

BYLAWS
OF
THE YOUTH EMPOWERMENT SERVICES INTERAGENCY GOVERNANCE TEAM

ARTICLE I: NAME AND ESTABLISHMENT

The name of this organization shall be the Youth Empowerment Services Interagency Governance Team, or IGT. The establishment of the IGT as the governance structure for the implementation of the Agreement is authorized under the Idaho Behavioral Health Cooperative as defined in I.C. Chapter 31, Title 39.

ARTICLE 2: MEMBERS, OFFICERS, AND ELECTIONS

Section 1. The Idaho Behavioral Health Cooperative will appoint membership to the IGT. The Administrator of the Department of Health and Welfare (DHW), Division of Behavioral Health, will lead the Governance partnership that will include, but will not be limited to, at least one representative from each of the following that shall serve as voting members:

- a. Idaho Department of Juvenile Corrections (DJC)
- b. Idaho State Department of Education (SDE)
- c. Children's Mental Health (DHW)
- d. Division of Medicaid (DHW)
- e. Division of Family and Community Services (FACS) (DHW)
- f. Parents with lived experience including at least one from each of the three (3) IDHW hubs, the majority of whom are parents of a Class Member or former Class Member currently below the age of 23
- g. Class Members or former Class Members, including at least one from each of the three (3) DHW hubs, the majority of whom are under the age of 23
- h. Family and Youth advocates including an Advocacy Organization
- i. County Juvenile Justice Administrator
- j. Private Provider
- k. Tribal Representative

Section 2. The IGT shall have among its non-voting membership the Medicaid IBHP contractor and the chairs of each subcommittee.

Section 3. Each member of the IGT shall serve for a minimum term of one year. At the end of the one-year term members shall be eligible for reappointment. Nominations to fill expiring or otherwise vacated terms of IGT members shall be solicited from the membership, families, consumers, providers, and advocacy groups. The list of nominations shall be submitted to the IGT for review and recommendation for appointment before forwarding to the appointing authority.

Section 4. The IGT shall elect four members to serve as leadership, or executive committee, for a six-month term renewable for an additional 6 months. The leadership shall consist of a Chair and

a Vice Chair filled by non-government members. An individual who is not a current IGT member may be voted in as a member and installed as Chair or Vice-Chair at the same meeting should there not be a current member available to be installed when there is a vacancy with a vote of membership. The role of Co-Chair and Co-Vice Chair shall be filled from among its government voting members. Installation of officer(s) may occur at any meeting where a quorum is present, and a vacancy is presented and shall occur at least annually for each leadership position. Notice of the vacancy and intent to fill and install the leadership role will be provided to the membership by adding installation of the position to the agenda with a vote to approve and install taken at that meeting.

The Chair, Vice Chair, Co-Chair and Co-Vice Chair will compose the IGT Executive Committee.

In addition to the IGT Executive Committee the Department of Health and Welfare will supply one person to provide logistical and clerical support to the IGT. A parent partner shall be appointed to provide support to the leadership, in order to facilitate the flow of information and reports requested of the IGT membership.

Section 5. Roles and Responsibilities of Members

- Voting members: Shall, whenever appropriate, present issues to be addressed by the membership consistent with the purpose of the IGT, openly and collaboratively deliberate the presented issues, and arrive at consensus through the voting process for providing recommendations to the stakeholder groups represented on the IGT.
- Non-voting members: Shall, whenever appropriate, present issues to be addressed consistent with the purpose of the IGT, openly and collaboratively deliberate the presented issues with the membership
- Chair: Facilitates IGT meetings, prepares meeting agendas, assists subcommittees as needed, and monitors established IGT operations.
- Co-Chair: Ensures work is assigned and accomplished by state in-between IGT meetings; acts as governmental source of information to facilitate the work of the Chair and Vice-Chair and provides the operations for active support of the Chair and Vice-Chair in the performance of their duties.
- Vice Chair: Acts as an aid to the Chair and performs the duties of the Chair in the absence or inability of the Chair to act. Will serve as the Chair-elect, taking the role of Chair at the end of the Chair's term.
- Co-Vice-Chair: Acts as an aid to the Co-Chair and perform the duties of the Co-Chair in the absence or inability of the Co-Chair to act. Will serve as the Co-Chair-elect, taking the role of the Co-Chair at the end of the Co-Chair's term.

ARTICLE 3: MEETINGS AND ATTENDACE

Section 1. Meetings shall be held at least quarterly, on a consistent date and time established by the leadership and voted on at the first meeting of the new calendar year, unless otherwise determined by the IGT. Screen sharing, and a conference call line will be available to members unable to attend in person.

- Section 2. Members unable to attend a meeting shall notify the chair prior to the meeting. Three consecutive absences without good cause may be deemed a termination of IGT membership.
- Section 3. Participation and voting by proxy will be allowed. If a member is unable to attend, he/she may vote by proxy in one of two ways: (1) send an alternate from the agency or party being represented; or (2) send written permission for another IGT member to place his/her proxy vote. If a member sends an alternate, the members shall inform the Chair as early as possible they will not be present, and an alternate will be participating in their stead. Alternates shall come to meetings informed and prepared to participate fully in the discussion.
- Section 3. The general format for each meeting will be to review the status of action items from previous meetings, provide updated information that may impact the Project, address agenda items prepared by or brought to the group. Agenda items will be solicited, and a meeting agenda will be emailed out in advance of the meeting by the group Chair.
- Section 4. Meetings will be open to the public and meeting notes will be distributed to each member after each meeting and posted on the appropriate website after approval by the IGT membership.

ARTICLE 4: PRINCIPLES OF MEETING CONDUCT

The IGT conducts its meeting in recognition of the following Principles of Meeting Conduct.

- Participation is encouraged, welcomed, and expected.
- Listen-seek to understand all perspectives
- Work collaboratively.
- Be solutions oriented.
- Respect one another.
- Come prepared.
- Honor time constraints.
- Avoid interruptions, monopolizing conversations, side conversations.
- Honor and support the team effort inside and outside of the meeting.
- Use electronic devices responsibly.

ARTICLE 5: SUBCOMMITTEES

- Section 1. The IGT will, at minimum, maintain three subcommittees: 1) Family Engagement, 2) Clinical, and, 3) Training.
- The Family Engagement Subcommittee: The Interagency Governance Team's (IGT) Family Engagement Subcommittee exists to advocate that parent/youth voice is recognized by all partners & workgroups as a vital contribution to the development of the Youth Empowerment Services (YES) System of Care. This is demonstrated through ongoing efforts to engage parents, caretakers and youth feedback and participation at all levels of project development, implementation, and future operations.

- The Clinical Sub-Committee (CSC) exists to inform and support the state agencies in launching Youth Empowerment Services (YES). The purpose of this assistance is to provide the state agencies with feedback from the parent and provider perspective on the development and application of services, so the state agencies can ensure the services meet the needs of members across Idaho regardless of area and population.
- The Training Sub-Committee (TSC) exists to inform and support the state agencies in launching the Youth Empowerment Services (YES). The purpose of this assistance is to identify agencies/persons that may benefit from training on services. This step is to assist in the prevention of gaps and problems with service delivery.

Section 2. The IGT may organize additional subcommittees or modify the operations of the three (3) mandatory subcommittees as necessary to carry out the purposes of the Agreement, the Implementation Plan, and ongoing operations of the system of care.

ARTICLE 6: RESPONSIBILITIES

Section 1. The purpose of the Interagency Governance Team (IGT) is to collaboratively coordinate and oversee the implementation of the court approved Agreement in the Jeff D. class action lawsuit. The (IGT) shall advise the parties to the Agreement on implementation and serve as a vehicle for communication among parties, to identify and remove barriers to implementation, and monitor implementation of the Agreement.

- Adherence to the Settlement Agreement and Implementation Plan among constituencies through exercising oversight and provision of recommendations;
- Steady progress in implementing agreed-upon commitments, practice improvements and quality management, improvement and accountability;
- Meaningful collaborative partnership with families, youth, and other community stakeholders including system partners that balances business and risk-management aspects of the system of care;
- Effective use of data to inform progress in achieving cross-system outcomes;
- Appropriate interface with key advocates, State Legislature and the Judiciary;
- Sustainability of a shared investment including vision, empowered leadership, and system improvements as influenced by the IGT.
- Provide leadership to influence the establishment and sustainability of the Principles of Care and Practice Model statewide.

Section 2. The IGT is responsible for development of a project and operational governance plan outlining the Project team's authority, decision-making and accountability within the overall System of Care.

Section 3. The IGT will provide leadership to influence the establishment and sustainability of the Principles or Care and Practice Model statewide.

ARTICLE 7: PROCEDURES

Section 1. The IGT will be governed by consensus. If no consensus can be reached, there is more work to be done. If a decision must be made without consensus, a simple majority will rule. Quorum is defined as 50% plus one.

Section 2. The IGT will support and promote the Principles established in the Principles of Care and Practice Model as defined in the Agreement.

Section 3. The IGT will receive regular updates from the following as standing agenda items of the IGT:

- QMIA Council
- CANS
- Status reports from all workgroups, features, special committees, special topics, or units whose priority work is generated for the YES implementation or ongoing successful operation of YES.
- During the implementation period the IGT will review the YES annual Implementation Report in sufficient advance of the due date for the membership to review and comment to.

Section 4. The IGT shall offer recommendations to member agencies and representative stakeholders and make assignments to members for work, all in the effort to promote the successful implementation and ongoing operations of the YES system of care.

ARTICLE 8: OPEN MEETING STATUS

The IGT shall operate as an open meeting consistent with Idaho Code §§ 74-201 through 74-208. Members of the IGT shall operate in an open and transparent manner. The opportunity for public input in each IGT meeting shall be provided by time on the agenda. Agendas and Minutes will reflect IGT business information in the form of talking points or narrative and shall be posted for public information. IGT subcommittees are not open meetings as they operate to provide information to the IGT but do not deal in the business of making decisions or recommendations.

ARTICLE 9: AMENDMENTS

The sections of these bylaws not required by the Agreement may be amended at any meeting of the IGT by a two-thirds vote, provided the amendment is presented in writing to all members prior to the business meeting at which they are presented for adoption.

These bylaws were approved at a regular IGT meeting on the 11th day of January, 2021.

Signatures: Pat Martelle

Chair Pat Martelle

Signatures: 

Co-Chair, Ross Edmunds