

**BYLAWS
OF
WASHOE COUNTY CHILDREN’S MENTAL HEALTH CONSORTIUM**

Article I
Name

The name of this organization shall be the Washoe County Children’s Mental Health Consortium, which in these Bylaws will herein be referred to as the “Consortium.”

Article II
Purpose

Section 2.1 Mission

The mission of the Consortium is to advocate on behalf of children, youth, and their families in Washoe County who require timely access to an array of behavioral health treatment services and supports. The Consortium actively supports Nevada’s System of Care values and is interested in improving the quality, quantity, and accessibility of mental health services for children, youth, and their families. The consortium is committed to continuously assessing, evaluating, and monitoring service quality, developing and implementing action steps, and providing community education and advocacy. Data driven recommendations, reports goals, and accomplishments are provided to the Washoe County Regional Policy Board, the NV Children’s Behavioral Health Consortium and the State of Nevada Director of Health and Human Services at least annually.

Section 2.2 Place of Business

The Consortium may meet at such place or places of business as the purposes of the Consortium might require, and as Consortium members may, from time to time, appoint.

Article III
Consortium Members

Section 3.1 Voting Membership

The Consortium shall consist of the following persons, as mandated in NRS 433B.335:

- representative of the Division of Child and Family Services;
- representative of the agency which provides child welfare services;
- representative of the Division of Health Care Financing and Policy;
- representative of the board of trustees of the school district in the county;
- representative of the local juvenile probation department;
- representative of a local chamber of commerce or business community;
- private provider of mental health care;
- provider of child/adolescent substance abuse treatment;
- parent of an emotional disturbed child; and
- provider of foster care.

The Consortium may also consist of but not limited to the following persons:

- representative of the state Welfare Division;
- representative of a parent advocacy group;

- representative from a local tribal provider of juvenile mental health services;
- representative from Aging and Developmental Services Division ;
- group home provider;
- representative from the Division of Public and Behavioral Health;
- provider of primary health care services for children and adolescents;
- Youth advocacy representative
- A representative of suicide prevention;
- Non-profit child serving agency;
- Representative of Early intervention services; and
- Representative of youth wellness and prevention

Prospective members will be asked to complete an application before being selected as a member of the Consortium.

The maximum number of voting Consortium members shall not exceed nineteen (19).

Section 3.2 Composition

The Consortium shall be composed of the officers and members of the Consortium. Consideration shall be given to retaining the demographic, geographic and ethnic balance of the Consortium.

Section 3.3 Appointment

Upon the recommendation of the Consortium, the Administrator of the Division of Child and Family Services (hereinafter, “Administrator”) shall appoint persons to the Consortium.

Section 3.4 Term of Office

The members of the Consortium shall hold office until resignation, disqualification, or other cause requires removal.

Section 3.5 Filling of Vacancies

In the case of a vacancy on the Consortium through death, resignation, disqualification, removal, or other cause, the Consortium shall make recommendations to the Administrator so that the Administrator may fill the vacancy.

Section 3.6 Consortium Duties

Members of the Consortium shall

- Work to develop recommendations for a coordinated and integrated behavioral health system for children and families in Washoe County;
- Recommend a system of services and supports that is customized to meet the needs of families;
- Support the development and expansion of human resources to meet the needs of Washoe County families and children;
- Work to expand consumer involvement at all levels of decision making that involves behavioral health services for Washoe County families and children.
- Advocate for state-wide behavioral health changes for families with children with serious emotional disturbance
- Adhere to System of Care principles

Additional duties shall include duties as assigned in NRS 433B.335.

Section 3.7 General Powers

The property and business of the Consortium shall be managed by the Consortium who shall exercise all powers under the law of the State of Nevada and other such provisions of federal and state law and regulations as may apply to the Consortium.

Section 3.8 Attendance

Members are required to attend all regularly scheduled meetings. Members who are unable to attend a meeting must contact the Chair, or his/her designee, prior to the meeting. Any member who is absent without informing the Chair, four (4) or more meetings per year, may be asked to resign their position as a voting member. Members who are removed as voting members will receive written notification from the Chair.

Section 3.9 Entitlement of Vote

Each Consortium member shall be entitled to one vote in any manner of general business before the Consortium.

Section 3.10 Conflicts of Interest

In discharging the duties of the Consortium, members shall act at all times in accordance with ethical standards and avoid creating the appearance of impropriety as defined under the laws of Nevada. A Consortium member shall declare his or her conflict, and not participate in the approval, disapproval or recommendation of any application, grant, contract, or any other matter in which he or she has a financial or other beneficial interest.

Section 3.11 Compensation

No Consortium member shall receive compensation for his or her services, unless such compensation is provided directly to the member by his/her employer. Exceptions may be made for parents, family or affected youth community members under extenuating circumstances and if funding is available. Consortium members working on behalf of the Consortium may receive reimbursement for per diem.

Section 3.12 Associate Membership

Once the capacity of voting membership has been reached, other persons interested in the activities of the Consortium shall be granted Associate Member status. Associate members shall be afforded the opportunity to become voting members if a vacancy occurs. Associate members may participate in any and all workgroups. Associate members shall also receive all regular Consortium communication and/or correspondence, such as minutes, agendas, meeting notices, etc.

Article IV
Work Groups

Section 4.1 Work Groups

The Chair may designate one or more work groups with the advice of the Consortium. Such work groups shall have the names and duties as may be determined from time to time and adopted at a regular or special meeting.

Section 4.2 Composition

The Chair shall appoint members of the work groups. Work groups shall consist of no fewer than two (2) members. Members of workgroups are not limited to voting members of the Consortium.

Section 4.3 Work Group Activities

Each workgroup's main function is to submit recommendations to the Consortium, which require a quorum and majority vote for acceptance. In some instances, the Consortium may grant a workgroup the

authority to carry out activities to further the work of the Consortium. In these instances, the parameters of the activities will be discussed by the Consortium and voted on during a Consortium meeting prior to a workgroup's meeting.

Workgroup products and deliverables will be Consortium-driven as well as Consortium-supported. All workgroups will be accountable to the Consortium via written reports and minutes. Workgroups will:

- a. Be mission-driven and product-oriented, with an expectation that activities will result in measurable, visible outcomes;
- b. Operate on a timeline established by the Consortium, and agreed to by the Workgroup Chair;
- c. Be designated by the Consortium to fit a specifically identified strategy, rather than a general philosophy;
- d. Utilize formal agendas;
- e. Report progress and results to the Consortium utilizing a formatted report or meeting minutes.

All workgroup meetings are subject to the Nevada Open meeting laws (NRS 241), including posting notices, establishing agendas and recording minutes.

Article V Meetings

Section 5.1 Regular Meetings

The Consortium shall meet at least six (6) times per year at such places as may be determined by the Consortium. All Consortium members shall be given notice no less than three (3) days prior to such meeting and such notice shall set the time and place of the meeting and agenda. The Nevada Open Meeting Law shall govern such regular meetings.

Section 5.2 Special Meetings

Special meetings of the Consortium shall be held whenever called by the Chair, or whenever called by three (3) or more Consortium members. The Consortium members shall be given notice of each special meeting of the Consortium by mail, by telephone, by fax or by other electronic means three (3) days prior unless a resolution or agreement or the Consortium requires otherwise. The Nevada Open Meeting Law shall govern such special meetings.

Section 5.3 Agenda

The order of business on the agenda may be determined by the Chair, with the assistance of Consortium members and staff. All agenda items shall be submitted to the Secretary, or designee, at least four (4) working days prior to the scheduled meeting. The format and posting of the agenda shall be in accordance with the Nevada Open Meeting Law.

Section 5.4 Quorum

A simple majority of the Consortium members constitutes a quorum for the transaction of business. An affirmative vote of the majority of those Consortium members who are present at a regular or special meeting at which there is a quorum shall be sufficient to approve or disapprove any motion before the Consortium.

Section 5.5 Business

Unless otherwise indicated in the notice thereof, any and all business may be transacted at any regular or special meeting of the Consortium.

Section 5.6 Minutes

Minutes of each regular, special and workgroup meetings of the Consortium shall be maintained in accordance with the Nevada Open Meeting Law. The Secretary, or designee, shall keep the minutes and audio recordings of all meetings and maintain them per state retention of records mandates. All minutes shall be open to the inspection of the public and all interested parties.

Article VI
Officers

Section 6.1 Officers

The officers of the Consortium shall include a Chair, a Vice Chair, Secretary, and Treasurer and may include an Immediate Past Chair officer position.

Section 6.2 Selection

The regular election of officers shall be held biennially by the second quarterly meeting of the Consortium in even numbered years. In order to preserve Consortium continuity, persons may move progressively upward through the offices.

Section 6.3 Absence or Inability

In the event of absence or inability of any officer to act, the Consortium may delegate the powers or duties of such officer to any other member of the Consortium.

Section 6.4 Removal of Officers

The Consortium may remove any officer, whenever in its judgment the best interests of the Consortium shall be therefore saved.

Section 6.5 Filling of Vacancies

A special election to fill any vacancy in such offices may be held by the Consortium at the next regularly scheduled meeting after the vacancy occurs. Any officers elected to fill a vacancy shall serve until the next regularly scheduled election of officers.

Section 6.6 Appointments

The Chair of the consortium may appoint such additional officers, as it deems necessary, who shall hold offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Consortium.

Section 6.7 Chair Duties

The Chair shall see that the orders and resolutions of the Consortium are carried into effect. The Chair shall preside at meetings of the Consortium. Additionally, the Chair, or designee, shall represent the Washoe County Consortium at the all meetings where the Consortium has been requested to attend.

Section 6.8 Vice Chair Duties

The Vice Chair shall carry on the duties of the Chair in the Chair's absence.

Section 6.9 Secretary Duties

The Secretary, or designee, is the recording officer of the Consortium and the custodian of records. The Secretary, or designee, shall keep the minutes and audio recordings of all meetings, certificates, contracts, resolutions, and all Consortium acts that shall be open to the inspection of the public and all interested parties.

Section 6.10 Treasurer Duties

The Treasurer, or designee, provides organization and oversight to the Consortium budget. The Treasurer reconciles expenditures against the approved budget, maintains records of expenditures, and provides oversight to Scholarship additions and disbursements in coordinate with designee of The Division of Child and Family Services. The Treasurer provides budget reports at every regularly scheduled meeting.

Article VII
Dissolution

Upon dissolution of the Consortium, Consortium members shall, after paying or making provision for the payment of all liabilities of the Consortium, transfer all of the assets of the Consortium to the Division of Child and Family Services.

Article VIII
Savings Clause

Should any provision contained in these Bylaws, or any amendments hereafter, be found to be unlawful or contrary to public policy by any court or competent jurisdiction or any authority having jurisdiction in such matters, such decisions or ruling shall in no way be construed so as to affect any of the remaining provisions of these Bylaws or any amendments thereto.

Article IX
Amendment to the Bylaws

The Consortium shall have the power and authority to amend, alter or repeal these Bylaws or any provision thereof, and may, from time to time, make additional Bylaws by a vote of a majority of those Consortium members who are present at a meeting at which there is a quorum. Proposed changes to the Bylaws must be presented at one meeting of the Consortium and may not be amended, altered or repealed until a subsequent meeting of the Consortium.

Article X
Miscellaneous

Section 10.1 Fiscal Year

The fiscal year of the Consortium shall be from July 1 of a calendar year to June 30 of the next calendar year.

Section 10.2 Notices

Whenever, under the provision of these Bylaws, notice is required to be given to any Consortium member, it shall be-by fax, by phone or by other electronic means, unless a resolution or agreement of the Consortium members requires otherwise.

Section 10.3 Parliamentary Authority

Consortium Meetings shall be conducted in accordance with NRS Chapter 241, known as Nevada Open Meeting Law. So far as practical, and where not in conflict with applicable law, Robert's Rules of Order Newly Revised (citation), shall be complied with at the meetings of the Consortium.

Article XI
Nondiscrimination Policy

Section 11.1 Membership and Officers

The Consortium does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or sexual orientation with respect to membership on or the election to the position of officers for the Consortium.

Section 11.2 Nondiscrimination Policy

The Consortium does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or sexual orientation with respect to its membership on the Consortium, the opportunity to be heard at meetings, or its discharge of its official duties, including but not limited to, its plan for delivery of mental health services.

Article XII
Grievances

Section 12.1 Grievance Rights

Grievances are limited to deviations from or violations of the Bylaws established by the Washoe County Mental Health Consortium.

Section 12.2 Grievance Procedure

1. The grievance process will be fair, impartial and responsive to all parties.
2. A grievant shall not be discriminated against, nor suffer any retaliation, as a result of filing or participating in the grievance process.
3. A complaint or grievance must be submitted to one of the Officers of the Consortium or to the Administrator for the Division of Child and Family Services using the Grievance Form within 30 days of the date the alleged episode causing the grievance became known.
4. Upon receipt of a grievance the Consortium Chair (or the Division of Child and Family Services) will form an Ad Hoc Grievance Workgroup to address and resolve the grievance. The membership of the Ad Hoc Grievance Workgroup will not include anyone associated with the grievance.
5. The Grievance Workgroup shall address grievances for the Consortium, including making a formal recommendation to the Consortium. The Grievance Workgroup will bring the formal recommendation before the Consortium at the next regularly scheduled Consortium meeting, which will be presented as an agenda item. The Consortium will then, by majority vote, agree or disagree with the Grievance Committee's formal

recommendation in determining the final action regarding the grievance. If the Consortium agrees with the grievant it must suggest how the grievance may be remediated or resolved. If the Consortium disagrees with the grievance it must state why, and if appropriate, offer an alternative suggestion. The Grievant may attend in person, or, if not in person, elect to submit a letter on his or her behalf. NRS 241.033 and 241.035 permit the Grievance Workgroup to address all issues of the grievance in a closed hearing/meeting provided the specific elements of the statute are followed.

6. Any grievance filed must be submitted on the “Washoe County Consortium Grievance Form.”

7. In the event the Grievant does not agree with the Consortium’s final decision, the grievant may appeal to the administrator of the Division of Child and Family Services.

By These Present:

The undersigned, the Secretary of the Consortium, organized and existing under the laws of the State of Nevada, does hereby certify that the foregoing Bylaws, consisting of twelve (12) articles, were duly adopted as the Bylaws of the Consortium by appropriate resolution of the members of the Washoe County Children’s Mental Health Consortium on this 18th day of June, in the year 2020.

Robin Reedy
Secretary, Washoe County Children’s Mental Health Consortium

ADOPTED AND APPROVED this 18th day of June 2020.

Jacquelyn Kleinedler
Chair, Washoe County Children’s Mental Health Consortium

APPROVED:

_____ [INSERT NAME] on _____ [INSERT DATE]
Administrator, Division of Child and Family Services

**WASHOE COUNTY CHILDREN'S
MENTAL HEALTH CONSORTIUM
GRIEVANCE FORM**

Name of Person filing Grievance: _____
Consortium member: Yes _____ No _____
If no, how represented: _____
Address: _____
City/State/Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address: _____

I. STATEMENT OF GRIEVANCE

1. Please state how you believe the Washoe County Mental Health Consortium or any one or more of its members deviated from its established Bylaws, and the date the Consortium decision was made or when the conduct occurred.

2. Please state how you were or are directly affected by the decision of the Consortium or one or more of its members.

II. STATEMENT OF SUGGESTED REMEDY

1. Please state what action you would like the Consortium to take to resolve the problem.

2. Any other comments or information you would like to provide?

I affirm the above statements are true and accurate to the best of my knowledge.

Signature of Grievant

Date

Please return this Grievance Form within 30 days you believed the alleged grievous action occurred to:

Jacquelyn Kleinedler, Chair
Washoe County Children's Mental Health Consortium
777 Sinclair Street
Reno, NV 89502