

Vermont Mental Health Block Grant Planning Council
Operating Policies & Procedures
Adopted June 21, 2019

1. Scope

The Vermont Mental Health Block Grant Planning Council (MHBG PC) Operating Policies & Procedures shall act as guidance to the operation of the MHBG PC. The current edition of Robert's Rules of Order Newly Revised shall govern the MHBG PC in all cases to which they are applicable and in which they are not inconsistent with these operating procedures and any special rules of order the MHBG-PC may adopt.

2. Overview/Purpose

The Overview/Purpose of the Vermont Mental Health Block Grant Planning Council is defined in the Planning Council Charter adopted on April 27, 2017 and revised on September 20, 2022.

3. Membership

• **3.1 Appointment**

Membership on the Planning Council is by appointment of the Governor of Vermont, as delegated to the Secretary of the Agency of Human Services (AHS). Members shall serve for the tenure of the Secretary with the authority of the Governor [[3 V.S.A. § 3024](#)].

• **3.2 Composition**

The federal law (42 USC [United States Code] § 300x-3 [c]) states that planning councils must contain the following people:

- Representatives from the following State agencies: Mental Health, Education, Vocational Rehabilitation, Criminal Justice, Housing, Social Services, and the State Medicaid Agency.
- Public and private entities concerned with the need, planning, operation, funding, and use of mental health services and related support services.
- Adults with serious mental illness who are receiving (or have received) mental health services.
- Families of such adults and families of children with serious emotional disturbance.

• **3.3 Size and representation**

The MHBG-PC will consist of 18 members or more, providing that at least 51% of the members are other than state employees or providers of mental health services.

Consideration will be given to a diversity of membership including, but not limited to, diversity of race, ethnicity, gender identity, geography, and age. The ratio of parents of children with serious emotional disturbance to other members of the council must be sufficient to provide adequate representation of such children.

• **3.4 Resignation**

Any planning council member may resign at any time upon delivery of his or her resignation in writing to the Mental Health Block Grant Planner. Such resignation shall be effective upon delivery unless specified to be effective at a later date.

- **3.5 Removal**

If a member fails to notify for three missed meetings, it is assumed that the member has resigned from the group.

4. Meetings

The MHBG-PC shall meet at a minimum of five times a year to have sufficient time to fulfill their responsibilities.

- **4.1 Quorum**

The minimum number of voting members who must be present to conduct business. The minimum number of voting members to constitute a quorum for the MHBG PC will be dependent on the total number of PC members, which may fluctuate. Quorums will be determined annually based on total membership.

- **4.2 Voting**

Members may vote in person or when participating in a meeting telephonically or other electronic means.

5. Officers

The membership shall elect a Chair and Vice Chair each of whom shall serve for a two-year term. The election shall take place at the first meeting following the new calendar year.

- **5.1 Chair**

The Chair shall preside over all meetings of the MHBG PC and work in collaboration with the state planner to develop the agenda for council meetings.

- **5.2 Vice Chair**

In the absence of the Chair, the Vice Chair shall assume the duties of the chair.

6. Committees

Standing and Ad Hoc Committees may be formed by a vote of the membership as the need arises.

- **6.1 Executive Committee**

The Executive Committee shall consist of the Chair, Vice Chair, and Chair of those committees that may be established by the membership.

7. Reimbursement

Members appointed to the MHBG PC who are not otherwise paid to attend meetings or to participate by telephone or other electronic means may request reimbursement of mileage and/or a stipend from the Department of Mental Health consistent with expense reimbursement policy that apply to meetings of constituent groups.

8. Revisions to Operating Procedures

The MHBG PC may from time to time revise these operating procedures by an affirmative vote of a quorum provided that notice of the proposed revision is given at a minimum of fourteen (14) days in advance of the meeting.

9. Operating Principles

- **9.1 Results Based Accountability**

The MHBG PC shall embed a Results-Based Accountability approach into its work. This describes two levels of accountability to improve outcomes: 1) Population Accountability and 2) Performance Accountability.

- **9.2 Collaboration with Standing Committees**

The MHBG PC shall collaborate with the State Program Standing Committee for Adult Mental Health and the State Program Standing Committee for Child, Adolescent, and Family Mental Health in a manner that complements the particular role and expertise of each group in order to enhance the mental health services system, sustain advocacy, and avoid duplication of effort.

10. Annual Survey

- **10.1** The MHBG Planning Council shall conduct an annual survey of members relating to their experiences on the council.