

**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 (IBHC) will appoint membership to the IGT. The Administrator of the Department of Health and Welfare (DHW), Division of Behavioral Health (DBH), 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 Department of Education (IDE)
- c. Children's Mental Health (DHW)
- d. Division of Medicaid (DHW)
- e. Division of Child, Youth, & Family Services (CYFS) (DHW)
- f. Parents with lived experience including at least one from each of the three (3) DHW 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 Representative
- i. County Juvenile Justice Administrator
- j. Private Provider
- k. Idaho Tribe Representative
- l. Idaho Behavioral Health Plan (IBHP) Governance Bureau, Bureau Chief (DHW)
- m. Chairs and/or Co-Chairs of the subcommittees and workgroups duly appointed by the Idaho Behavioral Health Cooperative as recommended by the IGT

Section 2. The IGT may nominate for appointment by the Idaho Behavioral Health Cooperative additional members who represent organizations having substantial interests or concerns relating to the Youth Empowerment Services (YES) system of care, including but not limited to state or county agencies, counsel for the Jeff D. parties, Managed Care Organizations, provider associations, and Local Education Agencies.

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.

*Adopted 10/9/2024*

Section 4. The IGT shall elect two non-government members to serve as Chair and Vice-Chair for a one-year renewable term. The Co-Chair and Co-Vice-Chair shall be filled by the Administrators or members appointed by the Administrators from DBH and Medicaid.

- The Chair, Vice-Chair, Co-Chair and Co-Vice-Chair will compose the IGT Executive Committee.
- Each year at the IGT meeting in June, the IGT members shall elect two non-government members to serve as the Chair and Vice-Chair of the IGT Executive Committee for a one-year renewable term as demonstrated through a majority vote by the IGT voting members.
- Each year in June, the Administrators from DBH and Medicaid shall write a letter to the IGT stating who they are appointing or reappointing to serve as the Co-Chair and Co-Vice-Chair of the IGT Executive Committee for a one-year renewable term.
- If a midterm vacancy occurs for a member of the IGT Executive Committee, the vacating member will, if possible, provide a proposed member replacement. If the member replacement is agreed upon by the existing three IGT Executive Committee members and voted in agreement by the IGT voting members, the new IGT Executive Committee member will serve out the remaining one-year time period until the annual vote occurs at the IGT meeting in June of that year.
- 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.
- 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 staff 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.
- 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.

### **ARTICLE 3: MEETINGS AND ATTENDANCE**

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. Screensharing, 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. Two consecutive absences without good cause may be deemed a termination of IGT membership.

*Adopted 10/9/2024*

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 member shall inform the Chair as early as possible that 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 4. 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 5. 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 IGT's 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 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.  
*Referred to as the Family Advocacy Meeting (FAM) Subcommittee.*
- The Clinical Subcommittee (CSC) exists to inform and support the state agencies in launching 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 Subcommittee (TSC) exists to inform and support the state agencies in launching 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.

*Adopted 10/9/2024*

*The Clinical and Training subcommittees operate as one (1) joint subcommittee, the Interagency Governance Team's Clinical and Training (ICAT) Subcommittee and fulfill the purposes of these subcommittees.*

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 of 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

*Adopted 10/9/2024*

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 the Idaho Open Meeting Law Manual and 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 9<sup>th</sup> day October of 2024.

Signature:  Chair: Brittany Shipley

Signature:  Co-Chair: Ross Edmunds

### **IGT Voting Membership Nomination Process:**

Per the IGT Bylaws, “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 other 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.” The IGT voting membership process is used for the new or renewed IGT voting members.

1. During the IGT Meeting in May, the IGT members are notified of the upcoming opportunity to express interest in being appointed or reappointed as an IGT voting member.
2. IGT Project Coordinator contacts the IGT voting members to determine whether the members are interested in being reappointed as an IGT voting member. IGT Project Coordinator collects these decisions.
3. During the IGT Meeting in June, the IGT voting members nominate and vote on the interested appointments/reappointments of the respective IGT voting members. A majority vote must be acquired for each IGT voting member position, including those interested in the IGT Executive Committee positions.
4. For the confirmed appointments/reappointments of the IGT voting members, the IGT Project Coordinator creates the nominated IGT voting membership letters.
5. The nominated appointment/reappointment IGT voting membership letters are sent to the Idaho Behavioral Health Cooperative (IBHC) for official approval and signature.
6. IGT Project Coordinator receives the official approved and signed IGT voting membership letters from the IBHC.
7. Official approved and signed IGT voting membership letters are provided to each new or renewed IGT voting member via a separate email by the IGT Project Coordinator.

### **IGT Executive Committee Membership Nomination Process:**

Per the IGT Bylaws, “Each year at the IGT Meeting in June, the IGT members shall elect two non-government members to serve as the Chair and Vice-Chair of the IGT Executive Committee for a one-year renewable term as demonstrated through a majority vote by the IGT voting members.” For the Chair and the Vice-Chair of the IGT Executive Committee, the IGT membership letter process is used for these two positions once a majority vote is acquired by the IGT voting members each June.

1. During the IGT Meeting in May, the IGT members are notified of the opportunity to express interest in being nominated for an IGT Executive Committee member position, either the IGT Chair or the IGT Vice-Chair of the IGT Executive Committee.
2. IGT Project Coordinator provides the IGT members with the online IGT Executive Committee Membership Nomination form for the available IGT Chair and IGT Vice-Chair positions.
3. Interested IGT members complete the online IGT Executive Committee Membership Nomination form prior to IGT Meeting in June. IGT Project Coordinator collects these nomination forms.

4. During the IGT Meeting in June, the IGT voting members vote on the nominations of the IGT Chair or IGT Vice-Chair positions of the IGT Executive Committee. A majority vote must be acquired for the IGT Chair and IGT Vice-Chair position of the IGT Executive Committee.
8. For the confirmed appointments/reappointments of the IGT Chair and IGT Vice-Chair, the IGT Project Coordinator creates the nominated IGT Chair and Vice-Chair membership letters.
9. The nominated appointment/reappointment IGT Chair and IGT Vice-Chair membership letters are sent to the Idaho Behavioral Health Cooperative (IBHC) for official approval and signature.
10. IGT Project Coordinator receives the official approved and signed IGT Chair and IGT Vice-Chair membership letters from the IBHC.
11. Official approved and signed IGT Chair and IGT Vice-Chair membership letters are provided to the new/renewed IGT Chair or IGT Vice-Chair member via a separate email by the IGT Project Coordinator.

### **IGT Membership Memo Process:**

- The IGT Membership Memo process is used for the Co-Chair and Co-Vice-Chair of the IGT Executive Committee positions as these two positions are filled due to the job they hold at specific state agencies.
- Per the IGT Bylaws, “Each year in June, the Administrators from DBH and Medicaid shall write a letter to the IGT stating who they are appointing or reappointing to serve as the Co-Chair and Co-Vice-Chair of the IGT Executive Committee for a one-year renewable term.”
- For the Co-Chair and Co-Vice-Chair of the IGT Executive Committee, no nominations by the IGT are required as the Co-Chair and Co-Vice-Chair positions are filled due to the job they hold at the specific state agencies. Whether it is a first-time appointment or a reappointment, the Administrators from DBH and Medicaid (IGT Project Coordinator will assist in drafting this letter on their behalf) write one letter, the IGT Membership Memo, each June stating who they are appointing or reappointing to serve as the Co-Chair and Co-Vice-Chair of the IGT Executive Committee for a one-year renewable term.
- If there are any changes to these two positions (DBH Administrator or Medicaid Administrator), the remaining interim leadership members from DBH or Medicaid will write (IGT Project Coordinator will assist in drafting this letter on their behalf) a letter, IGT Membership Memo, to the IGT stating who they are appointing to serve as the Co-Chair or Co-Vice-Chair until that upcoming June.