may occur in cases of a declared conflict of interest.

Procedure:

1. There may be times voting members may declare a conflict of interest. In those instances, it shall be counted as a majority vote. All non-voting members who do not declare a conflict shall be counted as affirmative votes.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 03 Meetings
Past Revisions:	Number: 03-02
Revised Date Approved:	Policy Title: Alternates
Signatory:	

Policy:

There shall be no proxies for meetings of the Council, however, state employees and members of advocacy organizations who are designated as members by virtue of their office or advocacy representation may appoint an alternate to attend.

Procedure:

1. The facilitator should be notified in advance of the alternate attendee.
2. An alternate may cast a vote.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 03 Meetings
Past Revisions:	Number: 03-03
Revised Date Approved:	Policy Title: Facilitation
Signatory:	

Policy:

The Council shall operate with the administrative support of a paid facilitator for its quarterly meetings with occasional additional meetings requested.

Procedure:

The role of facilitator encompasses the following responsibilities:

1. In coordination with Council chair, plan and organize up to 10 Council meetings (eight quarterly meetings plus a possible two additional meetings), and other events/meetings, as requested, to include: scheduling (day/time), determining location, sending out notices to Council members and others.
2. In coordination with Council chair, plan and organize up to eight additional Executive Committee meetings during legislative session, which shall include, but are not limited to, scheduling (day/time), determining location, sending out notices to Council members, and others.
3. In consultation with the Council chair, draft meeting agendas and distribute to members at least one week prior to scheduled meeting.
4. Work with Council chair and Vice chair to identify and arrange for speakers for Council meetings.
5. Draft and issue public notices for meetings to be disseminated at least one week prior to scheduled meeting.
6. Attend all Council meetings and record minutes.
7. Transcribe and disseminate Council meeting minutes to Council members.
8. Serve as the primary point of contact for each Council, including mail, telephone, and email.
9. Process incoming and outgoing correspondence.
10. Develop and implement a process for management of Council records.
11. ~~Advocate on behalf of Council~~ **Provide** as requested by **the** Council Chair ~~and vice chair, to include, but provide not limited to,~~ recommendation letters, and ~~assisting~~ **assistance** with the writing of testimony, etc.
12. Send all materials to be posted online to State staff (agendas, meeting minutes, public notices, other public communication).
13. Create and disseminate regular electronic mailings, newsletters, and other materials to Council members.
14. Provide quarterly invoices for reimbursement and written quarterly reports identifying completion of project deliverables. Complete annual written report.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 03 Meetings
Past Revisions:	Number: 03-04
Revised Date Approved:	Policy Title: Quorum
Signatory:	

Policy:

A simple majority of appointed members of the Council constitutes a quorum for conducting business.

Procedure:

1. Roll call is taken at the beginning of each meeting to clearly establish whether a quorum is present.
2. Meetings for reporting and discussion may be held without a quorum present, at the discretion of the Council Chairperson.
3. The Council follows the current rules as described by the North Dakota Attorney General's Office with respect to open meetings.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 03 Meetings
Past Revisions:	Number: 03-05
Revised Date Approved:	Policy Title: Schedule
Signatory:	

Policy:

The Council shall have at least four (4) meetings in any one (1) year period.

Procedure:

1. The Chairperson, with the Council members, shall set the day, time, and place, with an annual slate provided for approval.
2. Public notice of Council meetings, whether regular, committee or special, must be made in accordance with State law.
3. The Annual Meeting of the Council will be held in October each year for the purpose of electing the Council Officers.
4. The Chairperson may call Special meetings upon request of the majority of the Council.
5. All meetings may be held in person, via teleconference, videoconference, or hybrid.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 04 Officers
Past Revisions:	Number: 04-01
Revised Date Approved:	Policy Title: Duties of Officers
Signatory:	

Policy:

The powers and duties of the Officers shall be provided from time to time by resolution or other directives of the Council.

Procedure:

1. The Chairperson will represent the ND Behavioral Health Planning Council as requested by the members, presiding over meetings, and speaking on behalf of the Council on advocacy matters outside of the meetings.
2. The Vice Chairperson or designee of the Chairperson shall take over the position of Chairperson in the event of an absence.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 04 Officers
Past Revisions:	Number: 04-02
Revised Date Approved:	Policy Title: Election of Executive Committee Members
Signatory:	

Policy:

The Election of Officers ~~and any Committee members~~ shall occur at the Annual Meeting held in October of each year.

Procedure:

1. The Chairperson, Vice Chairperson **and other members of the Executive Committee** shall be selected by Council members, ~~as well as any Committee members,~~ **and chosen** from its membership.
2. Nominations are solicited prior to the Annual Meeting.
3. Voting may occur at the Annual Meeting or by electronic ballot prior to the meeting, with the results brought forward for formal approval by the membership.
4. Selected ~~officers Committee~~ members begin their terms following the conclusion of the Annual meeting.
5. Any **early** vacated Council offices shall be elected at the next scheduled meeting.
6. Each Officer shall hold office until her/her successor has been duly elected or until his or her death, resignation, or removal.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 05 Committees
Past Revisions:	Number: 04-03
Revised Date Approved:	Policy Title: Executive Committee
Signatory:	

Policy:

The ND Behavioral Health Planning Council shall have a functioning Executive Committee. Members comprising the Executive Committee include:

- Chairperson.
- Vice Chairperson.
- Immediate Past Chairperson.
- ~~Consumer~~ **Member with lived experience** or **with a** family member ~~of a consumer~~ in recovery mental health.
- ~~Consumer~~ **Member with lived experience** or **with a** family member ~~of a consumer~~ in recovery of a substance use disorder.

Procedure:

1. The Executive Committee will meet as needed to assist the Facilitator in planning the Quarterly Meetings and any Special meetings of the Council and to tend to any pressing business of the Council needing attention between meetings.
2. **All members are elected by the membership as per 04-02 Section of the Behavioral Health Planning Council Policies and Procedures.**

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 04 Officers
Past Revisions:	Number: 04-04
Revised Date Approved:	Policy Title: Number
Signatory:	

Policy:

The Officers of the Council shall be the Chairperson, Vice Chairperson, and Immediate Past Chairperson.

Procedure:

1. The Chairperson and Vice Chairperson shall be selected by the Council from its membership.
2. The Vice Chairperson succeeds the Chairperson while the Chairperson then serves as the Immediate Past Chair.
3. The Chairperson shall serve for no more than a one (1) year term, without a break in service of at least two years.
4. No two offices may be held by the same person concurrently.
5. Selected officers begin their terms at the meeting following the Annual meeting, unless elected following an unexpected vacancy, at which time they will be elected and take office at the meeting immediately following the vacancy.

North Dakota Behavioral Health Planning Council

Original Date Approved:

Category: **04 Officers**

Past Revisions:

Number: 04-05

Revised Date Approved:

Policy Title: **Removal**

Signatory:

Policy:

Any Officer or Committee member may be removed by a vote of the Council.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 05 Committees
Past Revisions:	Number: 05-01
Revised Date Approved:	Policy Title: Aims Liaisons
Signatory:	

Policy:

The ND Behavioral Health Planning Council ~~with support from the Human Services Research Institute (HSRI)~~, monitors progress, troubleshoots problems, and initiates future improvements through the monitoring of the ongoing work and progress laid out in the North Dakota Behavioral Health Strategic Plan. ~~This plan is based on the recommendations from the 2018 Behavioral Health Study.~~ Thirteen areas were identified as priority areas of systems improvement. These thirteen areas were identified as aims and have accompanying goals. Members of the BHPC serve as liaisons for each of the aims. The liaison role is designed to facilitate BHPC oversight of the ND Behavioral Health Strategic Plan.

Procedure:

1. HSRI staff convenes the various meetings related to the aims and reports on the progress of each at the quarterly meetings of the council.
2. Members are offered the opportunity to participate in the aims that interest them and where they can best offer their ideas and expertise.
3. At least one council member is a liaison to each of the aims.
4. The liaison conducts oversight of the aim between quarterly meetings of the BHPC, including receiving updates on progress and voicing ideas for improvement, expansion, or adjustment.
5. The liaison may work directly with the lead staff to support action steps.
6. The anticipated time commitment of this role is one to five hours per year.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 05 Committees
Past Revisions:	Number: 05-02
Revised Date Approved:	Policy Title: Executive Committee
Signatory:	

Policy:

The ND Behavioral Health Planning Council shall have a functioning Executive Committee. Members comprising the Executive Committee include:

- Chairperson.
- Vice Chairperson.
- Immediate Past Chairperson.
- ~~Consumer~~ Member with lived experience or family member of someone a consumer in recovery mental health.
- ~~Consumer~~ Member with lived experience or family members of someone a consumer in recovery of a substance use disorder.

Procedure:

1. The Executive Committee will meet as needed to assist the Facilitator in planning the Quarterly Meetings and any Special meetings of the Council and to tend to any pressing business of the Council needing attention between meetings.
2. ~~Consumer~~ Members of the Executive Committee serving in the capacity of those with lived experience, serve for a period not to exceed one three (3) year term without a break of at least one year.

North Dakota Behavioral Health Planning Council

Original Date Approved:	Category: 05 Committees
Past Revisions:	Number: 05-03
Revised Date Approved:	Policy Title: Legislative Committee
Signatory:	

Policy:

The ND Behavioral Health Planning Council Executive Committee also functions as the Legislative Committee during legislative sessions and for the purposes of any Interim Legislative activities as directed by the membership

Procedure:

1. The Legislative Committee will meet as needed during the session to further the priorities identified by the members just preceding the session.
2. The Committee will be activated from December – April on a biennial basis and will monitor activities in the interim session as needed.
3. The Chairperson may ask for additional voluntary members from the Council who wish to be appointed to the Legislative Committee.
4. The Legislative Committee will keep the overall Council membership informed of their activities and will follow the BHPC priorities identified in their advocacy efforts.
5. When unforeseen issues arise that were not anticipated, the Committee will seek approval of the Council on whether to engage in advocacy efforts.